



**ROGUE WORKFORCE  
PARTNERSHIP**



## Special Joint Meeting of the Rogue Valley Workforce Consortium and Rogue Workforce Partnership - Corporate Directors

Thursday July 20, 2017 • 3:00-5:00 p.m. | 100 E. Main Street, Suite A - Board Room • Medford

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### Agenda

- |           |   |   |
|-----------|---|---|
| 3:00 p.m. | <b>Call to Order</b> (1-2m) <ul style="list-style-type: none"><li>▸ Welcome &amp; Introductions</li></ul>   | Commissioner<br>Dan DeYoung,<br>Mike Donnelly   |
|           | <b>Approval of Minutes Agenda</b> (1-2m) - <b>Action Item</b> <ul style="list-style-type: none"><li>▸ April 14, 2017 Rogue Valley Workforce Consortium Minutes</li><li>▸ May 18, 2017 RWP Corporate Directors Meeting Minutes</li></ul>   | Commissioner<br>DeYoung, Mike                   |
| 3:05 p.m. | <b>Finance</b> (15-20m) <b>Action Item</b> <ul style="list-style-type: none"><li>▸ RWP Budget Review &amp; Approval</li></ul>   | Sherri Emitte,<br>Commissioner<br>DeYoung, Mike |
| 3:20 p.m. | <b>RWP Program Policies</b> (10-15m) - <b>Action Item by RWP Corporate Directors</b><br><i>The attached updated policies are required for the implementation of the Workforce Innovation and Opportunity Act (WIOA) federal legislation</i> <ul style="list-style-type: none"><li>▸ <b>OJT Policy</b></li><li>▸ <b>Priority of Service Policy</b></li><li>▸ <b>One-Stop Center Certification Policy</b></li></ul> | Mike, Aurora<br>King, Jim Fong                  |
| 3:35 p.m. | <b>RWP New Member Appointments Recruitment</b> (5-10m)  | Jim   |
| 3:45 p.m. | <b>MOU, Cost Sharing &amp; One-Stop Operator Update</b> (10-15m) <ul style="list-style-type: none"><li>▸ <b>One-Stop Operator Procurement &amp; Selection</b></li><li>▸ <b>One-Stop Center Certification</b> </li><li>▸ <b>WIOA Section 188 Disability Self-Evaluation Tool</b> </li><li>▸ <b>Memorandum of Understanding &amp; Related Cost Sharing/Infrastructure Funding Agreement</b></li></ul>               | Jim   |
| 4:00 p.m. | <b>Strategic Plan Goals</b> (15-20m) <ul style="list-style-type: none"><li>▸ <b>Debrief and Next Steps Planning</b></li></ul>   | Mike, Aurora &<br>All                           |
| 4:20 p.m. | <b><u>EXECUTIVE SESSION</u></b> (20-30m)<br>The Rogue Valley Workforce Consortium and the Rogue Workforce Partnership Corporate Directors will hold an executive session to consult with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed. ORS 192.660(2)(h).<br>The following designated staff shall also be in attendance at the executive session:     | Mike, Sherri                                    |

Jim Fong, Executive Director; Sherri Emitte Chief Finance and Administrative Officer; Aurora King, Chief Operating Officer, and Tami Allison, Senior Projects Manager.

Representatives of the news media shall be allowed to attend, but are specifically directed not to report on any of the deliberations held during the executive session, except to state the general subject of the session as announced – pursuant to ORS 192.660 (4).

4:50 p.m.	<b>Other Items</b>	Commissioner DeYoung, Mike
5:00 p.m.	<b>Adjourn</b>	Commissioner DeYoung, Mike

 = Documents attached or will be handed out at meeting

Auxiliary aids and services are available upon request to individuals with disabilities. Please contact Tami Allison at (541) 842-2518.



## Minutes Rogue Valley Workforce Consortium



Friday April 14, 2017 • 10:30-11:00 a.m.  
Rogue Workforce Partnership Boardroom  
100 E. Main St., Suite A • Medford, Oregon

### **Consortium Members Present:**

Commissioner Rick Dyer  
Commissioner Dan DeYoung

### **Quorum Present:** Yes

### **Others Present:**

Jim Fong, Executive Director - Rogue Workforce Partnership  
Tami Allison, Senior Projects Manager – Rogue Workforce Partnership

### **1. Call to Order**

The meeting was called to order at 10:39 a.m.

### **2. Election of Officers**

Jim noted that in accordance with the Intergovernmental Agreement between Jackson County and Josephine County establishing the Rogue Valley Workforce Consortium, the RVWC chair shall alternate with the Jackson County board member chairing the consortium in even numbered years, and the Josephine County board member chairing the consortium in odd numbered years. As this group has only met a few times, this action was overlooked last year, and since this is an odd year, the Josephine County board member would need to be elected as the Chair with the Jackson County board member being elected as Vice-Chair.

***A MOTION WAS MADE BY COMMISSIONER DYER TO ELECT COMMISSIONER DAN DEYOUNG CHAIR AND COMMISSIONER RICK DYER AS VICE-CHAIR OF THE ROGUE VALLEY WORKFORCE CONSORTIUM. THE MOTION WAS SECONDED BY COMMISSIONER DAN DEYOUNG AND APPROVED UNANIMOUSLY.***

### **3. Consent Agenda**

***A MOTION WAS MADE BY COMMISSIONER DYER TO APPROVE THE CONSENT AGENDA WHICH CONTAINED THE MEETING MINUTES FROM THE DECEMBER 5, 2016 ROGUE VALLEY WORKFORCE CONSORTIUM MEETING. THE MOTION WAS SECONDED BY COMMISSIONER DAN DEYOUNG AND WAS APPROVED UNANIMOUSLY.***

### **4. Rogue Workforce Partnership Workforce Board Membership**

Jim referred to the action brief in today's packet and noted that the green section of the table indicates new appointments to the workforce board. The blue section indicates renewing membership even though some will be terming out in June 2017. Also attached is a table showing the disposition of the memberships and positions. Two

board members; Scott Koch and Fred Holloway will be terming out in June which will even up the membership and align with the 20% by June.

Commissioner Dyer indicated that he had a recent conversation with Colleen Padilla where she indicated that she wasn't sure if she was a good fit for the board and indicated that she might have someone else join the board in her place. Jim indicated that he would follow up with Colleen to see who she was thinking of.

**COMMISSIONER DYER MOVED TO APPOINT AND REAPPOINT MEMBERS TO THE ROGUE WORKFORCE PARTNERSHIP WORKFORCE DEVELOPMENT BOARD AS INDICATED IN THE ACTION BRIEF. THE MOTION WAS SECONDED BY COMMISSIONER DEYOUNG AND WAS APPROVED UNANIMOUSLY.**

## 5. OTHER BUSINESS

Jim talked about the need to do some cleanup on the Intergovernmental Agreement as there is not a good resolution path if, for whatever reason, the two county commissioners disagree. It has been talked about in concept that, if that happened, we would engage all 6 county commissioners, and if that proved to be a stalemate, the Governor's office would need to become engaged as the state governing entity. Both Commissioner Dyer and Commissioner DeYoung feel that issues could arise and we would need to have a process in place for resolution. ***Jim will send the proposed change to the Intergovernmental Agreement to both Commissioners to review and will then schedule times to meet with each County Commissioner Board to approve the change.***

## 6. ADJOURN

With no further business, the meeting was adjourned at 10:55 a.m.

Respectfully Submitted,

Tami Allison  
Senior Projects Manager

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Approved  
Commissioner Dan DeYoung, Chair RVWC

Date



## MINUTES

ROGUE WORKFORCE PARTNERSHIP • CORPORATE DIRECTORS

May 18, 2017 ♦ 100 E. Main St., Suite A - Board Room ♦ Medford, OR

### MEMBERS PRESENT

Commissioner Rick Dyer  
Vice-chair, Michael Donnelly (via phone)  
Chairperson, Jessica Gomez  
Shawn Hogan (via phone)  
John Underwood (via phone)

### MEMBERS ABSENT

Commissioner Dan DeYoung  
Nikki Jones

### OTHERS PRESENT

Jim Fong, Executive Director, Rogue Workforce Partnership (via phone)  
Sherri Emitte, Director of Administration, Rogue Workforce Partnership (via phone)  
Aurora King, Chief Operating Officer, Rogue Workforce Partnership  
Julie Gillis, Senior Projects Manager, Rogue Workforce Partnership  
Tami Allison, Senior Projects Manager, Rogue Workforce Partnership

Quorum Present: Yes

#### 1) Call to Order

The meeting was called to order by Chairperson, Jessica Gomez at 3:10 p.m. Introductions were made.

#### 2) Approval of Minutes

**COMMISSIONER DYER MOVED TO APPROVE THE MINUTES OF THE MARCH 22, 2017 RWP CORPORATE DIRECTOR'S MEETING. THE MOTION WAS SECONDED BY VICE-CHAIR, MIKE DONNELLY AND APPROVED UNANIMOUSLY.**

#### 3) Finance

FY 15-16 Audited Financial Statements – Sherri Emitte presented the financial statements.

Vice-chair, Mike Donnelly thought he should recuse himself from this agenda item as he has a relative

with the auditing firm who did the audit. Discussion took place and it was decided that because the vote is only to accept the financial statements, there would be no conflict of interest, and Mike could, in fact, vote.

Sherri reported that the outcome of the audit was satisfactory and that unrestricted assets in the amount of \$1,046,024 were reported.

***COMMISSIONER DYER MOVED TO APPROVE THE FY 15-16 AUDITED FINANCIAL STATEMENTS AS PRESENTED. THE MOTION WAS SECONDED BY JOHN UNDERWOOD AND APPROVED UNANIMOUSLY.***

FY 15-16 Form 990 Tax Return Review – Sherri reported that this is the first year that we have had to file the full tax return. John Underwood indicated that he has some questions; however, he will contact Sherri outside of this forum.

FY-16-17 Budget Revision (*adjustment*) – Sherri presented a budget adjustment showing a reduction in both revenues and expenditures by \$330,094. The largest change to the budgeted revenues are within the Workforce Investment and Opportunity Act (WIOA) Adult and Dislocated Worker funds where a transfer of \$560,000 between these two funds was just approved by the Workforce Development Board. WIOA Youth revenues have also been reduced by almost \$193,000 to reflect the removal of roll-over. The difference of \$7,636 in JD NEG funds represents an adjustment in the amount carried into the current year. Sherri reported that the decrease in Personnel and Operating Expenses are minimal with contracted services showing a decrease of almost \$90,000 mainly due to the reduction in various funding streams and the corresponding reduction in the final ResCare contract amount. The largest expenditure decrease of over \$226,000 is due to the elimination of roll-over in the budget.

***COMMISSIONER DYER MOVED TO APPROVE THE FY 16-17 BUDGET REVISION (ADJUSTMENT) AS PRESENTED. THE MOTION WAS SECONDED BY VICE-CHAIR, MIKE DONNELLY AND APPROVED UNANIMOUSLY.***

FY 17-18 Budget Development & Approval Process – Sherri reported that due to the new Cost Sharing Agreement required under the new WIOA law, she is having to split out career services, common space, classroom space, etc. so that they can be allocated differently. Sherri went on to add that typically our allocations are received in April and; to date, we have not yet received anything from the state. “There has been mention of 10% decrease and that’s what we will plan on,” stated Sherri. Because we are no longer required to have a board approved budget by June 30<sup>th</sup>, we will bring the new budget before the Corporate Directors at the July meeting.

#### **4) RWP Program Policies**

Aurora presented the Incentives / Stipends Policy as well as the Code of Conduct (Conflict of Interest) policies for approval. These policies acted on separately as follows:

**Incentives/Stipends** – The purpose of this policy is to provide guidance for incentive and stipend payments to support Youth success in Jackson and Josephine Counties, funded under Workforce Innovation and Opportunity Act (WIOA) Title IB, as well as other funds.

***COMMISSIONER DYER MOVED TO APPROVE THE INCENTIVES/STIPENDS POLICY AS PRESENTED. THE MOTION WAS SECONDED BY JOHN UNDERWOOD AND APPROVED UNANIMOUSLY.***

**Code of Conduct (Conflict of Interest)**-The purpose of this policy is to protect Rogue Workforce Partnership's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization, or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. This policy will be distributed to all workforce board members and they will be asked to return the signed acknowledgment page, which also includes a commitment to make attendance at all board meetings a high priority. Tami will create an electronic file of the signed documents.

***COMMISSIONER DYER MOVED TO APPROVE THE CODE OF CONDUCT (CONFLICT OF INTEREST) POLICY AS PRESENTED. THE MOTION WAS SECONDED BY VICE-CHAIR, MIKE DONNELLY AND APPROVED UNANIMOUSLY.***

## 5) OWIB Minimum Training Policy Proposal

This item was incorrectly listed as an action item on today's agenda.

RWP Advocacy / Letter from Corporate Directors – Jessica and Jim talked about the need for flexibility as it relates to funding for the workforce boards.

It was decided that no formal authorization is required for Jim to draft a letter to be reviewed by the Corporate Directors prior to finalization.

## 6) Next Steps / Discussion from April 27<sup>th</sup> Workforce Development Board Meeting

Jim presented a document (included in today's packet) that unpacks the questions that were posed, along with what the bylaws show, what our current/recent practice is, as well as potential changes/clarifications. The Corporate Director's reviewed the document and made comments / revisions as follows:

- Bylaws will be revised as appropriate

- New members of the workforce development board, as well as the Corporate Directors, will be listed on the agenda.
- Membership terms should be listed on the contact sheet
- Emails for workforce development board members will not be added to the website
- The budget will be developed and presented for approval to the RVWC and Corporate Directors in a joint meeting, and also brought to the workforce development board for affirmation.

Jim noted that a copy of the Partnership Agreement as well as the Articles of Incorporation were included in today's packet.

## 7) RWP Members & Position

Southern Oregon Goodwill Industries Request – This item was deferred to a future meeting.

## 8) Memorandum of Understanding, Cost Sharing & One-Stop Operator Procurement

Aurora reviewed the Workforce Innovation & Opportunity Act – Final Rule document noting that the deadline for this work is June 30, 2017. Sherri responded to questions about how the cost sharing will be done and that this is a work in progress and will continue to be so into the first year. State staff are providing us with numbers of individuals and what services they are receiving from what agency to assist in this cost sharing process. The effort is to create a more comprehensive array of connection points for our customers. Jim indicated that the draft is almost complete and will be sent out the Local Leadership Team as well as the state. Jim indicated that we do not anticipate any delay due to receiving partner information.

RWP staff are also working on an RFP to procure a One-Stop Operator for the region.

**COMMISSIONER RICK DYER MOVED TO APPROVE RWP STAFF MOVING FORWARD WITH PROCUREMENT OF ONE-STOP OPERATOR. THE MOTION WAS SECONDED BY VICE-CHAIR, MIKE DONNELLY AND APPROVED UNANIMOUSLY.**

## 9) Agenda Prep for June RWP-Workforce Development Board Meeting

The group reviewed the 2017 meeting schedule and the tentative agenda shown for June 15, 2017.

- Strategic Plan Review
- OJT Policy Approval
- Dashboard Update
- Budget Adjustment Affirmation



- Budget Process

**10) Other Items**

No other items were brought before the Corporate Directors.

**11) Adjourn**

With no further business, the RWP Corporate Directors meeting was adjourned at 5:01 p.m.

Respectfully Submitted,

Tami Allison  
Senior Projects Manager

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Approved  
Jessica Gomez, RWP Chair

Date



# ROGUE WORKFORCE PARTNERSHIP

Growing Skills - Building Careers - Boosting the Economy

DATE: July 13, 2017

TO: Rogue Valley Workforce Consortium and  
Rogue Workforce Partnership Corporate Directors

FROM: Sherri Emitte, Chief Finance and Administrative Officer

SUBJECT: PY17 Budget

## **BACKGROUND**

As it's the beginning of the new program year, it's time to present the budget for the coming year. There are still many uncertainties, but we will proceed with what we do know. At this point, our PY17 revenues and expenditures are at \$4,347,501, a decrease of \$783,855 from last year. Below are explanations of the various line items in the attached budget document.

## **DISCUSSION**

### **WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)**

As we have recently informed you, the State and local WIOA formula allocation was decreased for this year. The U.S. Department of Labor decreased the allocation to the State of Oregon by just over 10%, and the State decreased our local allocation by 11.2% (there were a couple of areas that received an increase, and only one area that received a decrease larger than ours). The State wanted to maintain a local allocation cut of no more than 10%, so they came up with some additional funds to supplement our loss: additional 2016 High Concentration Youth and additional FY16 Dislocated Worker formula funds. As a result, our overall formula allocation decreased by 7.28%.

Fortunately, both RWP and ResCare have been frugal with our funds this past year, so we have a decent amount of carry-forward into PY17. You can see the breakdown below:

WIOA Fund	PY17 Allocation	PY16 Carry-Fwd	Supplemental Funds	TOTALS
Adult	\$ 906,955	\$ 223,660		\$1,130,615
Dislocated Worker	\$ 827,862	\$ 344,570	\$ 103,840	\$1,276,272
Youth	\$ 964,719	\$ 299,290	\$ 28,080	\$ 992,799
Total	\$2,699,536	\$ 867,520	\$ 131,920	\$3,399,686

As for the non-formula WIOA funds, the Job-Driven National Emergency Grant, the Layoff Aversion Grant, and the Transition Grant all expired as of June 30, 2017, so we show no income for those in PY17. As for the Rapid Response Grant, that project will be phasing out this year and we anticipate spending only about \$4,000. The result is that we will be receiving \$104,340 less in WIOA funds in PY17 compared with PY16.

## OTHER INCOME

There are various reasons for the decrease of over \$1.26 million dollars in Other Income:

- The REACH and SOHOPE grants were given to us by Department of Human Services (DHS) and Rogue Community College (RCC), respectively. These were pilot programs we were able to launch that have now taken lives of their own. The REACH activity has now been incorporated into the direct DHS grant with ResCare (along with JOBS and OFSET), and the SOHOPE activity has now been absorbed back into RCC.
- The Careers in Gear, Independent Living, Rethinking Job Search, and SOESD (College and Careers for All) grants, as well as Miscellaneous Income and Rental Income, are continuing into a subsequent year at just about the same levels.
- The National Fish and Wildlife Foundation grant is just about finished, and we've budgeted \$3,000 to get that done.
- The Temporary Assistance to Needy Families (TANF) Summer Jobs Program is a new opportunity granted to us by DHS. They have granted us over \$80,000 to help provide summer work experience to teen parents receiving TANF benefits.
- Our recent contracts with Applegate Trails Association and Siskiyou Uplands Trails Association have been very successful in providing trail crew work to many. Our most recent contracts have expired, but they have indicated that they would like to work with us on a continuing basis, and we expect new contracts soon.
- We were just informed that the State Legislature has approved the state budget, and that our General Fund grants -- Back to Work Oregon, Local Board Support, and Sector Strategies -- have survived. Included in the last biennium (2015-16) was \$8.4 million for these grants; but this biennium \$7.6 million was granted -- a 9.5% decrease. We are still thrilled that we're receiving these grants since they are so critical to our mission.

We will not find out the final allocations until mid-August, but for budget purposes, we have taken the amounts we received last biennium and decreased them by 9.5%. Then we placed half of that amount into this first year of the biennium.

You'll note that there is a large difference between the amounts we've budgeted for the current year and those from the previous year. That's because the State was late getting the grants out in the last biennium, and we got a late start on spending. So we had a substantial amount more to spend in the second year of the biennium in order to spend out the grant. Even though we anticipate that the contracts will be late again this year, we know that they will have an effective date of July 1, 2017, and we'll be able to get started immediately.

## EXPENDITURES

Personnel costs are down by almost \$78,000 compared to the previous year. We currently have one vacant position, and we are being cautious in refilling that position with our current decrease in income.

Contracted Workforce Services represent amounts to be paid to just our two sub-contractors, ResCare and College Dreams. This budget projection has decreased dramatically (by more than \$1.1 million), but part of that decrease is in presentation. The Contracted Services line item in the previous year contained ALL contracted services, which included many different types of contracted expenses. Over \$176,000 of other contracted services were a part of the previous year's \$3.5 million line item; but those are now included in either RWP or One Stop Operating Expenses. Nevertheless, there is a significant hit to our two workforce service providers, to the tune of almost \$1 million.

Even though ResCare is absorbing most of this cut, it should be noted that they are incorporating the REACH program activities (currently at \$416,984) into the JOBS contract that they have directly from DHS. They also have recently completed some restructuring to reduce some of their mid-management positions. But certainly more adjustments will need to be made.

Adding together the RWP and One Stop Operating Expenses shows an increase of over \$148,000; however, as noted above, there is a different presentation. The \$176,000 mentioned above consisting of expenses previously categorized in Contracted Services are now included in these two line items; so there is actually a slight net decrease in current year expenditures.

There is also a less noticeable difference in presentation between the two Operating Expense line items. Under our new Cost Sharing Agreement with our partner agencies, we have to present expenses in a different format, to ensure that all One Stop expenditures are appropriately captured and reported.

Finally, there is \$250,000 budgeted as funds to be carried forward into the following year. It is always desirable to have some "cushion" from year to year so we're not pushed into a corner by unexpected surprises.

## SUMMARY

RWP Staff would request that the Rogue Valley Workforce Consortium, as well as the Rogue Workforce Partnership Corporate Directors approve the PY17 budget in the amount of \$4,347,501.

**ROGUE WORKFORCE PARTNERSHIP  
BUDGET FOR YEAR ENDING JUNE 30, 2018**

	CURRENT YEAR 2017-18	PRIOR YEAR 2016-17	DIFFERENCE
<b>REVENUES</b>			
<b>WORKFORCE INNOVATION &amp; OPPORTUNITY ACT</b>			
Title 1B Adult	1,130,615	561,845	568,770
Title 1B Dislocated Worker	1,276,272	1,192,526	83,746
Title 1B Youth	992,799	1,247,141	(254,342)
Job-Driven National Emergency Grant	0	212,856	(212,856)
Rapid Response	4,000	24,690	(20,690)
Layoff Aversion	0	45,287	(45,287)
Transition Grant	0	15,000	(15,000)
<b>WIOA SUBTOTAL</b>	<b>3,403,685</b>	<b>3,299,345</b>	<b>104,340</b>
<b>OTHER INCOME</b>			
Applegate Trails Association	0	30,000	(30,000)
Back to Work Oregon	210,950	437,811	(226,861)
Careers in Gear	20,000	18,050	1,950
Independent Living	18,000	20,104	(2,104)
Local Board Support	78,480	129,648	(51,168)
National Fish & Wildlife Foundation	3,000	40,643	(37,643)
REACH	0	416,984	(416,984)
Rethinking Job Search	72,000	61,223	10,777
Sector Strategies	78,480	146,419	(67,939)
Siskiyou Uplands Trails Association	0	35,000	(35,000)
SOESD (CC4A)	45,000	52,039	(7,039)
SOHOPE	0	106,249	(106,249)
TANF Summer Jobs Program	80,104	0	80,104
Miscellaneous Income	2,500	2,539	(39)
Rental Income / Cost Reimbursements	335,302	335,302	0
<b>OTHER INCOME SUBTOTAL</b>	<b>943,816</b>	<b>1,832,011</b>	<b>(888,195)</b>
<b>TOTAL REVENUES</b>	<b>4,347,501</b>	<b>5,131,356</b>	<b>(783,855)</b>
<b>EXPENDITURES</b>			
<b>SERVICES</b>			
Personnel	750,460	828,381	(77,921)
Contracted Workforce Services	2,438,335	3,542,986	(1,104,651)
RWP Operating Expense	334,704	290,911	43,793
One Stop Operating Expense	574,003	469,078	104,925
Holdback / Carry Out into following year	250,000	0	250,000
<b>TOTAL EXPENDITURES</b>	<b>4,347,501</b>	<b>5,131,356</b>	<b>(783,855)</b>



**TITLE: ON-THE-JOB TRAINING POLICY**

**Purpose**

To provide guidance for the On-the-Job Training (OJT) service activity for Title 1 Adult, and Dislocated Workers (DW) in Jackson and Josephine Counties, funded under the Workforce Innovation and Opportunity Act (WIOA), as well other funds allocated for OJT's.

**References**

Governing guidelines include WIOA 134(c)(3)(D) ii, CFR 680.700-680.710, as well as applicable state and local funding stream requirements for On-the-Job Training.

**Scope**

The purpose of an On-the-Job Training (OJT) contract is to assist businesses in training and retaining skilled, productive workers. Through the OJT contract and training plan, occupational training is provided for the participant in exchange for the reimbursement of up to 50 percent of the wages paid by the employer during the training period. OJT's may be used to help train new employees, eligible current employees and employees hired to regular permanent employment through a staffing service relationship. This policy applies to recipients, sub-recipients, and any other authorized provider of WIOA Title 1B training funds.

**Policy**

In accordance with WIOA, funds for OJT's will be used for individuals in need of on-the-job skills training in order to secure new employment, to provide additional skills training to advance in their job, or to prevent job loss. The required skills and business needs will be determined and appropriately documented on an individual basis prior to contractual agreement. The candidate's "skills gap" must be clearly articulated, including a plan for the delivery of training to the individual, as well as an evaluation process to ensure that training was delivered and a standard was met. These funds are provided as a wage reimbursement for up to 50% of the employee's wages, and are provided to the employer, or the employer's financial representative, upon completion of the training agreement.

Employers will be reimbursed at an average of \$3,500 per OJT and, at the discretion of RWP staff, in coordination with appropriate sub-recipient staff, to approve up to an average of \$5,000 for higher wage/higher skills training opportunities. The following criteria apply to the implementation of an OJT where the employment position:

- Has a wage of at least \$11.00 per hour;
- Is at least 30 work hours or more per week;
- Offers benefits to the employee. (If no medical benefits are offered, it's preferred that the job pay at least \$12.00 per hour.)
- Has a training period for no less than 4 weeks and no more than 26 weeks (or six months) and;

- Is preferred to be an in-demand industry sector or occupation that falls in the local region's sector strategies, which include Advanced Manufacturing, Information Technology, Electronic Commerce, Healthcare, or as determined to be in demand by the support of local labor market information.

OJT contracts may be written for eligible employed workers when:

- The employee is not earning a self-sufficient wage or wages comparable to or higher than wages from previous employment; or
- The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills; workplace literacy; or
- The OJT facilitates a wage gain of at least \$1.00 per hour or more by the end of the training period or sooner, and
- Results in an upgrade to a new position with a different scope of work and title.

An exception may be granted by Rogue Workforce Partnership. Examples of exceptions might include (but are not limited to) a worker who has a disability and requires retraining, medical benefits and regular employment status are gained as a result of the training, or a layoff can be averted through retraining.

Additional preferences includes the following:

- Employer will "backfill" with a new hire for the employee's previous position through WorkSource Rogue Valley when training is complete; or
- Employer offers concurrent skill building opportunities for the employee to access; or
- Business falls within a "traded-sector" industry.

Only businesses with a history of successful training and retention of OJT employees should be used as repeat OJT sites. Employers that use OJT to subsidize short-term "revolving door" positions will be decertified as OJT sites. For the purposes of re-contracting and "pattern of failure" considerations, additional OJT agreements and/or training plans should not generally be negotiated with any business that, having had five or more previous OJT training plans:

- Does not meet an employment (retention) rate of 75%.
- Exception: When a business does not meet the employment rate of 75% for five or more trainees but agrees to a corrective action plan that addresses the identified problems, additional OJT training plans can be approved on an interim basis after the corrective action plan has received administrative approval from the Rogue Workforce Partnership. Absent an approved corrective action plan, a business that has been determined to exhibit a pattern of failure to retain trainees will be decertified as an OJT site for a limited duration of two years.
- Such corrective action decisions should take into account the circumstances of trainees who have failed to complete training or have not been retained for 90 days or longer following training. A pattern of failure determination is generally not made until at least five OJT training plans have expired. Efforts should be made to determine why trainees failed to complete.

For other discretionary grant projects that provide OJTs as a training opportunity, a different reimbursement percentage, minimum wage, and hourly wage gain requirement may be established through Rogue Workforce Partnership for the project.

APPROVED : \_\_\_\_\_  
RWP Chair

DATE: \_\_\_\_\_





**TITLE: PRIORITY OF SERVICE**

**PURPOSE**

To direct Workforce Innovation and Opportunity Act (WIOA) funds to those most in need, while complying with U.S. Department of Labor Priority of Service requirements for Veterans.

**BACKGROUND**

Priority of Service occurs when a covered individual is given priority over non-covered individuals for the receipt of employment, training and placement services provided under WIOA. These individuals are entitled to precedence over non-covered persons for services. The covered individual either receives access to a service earlier in time than a non-covered person or, if resources are limited, receives access to the service instead of or before the non-covered person.

Services provided to adults and dislocated workers under Title I of WIOA focus on building and growing skills for individuals to maintain and remain in the middle class. Across all titles, WIOA focuses on serving individuals with barriers to employment and seeks to ensure access to quality services for these populations.

Recipients (and sub-recipients) of U.S. Department of Labor (DOL) funds are subject to the priority of service regulations, and are thus required by law to provide priority of service to veterans and eligible spouses. This is a requirement of receiving DOL funds. It is important to note that a veteran or eligible spouse must first meet any and all of the eligibility criteria in order to be considered eligible for enrollment in the program, receipt of priority for enrollment, and priority for receipt of services.

In addition, WIOA requires that when funds allocated for Adult Employment and Training activities are limited, priority shall be given to recipients of public assistance, individuals who are basic skills deficient, and other low-income individuals for Individualized Career Services and Training. WIOA Adult Formula funds are limited; therefore, Priority of Service must be given to recipients of public assistance, individuals who are basic skills deficient, and other low-income adults for WIOA Adult Formula funded Employment and Training activities.

**POLICY**

To address the requirement of the WIOA, Rogue Workforce Partnership is establishing the following prioritization for services:

**Individual with Barriers to Employment:**

- Displaced homemakers (as defined in WIOA Sec. 3(16))
- Low-income individuals (as defined in WIOA Sec. 3(36))
- Indians, Alaska Natives, and Native Hawaiians (as defined in WIOA Sec. 166 (b))
- Individuals with disabilities, including youth who are individuals with disabilities, as defined in WIOA Sec. 3(25) (which includes individuals who are in receipt of Social Security Disability Insurance)
- Older individuals (age 55 and older) (as defined in WIOA Sec. 3(39))
- Ex-offenders ("offender" as defined in WIOA Sec. 3(38))
- Homeless individuals or homeless children and youths
- Youth who are in or have aged out of the foster care system;

- Individuals who are:
  1. English language learners (WIOA Sec. 203 (7))
  2. Individuals who have low levels of literacy; and
  3. Individuals facing substantial cultural barriers
- Eligible migrant and seasonal farmworkers (as defined in WIOA Sec. 167(i)(1-3))
- Individuals within two years of exhausting lifetime TANF eligibility;
- Single parents (including single pregnant women);
- Long-term unemployed individuals (unemployed for 27 or more consecutive weeks)

**Low Income:** In times when WIOA Adult funds are limited for career and training services, priority must be given to eligible individuals that are low income and for which you have documentation stating low income status. Note: Under WIOA there is no exclusion of payments for unemployment compensation, child support payments, and old-age survivors' insurance benefits from the income calculations for determining if an individual is low-income.

**Basic Skills Deficient:** In times when WIOA Adult funds are limited, priority must be given to individuals who are basic skills deficient. Individuals who are basic skills deficient are defined in WIOA Section 3(5)(B) as an individual who is a youth or adult, who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society. Individuals who are English language learners meet the criteria for "basic skills deficient" and must be included in the priority populations for the Title I Adult program.

**Veterans:** For workforce programs that operate or deliver services to the public without targeting specific groups, veterans and eligible spouses must receive priority of service over all other program participants. For Programs with Eligibility Criteria, veterans and eligible spouses who meet the eligibility criteria will receive priority for enrollment in the program, as well as priority for receipt of services. (i.e. Adult and DW intensive services, NEGs and any other programs that has eligibility requirements). For programs with statutory or mandatory priorities (such as programs/grants that have specific populations that are allowable to be served in the grant), priority of service is applied as described below:

1. Veterans and eligible spouses who meet the program-specific mandatory priorities will receive the highest level of priority of service.
2. Non-covered individuals who meet the program's mandatory priority receive the second level of priority of service.
3. Veterans and eligible spouses outside the program-specific mandatory priority receive the third level of priority of service.
4. Non-covered individuals outside the program's mandatory priority receive the lowest level of priority of service.

A copy of this policy may be found at [www.rogueworkforce.org](http://www.rogueworkforce.org)

Approved by: \_\_\_\_\_  
RWP Chair

Date: \_\_\_\_\_



**TITLE: ONE-STOP CERTIFICATION**

**PURPOSE:**

Under the Workforce Innovation and Opportunity Act (WIOA), local boards are required to establish criteria and procedures to assess the effectiveness, physical and programmatic accessibility, and continuous improvement of one-stop centers. The purpose of this policy is to establish these criteria and the process for the assessment and certification of the WorkSource Rogue Valley (WSRV) centers, in accordance with the Workforce Innovation and Opportunity Act (WIOA) and State of Oregon policy WIOA121(g) on One-Stop Center Certification.

**POLICY:**

Rogue Workforce Partnership (RAP) staff will assess all WorkSource Rogue Valley centers annually as part of program monitoring processes. To determine compliance with WIOA sections 116, 121, and 188 all comprehensive and affiliate sites will be certified as a result of the assessment, at a minimum, of once every three years beginning June 30, 2017.

**PROCESS:**

The process for assessing/certifying Rogue Valley one-stop centers follows:

- All WSO centers will be assessed utilizing the WorkSource Assessment/Certification Checklist (Attachment A) on an annual basis, no later than June 30<sup>th</sup>.
- The completed assessment will be evaluated in-person by RWP staff for all comprehensive and affiliate center sites every three years, at a minimum. Staff will conduct the review on-site at each center to determine if the center meets the certification requirements outlined in Attachment A.
- Staff will also complete a Physical Access Assessment, as part of annual monitoring, in accordance with RWP monitoring and EEO policies and regulations. An additional assessment will NOT be done as part of One-Stop Certification. A copy of the Physical Access Assessment will be maintained as part of the certification documentation.
- In the event that a center does not meet certification criteria, technical assistance and/or a corrective action plan will be documented that includes the actions to be taken and the allotted period of time to meet the conditions for certification. These documents will be maintained with the certification documentation, and in accordance with record retention policies and procedures. RWP staff will re-evaluate, as required by these documents, to determine center compliance with certification criteria.

- At the discretion of the RWP Executive Director, a center may be certified/re-certified while concurrently receiving technical assistance or completing corrective action. Certifications are documented using Attachment A and will be reported to Higher Education Coordinating Commission in compliance with its One-Stop Center Certification Policy (WIOA 121g).

**REFERENCES:**

WIOA Sections 116, 121, and 188  
State of Oregon WIOA 121(g)

Approved: \_\_\_\_\_  
RWP Chair

Date: \_\_\_\_\_



**One-Stop Certification Assessment/Checklist**

**OVERVIEW:**

In compliance with Rogue Workforce Partnership (RWP) policy on one-stop center certification, WorkSource Rogue Valley one-stop centers will be assessed annually as part of program monitoring, and certified no less than every three years, beginning July 1, 2017. All assessment and certification documents will be kept on file in accordance with applicable records retention rules and regulations. Any technical assistance or corrective action will be documented to include the actions to be taken, as well as dates by which actions must be taken. RWP staff will re-evaluate for compliance, as outlined in these documents.

**EVALUATION:**

In the event that a center is not compliant with a line-item of the evaluation, technical assistance and/or corrective action will be documented. Centers may be certified even when technical assistance/corrective action is imposed, at the discretion of the RWP Executive Director.

<b>Center Name:</b>	
<b>Center Address:</b>	
<b>Center Hours:</b>	
<b>Center/Site Type:</b>	<input type="checkbox"/> Comprehensive Center <input type="checkbox"/> Affiliated Center <input type="checkbox"/> Partner/Specialized Site
<b>Review Type:</b>	<input type="checkbox"/> Assessment (annually) <input type="checkbox"/> Certification (every three years)
<b>Certification Period:</b>	
<b>Outcome of Review:</b>	<input type="checkbox"/> Certified <input type="checkbox"/> Technical Assistance Required <input type="checkbox"/> Corrective Action Required  *more than one box may be checked
<b>Name of Reviewer:</b>	
<b>Signature of Reviewer:</b>	
<b>Date of Review:</b>	

## Part I: Programmatic Access

The following list includes the required One-Stop Partners, in accordance with Rogue Valley one-stop Memorandum of Understanding (MOU), and WIOA Sec. 121 (b)(1)(a). Each required partner/program and its agreed-upon level of access is listed. Evaluators are to assess compliance with the agreed-upon level of access and indicate results in the table below. Compliance indication defined as “Yes”, “No”, or “N/A”.

### Access Definitions:

- A. Physical presence at the centers.
- B. Partner program staff physically staffed at the One-Stop are appropriately trained to provide information regarding programs, services and activities available through partners.
- C. Direct and available linkage through technology to program staff that can provide meaningful information or services. This does not include providing phone numbers, website address, pamphlets, or materials.
- D. Not applicable. The program/partner is not offered in the local area and/or is not included in the MOU.

Program/Partner	Access	Compliant	Notes
Title I Adult and Dislocated Worker Services			
Title I Youth Program Services			
Title II Adult Education and Literacy Services			
Title III Wagner-Peyser Employment Services			
Title IV Vocational Rehabilitation Services			
DHS Self-Sufficiency Programs			
Carl D. Perkins Postsecondary Programs			
Community Service Block Grant E&T			
Housing and Urban Development E&T			
Job Corps			
Jobs for Veterans State Program			
Migrant Seasonal Farmworker Program			
National Farmworker Jobs Program			
Native American Programs			

Second Chance Act Re-Entry (sec. 212) / Ex-Offender Re-entry Program			
Senior Community Employment Programs			
Trade Adjustment Assistance Program			
Unemployment Compensation Program			
YouthBuild Program/Services			
Other:			

## Part II: Center Effectiveness

Center effectiveness is defined in WIOA as performance accountability in WIOA section 116. The primary indicators of performance for East Cascades WSO centers are those activities provided under the Adult and Dislocated Worker programs, as follows. Targets shown were negotiated with and approved by the Higher Education Coordinating Commission for program year ending June 30, 2017. Compliance indication defined as “Yes”, “No”, or “N/A”.

Performance Measure	Adult Target	DW Target	Compliant	Notes
% of participants in education, training activities or employment, Q2 after exit				
% of participants in education, training activities or employment, Q4 after exit				
Median earning of participants in unsubsidized employment, Q2 after exit				
% of participants enrolled in an education or training who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, year one after exit				

% of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains				
Effectiveness in Serving Employers				

### Part III: WorkSource Oregon Operational Standards

WSO Centers report their progress toward full implementation of the WSO Standards via self-assessment checklists on a quarterly basis. These evaluations include the following categories and will be considered as the baseline for compliance with this section of the one-stop certification. Compliant indicators are those other than “not yet started.” If the indicator is “in process” the center must have an implementation strategy and further explanation in order to be compliant. Compliance indication defined as “Yes” or “No”.

#### Indicator Definitions:

- A: Not yet started
- B: In process
- C: Implemented
- D: Best Practice Identified (and is fully implemented)

Standard	Indicator	Compliant	Notes
Co-Location			
Align Services			
Branding (WSO and AJC)			
Technology			
Local Leadership Team			
Four Services			
Labor Market Information			
Continuity of Service			
Work Ready Criteria			



Talent Development			
Skills Validation			
Placement Assistance			
Recruitment Services			
Feedback Mechanisms on Referrals			
Feedback Mechanisms on Training			
Target Populations			
Sector Partnerships			
Populations to Sector Industries			

#### **Part IV: Physical Accessibility**

All centers must be assessed for compliance with requirements of for physical accessibility outlined in WIOA section 188. These requirements are assessed in their entirety as part of the annual monitoring process. The following indicators are considered for center certification. More than one indicator may be selected.

<b>(X)</b>	<b>Indicator</b>	<b>Notes</b>
	<p>Center has been assessed for physical access as part of annual monitoring process and resulted in satisfactory compliance with all requirements.</p> <p>A copy of the physical accessibility assessment is included.</p>	
	<p>Physical assessment conducted resulted in unsatisfactory results - technical assistance/corrective actions have been documented as part of the monitoring report.</p> <p>A copy of the technical assistance/corrective action report is included.</p>	

	Center Identified for Comprehensive ADA Assessment, in order to exceed standard. Full Evaluation to be conducted no later than June 30, 2018, by ADA compliance officer.	
	Center has completed a Comprehensive ADA Assessment, in order to exceed standard.  A copy of complete ADA Assessment is included.	



## ROGUE WORKFORCE PARTNERSHIP

100 E. Main St., Suite A ♦ Medford, OR 97501  
541.842.2500 ♦ [rogueworkforce.org](http://rogueworkforce.org)

*Serving Jackson & Josephine Counties*  
**Growing Skills • Building Careers • Boosting the Economy**

June 30, 2017

Karen Humelbaugh  
Director Office of Workforce Investment  
Oregon Higher Education Coordinating Commission  
875 Union Street NE  
Salem, OR 97302

Dear Ms. Humelbaugh,

Per WIOA and State of Oregon requirements, please find attached the required documentation for the Rogue Valley's One-Stop Center Certification.

This Documentation includes:

- The Certification Period
- The location/address and hours of operation for each Center being assessed
- A list of the partner programs available at the center, and a list of onsite partners (including each partners' hours, if not present full-time)
- Local WDB certification assessment policy and procedure
- Rating and review summary for each WSO Center
- Corrective action plan for any Center(s) that fail certification

The RWP One-Stop Center Certification Policy is still in draft, unsigned form. We will be getting approval for it at our upcoming July 20<sup>th</sup> RWP Corporate Directors (Executive Committee) meeting, and affirmation at our September Local Workforce Board meeting. It will be retroactive to July 1, 2017.

Per the guidance we received from HECC-OWI with regards the OWIB One-Stop Center Certification policy, we elected to prepare and conduct the One-Stop Certification process while using the draft versions of the OWIB and RWP policies pending final approval by these respective bodies.

Please feel free to contact me if you have any questions with regards to this documentation.

Thank you for your attention in this matter.

Sincerely,

James G. Fong

**Jessica Gomez** | Founder & CEO  
*Rogue Valley Microdevices & RWP Chair*

**Mike Donnelly** | Materials Manager  
*Carestream, Inc. & - RWP Vice-Chair*

**Matt Balkwill** | Area Manager  
*Office of Vocational Rehabilitation*

**Scott Beveridge** | Superintendent  
*Southern Oregon Education Service District*

**Lance Corley** | Apprenticeship Director  
*Crater Lake Electrical – JATC & IBEW 659*

**Catherine Goslin** | Director Human Resources  
*Rogue Valley Manor*

**Shawn Hogan** | VP Engineering  
*Linx Technologies*

**Fred Holloway** | Principal  
*Holloway Human Resources*

**Nikki Jones** | Owner  
*Express Employment Professionals*

**Brent Kell** | Executive Director  
*Valley Immediate Care*

**Cathy Kemper-Pelle** | President  
*Rogue Community College*

**Norm Kester** | CEO  
*Quantum Innovations*

**Scott Koch** | Vice President Territory Manager  
*Umpqua Bank*

**Kirk Kolb** | Superintendent  
*Grants Pass School District #7*

**Paul Macuga** | Chief People Officer  
*ASANTE Health Systems*

**Jeremy Player** | District Manager  
*Oregon Department of Human Services*

**Joe Myers** | Vice President  
*Pacific Electrical Contractors*

**Nagi Naganathan** | President  
*Oregon Institute of Technology*

**Kim Oveson** | Human Resource Officer  
*La Clinica*

**Coleen Padilla** | Executive Director  
*SORED*

**Linda Schott** | President  
*Southern Oregon University*

**Brian Shumate** | Superintendent  
*Medford School District #549C*

**Sherri Stratton** | Senior Manager  
*Oregon Employment Department*

**John Underwood** | Human Resources Manager  
*Timber Products*

**Drew Waits** | Labor Representative  
*Plumbers & Steamfitters, UA 290*

**Trevar Yarrish** | Co-founder & COO  
*Coding Zeal*



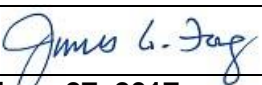
## One-Stop Certification Assessment/Checklist

### OVERVIEW:

In compliance with Rogue Workforce Partnership (RWP) policy on one-stop center certification, WorkSource Rogue Valley one-stop centers will be assessed annually as part of program monitoring, and certified no less than every three years, beginning July 1, 2017. All assessment and certification documents will be kept on file in accordance with applicable records retention rules and regulations. Any technical assistance or corrective action will be documented to include the actions to be taken, as well as dates by which actions must be taken. RWP staff will re-evaluate for compliance, as outlined in these documents.

### EVALUATION:

In the event that a center is not compliant with a line-item of the evaluation, technical assistance and/or corrective action will be documented. Centers may be certified even when technical assistance/corrective action is imposed, at the discretion of the RWP Executive Director.

<b>Center Name:</b>	<b>WorkSource Rogue Valley</b>
<b>Center Address:</b>	<b>1569 NE "F" Street Grants Pass, OR 97526</b>
<b>Center Hours:</b>	<b>8:00 a.m. to 5:00 p.m. Monday through Friday</b>
<b>Center/Site Type:</b>	<input checked="" type="checkbox"/> <b>Comprehensive Center</b> <input type="checkbox"/> <b>Affiliated Center</b> <input type="checkbox"/> <b>Partner/Specialized Site</b>
<b>Review Type:</b>	<input checked="" type="checkbox"/> <b>Assessment (annually)</b> <input checked="" type="checkbox"/> <b>Certification (every three years)</b>
<b>Certification Period:</b>	<b>July 1, 2017 – June 30, 2020</b>
<b>Outcome of Review:</b>	<input checked="" type="checkbox"/> <b>Certified</b> <input checked="" type="checkbox"/> <b>Technical Assistance Required</b> <input type="checkbox"/> <b>Corrective Action Required</b> <b>*more than one box may be checked</b>
<b>Name of Reviewer:</b>	<b>Jim Fong</b>
<b>Signature of Reviewer:</b>	
<b>Date of Review:</b>	<b>June 27, 2017</b>

## Part I: Programmatic Access

The following list includes the required One-Stop Partners, in accordance with Rogue Valley one-stop Memorandum of Understanding (MOU), and WIOA Sec. 121 (b)(1)(a). Each required partner/program and its agreed-upon level of access is listed. Evaluators are to assess compliance with the agreed-upon level of access and indicate results in the table below. Compliance indication defined as “Yes”, “No”, or “N/A”.

### Access Definitions:

- A. Physical presence at the centers.
- B. Partner program staff physically staffed at the One-Stop are appropriately trained to provide information regarding programs, services and activities available through partners.
- C. Direct and available linkage through technology to program staff that can provide meaningful information or services. This does not include providing phone numbers, website address, pamphlets, or materials.
- D. Not applicable. The program/partner is not offered in the local area and/or is not included in the MOU.

Program/Partner	Access	Compliant	Notes
Title I Adult and Dislocated Worker Services	A	YES	
Title I Youth Program Services	A	YES	
Title II Adult Education and Literacy Services	C	NO	Technology enhancement required. Will be implemented 1 <sup>st</sup> PY'17.
Title III Wagner-Peyser Employment Services	A	YES	
Title IV Vocational Rehabilitation Services	B	YES	Currently on-site 4 hours/week on Thursdays, 12:00 – 4:00 p.m. Plans to have a full-time, 40 hour/week on-site in early PY'17.
DHS Self-Sufficiency Programs	A	YES	
Carl D. Perkins Postsecondary Programs	C	NO	Technology enhancement required. Will seek to implement in PY'17.
Community Service Block Grant E&T	D	YES	
Housing and Urban Development E&T	D	YES	
Job Corps	C	NO	Currently provides orientations at WSRV center. Technology enhancement required. Will seek to implement in PY'17 if partner participates.
Jobs for Veterans State Program	A	YES	
Migrant Seasonal Farmworker Program	A	YES	
National Farmworker Jobs Program	D	YES	
Native American Programs	D	YES	
Second Chance Act Re-Entry (sec. 212) / Ex-Offender Re-entry Program	D	YES	
Senior Community Employment Programs	D	NO	Technology enhancement required. Will seek to implement in PY'17.

Trade Adjustment Assistance Program	A	YES	
Unemployment Compensation Program	B	YES	
YouthBuild Program/Services	D	YES	
Other: DHS Self-Sufficiency Staff (engaged in classroom activities)			3.5 hours/week

### Corrective Action Plan

We are in the process of negotiating requisite direct and available linkage through technology to program staff that can provide meaningful information or services with a handful of the required partners noted above. This process is anticipated to be complete and agreements reached by the end of the 1<sup>st</sup> quarter of the upcoming fiscal/program year (September 30, 2017).

### **Part II: Center Effectiveness**

Center effectiveness is defined in WIOA as performance accountability in WIOA section 116. The primary indicators of performance for East Cascades WSO centers are those activities provided under the Adult and Dislocated Worker programs, as follows. Targets shown were negotiated with and approved by the Higher Education Coordinating Commission for program year ending June 30, 2017. Compliance indication defined as “Yes”, “No”, or “N/A”.

<b>Performance Measure</b>	<b>Adult Target</b>	<b>DW Target</b>	<b>Compliant</b>	<b>Notes</b>
% of participants in education, training activities or employment, Q2 after exit	63%	63%	NO / YES	Adults Cumulative 4-Quarter Performance is 62.1%. Will monitor PY'16 4 <sup>th</sup> Quarter data to determine annual compliance attainment.
% of participants in education, training activities or employment, Q4 after exit	62%	62%	YES	
Median earning of participants in unsubsidized employment, Q2 after exit	\$5,250	\$5,250	N/A	Information Not Yet Available
% of participants enrolled in an education or training who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, year one after exit	41%	41%	N/A	Information Not Yet Available
% of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains	TBD	TBD	N/A	Indicator Undefined by HECC
Effectiveness in Serving Employers	TBD	TBD	N/A	Indicator Undefined by HECC

### Part III: WorkSource Oregon Operational Standards

WSO Centers report their progress toward full implementation of the WSO Standards via self-assessment checklists on a quarterly basis. These evaluations include the following categories and will be considered as the baseline for compliance with this section of the one-stop certification. Compliant indicators are those other than “not yet started.” If the indicator is “in process” the center must have an implementation strategy and further explanation in order to be compliant. Compliance indication defined as “Yes” or “No”.

#### Indicator Definitions:

A: Not yet started

B: In process

C: Implemented

D: Best Practice Identified (and is fully implemented)

Standard	Indicator	Compliant	Notes
Co-Location	C	YES	
Align Services	B	YES	
Branding (WSO and AJC)	B	YES	
Technology	B	YES	
Local Leadership Team	C	YES	
Four Services	C	YES	
Labor Market Information	C	YES	
Continuity of Service	B	YES	
Work Ready Criteria	B	YES	
Talent Development	C	YES	
Skills Validation	B	YES	
Placement Assistance	B	YES	
Recruitment Services	C	YES	
Feedback Mechanisms on Referrals	B	YES	
Feedback Mechanisms on Training	B	YES	
Target Populations	B	YES	
Sector Partnerships	C	YES	
Populations to Sector Industries	B	YES	

### Part IV: Physical Accessibility

All centers must be assessed for compliance with requirements of for physical accessibility outlined in WIOA section 188. These requirements are assessed in their entirety as part of the annual monitoring process. The following indicators are considered for center certification. More than one indicator may be selected.

(X)	Indicator	Notes
	Center has been assessed for physical access as part of annual monitoring process and resulted in satisfactory compliance with all requirements.  A copy of the physical accessibility assessment is included.	
	Physical assessment conducted resulted in unsatisfactory results - technical assistance/corrective actions have been documented as part of the monitoring report.  A copy of the technical assistance/corrective action report is included.	

<b>X</b>	Center Identified for Comprehensive ADA Assessment, in order to exceed standard. Full Evaluation to be conducted no later than June 30, 2018, by ADA compliance officer.	Evaluation Report and TA plan (if required) to be documented before June 30, 2018
	Center has completed a Comprehensive ADA Assessment, in order to exceed standard.  A copy of complete ADA Assessment is included.	





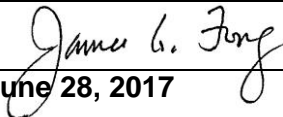
## One-Stop Certification Assessment/Checklist

### OVERVIEW:

In compliance with Rogue Workforce Partnership (RWP) policy on one-stop center certification, WorkSource Rogue Valley one-stop centers will be assessed annually as part of program monitoring, and certified no less than every three years, beginning July 1, 2017. All assessment and certification documents will be kept on file in accordance with applicable records retention rules and regulations. Any technical assistance or corrective action will be documented to include the actions to be taken, as well as dates by which actions must be taken. RWP staff will re-evaluate for compliance, as outlined in these documents.

### EVALUATION:

In the event that a center is not compliant with a line-item of the evaluation, technical assistance and/or corrective action will be documented. Centers may be certified even when technical assistance/corrective action is imposed, at the discretion of the RWP Executive Director.

<b>Center Name:</b>	<b>WorkSource Rogue Valley</b>
<b>Center Address:</b>	<b>35 S Bartlett Street, Medford, OR 97501</b> <b>119 N Oakdale Street, Medford, OR 97501</b> <small>These 2 sites are 8 blocks apart in downtown Medford. While we are seeking to co-locate them, we are combining capacities &amp; reporting function to treat them as a single affiliated site, particularly in the WSO Operational Standards Assessment process</small>
<b>Center Hours:</b>	<b>8:00 a.m. to 5:00 p.m.</b> <b>Monday through Friday</b>
<b>Center/Site Type:</b>	<input type="checkbox"/> <b>Comprehensive Center</b> <input checked="" type="checkbox"/> <b>Affiliated Center</b> <input type="checkbox"/> <b>Partner/Specialized Site</b>
<b>Review Type:</b>	<input checked="" type="checkbox"/> <b>Assessment (annually)</b> <input checked="" type="checkbox"/> <b>Certification (every three years)</b>
<b>Certification Period:</b>	<b>July 1, 2017 – June 30, 2020</b>
<b>Outcome of Review:</b>	<input checked="" type="checkbox"/> <b>Certified</b> <input checked="" type="checkbox"/> <b>Technical Assistance Required</b> <input type="checkbox"/> <b>Corrective Action Required</b> <b>*more than one box may be checked</b>
<b>Name of Reviewer:</b>	<b>Jim Fong</b>
<b>Signature of Reviewer:</b>	
<b>Date of Review:</b>	<b>June 28, 2017</b>

## Part I: Programmatic Access

The following list includes the required One-Stop Partners, in accordance with Rogue Valley one-stop Memorandum of Understanding (MOU), and WIOA Sec. 121 (b)(1)(a). Each required partner/program and its agreed-upon level of access is listed. Evaluators are to assess compliance with the agreed-upon level of access and indicate results in the table below. Compliance indication defined as “Yes”, “No”, or “N/A”.

### Access Definitions:

- A. Physical presence at the centers.
- B. Partner program staff physically staffed at the One-Stop are appropriately trained to provide information regarding programs, services and activities available through partners.
- C. Direct and available linkage through technology to program staff that can provide meaningful information or services. This does not include providing phone numbers, website address, pamphlets, or materials.
- D. Not applicable. The program/partner is not offered in the local area and/or is not included in the MOU.

Program/Partner	Access	Compliant	Notes
Title I Adult and Dislocated Worker Services	A	YES	
Title I Youth Program Services	A	YES	
Title II Adult Education and Literacy Services	C	YES	Technology enhancement required. Will be implemented PY'17
Title III Wagner-Peyser Employment Services	A	YES	
Title IV Vocational Rehabilitation Services	B	YES	Currently 20 hr /wk at Bartlett. Plans to have full-time, 40 hour/week on-site in early PY'17
DHS Self-Sufficiency Programs (JOBS & OFSET contracted staff)	A	YES	
Carl D. Perkins Postsecondary Programs	C	YES	Technology enhancement required. Will seek to implement in PY'17
Community Service Block Grant E&T	D	YES	
Housing and Urban Development E&T	C	YES	Technology enhancement required. Will seek to implement PY'17
Job Corps	C	YES	Currently provides on-site orientations at Oakdale. Technology enhancement required. Will seek to implement PY'17
Jobs for Veterans State Program	A	YES	
Migrant Seasonal Farmworker Program	A	YES	
National Farmworker Jobs Program	D	YES	
Native American Programs	D	YES	
Second Chance Act Re-Entry (sec. 212) / Ex-Offender Re-entry Program	D	YES	
Senior Community Employment Programs	A	YES	On-site at Oakdale, full-time, M-F

Trade Adjustment Assistance Program	A	YES	
Unemployment Compensation Program	C	YES	
YouthBuild Program/Services	D	YES	
Other: Easter Seals Homeless Veteran's Outreach Program (HVOP)	A	YES	Staff on-site at Oakdale, full-time, M-F
Bureau of Labor Industries	A	YES	Staff on-site at Oakdale, full-time, M-F
DHS Self-Sufficiency Staff (engaged in classroom & deskside activities)	B	YES	6 hrs/wk - 4 hrs/week class; 2 hrs/week deskside

## Part II: Center Effectiveness

Center effectiveness is defined in WIOA as performance accountability in WIOA section 116. The primary indicators of performance for East Cascades WSO centers are those activities provided under the Adult and Dislocated Worker programs, as follows. Targets shown were negotiated with and approved by the Higher Education Coordinating Commission for program year ending June 30, 2017. Compliance indication defined as "Yes", "No", or "N/A".

Performance Measure	Adult Target	DW Target	Compliant	Notes
% of participants in education, training activities or employment, Q2 after exit	63%	63%	NO / YES	Adults Cumulative 4-Quarter Performance is 62.1%. Will monitor PY'16 4 <sup>th</sup> Quarter data to determine annual compliance attainment.
% of participants in education, training activities or employment, Q4 after exit	62%	62%	YES	
Median earning of participants in unsubsidized employment, Q2 after exit	\$5,250	\$5,250	N/A	Information Not Yet Available
% of participants enrolled in an education or training who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, year one after exit	41%	41%	N/A	Information Not Yet Available
% of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains	TBD	TBD	N/A	Indicator Undefined by HECC
Effectiveness in Serving Employers	TBD	TBD	N/A	Indicator Undefined by HECC

### Part III: WorkSource Oregon Operational Standards

WSO Centers report their progress toward full implementation of the WSO Standards via self-assessment checklists on a quarterly basis. These evaluations include the following categories and will be considered as the baseline for compliance with this section of the one-stop certification. Compliant indicators are those other than “not yet started.” If the indicator is “in process” the center must have an implementation strategy and further explanation in order to be compliant. Compliance indication defined as “Yes” or “No”.

#### Indicator Definitions:

A: Not yet started

B: In process

C: Implemented

D: Best Practice Identified (and is fully implemented)

Standard	Indicator	Compliant	Notes
Co-Location	A	NO	
Align Services	B	YES	
Branding (WSO and AJC)	B	YES	
Technology	B	YES	
Local Leadership Team	C	YES	
Four Services	C	YES	
Labor Market Information	C	YES	
Continuity of Service	B	YES	
Work Ready Criteria	B	YES	
Talent Development	C	YES	
Skills Validation	B	YES	
Placement Assistance	B	YES	
Recruitment Services	C	YES	
Feedback Mechanisms on Referrals	B	YES	
Feedback Mechanisms on Training	B	YES	
Target Populations	B	YES	
Sector Partnerships	C	YES	
Populations to Sector Industries	B	YES	

### Part IV: Physical Accessibility

All centers must be assessed for compliance with requirements of for physical accessibility outlined in WIOA section 188. These requirements are assessed in their entirety as part of the annual monitoring process. The following indicators are considered for center certification. More than one indicator may be selected.

(X)	Indicator	Notes
	Center has been assessed for physical access as part of annual monitoring process and resulted in satisfactory compliance with all requirements.  A copy of the physical accessibility assessment is included.	
	Physical assessment conducted resulted in unsatisfactory results - technical assistance/corrective actions have been documented as part of the monitoring report.  A copy of the technical assistance/corrective action report is included.	

<b>X</b>	Center Identified for Comprehensive ADA Assessment, in order to exceed standard. Full Evaluation to be conducted no later than June 30, 2018, by ADA compliance officer.	Evaluation Report and TA plan (if required) to be documented before June 30, 2018
	Center has completed a Comprehensive ADA Assessment, in order to exceed standard.  A copy of complete ADA Assessment is included.	



**TITLE: ONE-STOP CERTIFICATION**

**PURPOSE:**

Under the Workforce Innovation and Opportunity Act (WIOA), local boards are required to establish criteria and procedures to assess the effectiveness, physical and programmatic accessibility, and continuous improvement of one-stop centers. The purpose of this policy is to establish these criteria and the process for the assessment and certification of the WorkSource Rogue Valley (WSRV) centers, in accordance with the Workforce Innovation and Opportunity Act (WIOA) and State of Oregon policy WIOA121(g) on One-Stop Center Certification.

**POLICY:**

Rogue Workforce Partnership (RAP) staff will assess all WorkSource Rogue Valley centers annually as part of program monitoring processes. To determine compliance with WIOA sections 116, 121, and 188 all comprehensive and affiliate sites will be certified as a result of the assessment, at a minimum, of once every three years beginning June 30, 2017.

**PROCESS:**

The process for assessing/certifying Rogue Valley one-stop centers follows:

- All WSO centers will be assessed utilizing the WorkSource Assessment/Certification Checklist (Attachment A) on an annual basis, no later than June 30<sup>th</sup>.
- The completed assessment will be evaluated in-person by RWP staff for all comprehensive and affiliate center sites every three years, at a minimum. Staff will conduct the review on-site at each center to determine if the center meets the certification requirements outlined in Attachment A.
- Staff will also complete a Physical Access Assessment, as part of annual monitoring, in accordance with RWP monitoring and EEO policies and regulations. An additional assessment will NOT be done as part of One-Stop Certification. A copy of the Physical Access Assessment will be maintained as part of the certification documentation.
- In the event that a center does not meet certification criteria, technical assistance and/or a corrective action plan will be documented that includes the actions to be taken and the allotted period of time to meet the conditions for certification. These documents will be maintained with the certification documentation, and in accordance with record retention policies and procedures. RWP staff will re-evaluate, as required by these documents, to determine center compliance with certification criteria.

- At the discretion of the RWP Executive Director, a center may be certified/re-certified while concurrently receiving technical assistance or completing corrective action. Certifications are documented using Attachment A and will be reported to Higher Education Coordinating Commission in compliance with its One-Stop Center Certification Policy (WIOA 121g).

**REFERENCES:**

WIOA Sections 116, 121, and 188  
State of Oregon WIOA 121(g)

Approved: \_\_\_\_\_  
RWP Chair

Date: \_\_\_\_\_



**One-Stop Certification Assessment/Checklist**

**OVERVIEW:**

In compliance with Rogue Workforce Partnership (RWP) policy on one-stop center certification, WorkSource Rogue Valley one-stop centers will be assessed annually as part of program monitoring, and certified no less than every three years, beginning July 1, 2017. All assessment and certification documents will be kept on file in accordance with applicable records retention rules and regulations. Any technical assistance or corrective action will be documented to include the actions to be taken, as well as dates by which actions must be taken. RWP staff will re-evaluate for compliance, as outlined in these documents.

**EVALUATION:**

In the event that a center is not compliant with a line-item of the evaluation, technical assistance and/or corrective action will be documented. Centers may be certified even when technical assistance/corrective action is imposed, at the discretion of the RWP Executive Director.

<b>Center Name:</b>	
<b>Center Address:</b>	
<b>Center Hours:</b>	
<b>Center/Site Type:</b>	<input type="checkbox"/> Comprehensive Center <input type="checkbox"/> Affiliated Center <input type="checkbox"/> Partner/Specialized Site
<b>Review Type:</b>	<input type="checkbox"/> Assessment (annually) <input type="checkbox"/> Certification (every three years)
<b>Certification Period:</b>	
<b>Outcome of Review:</b>	<input type="checkbox"/> Certified <input type="checkbox"/> Technical Assistance Required <input type="checkbox"/> Corrective Action Required  *more than one box may be checked
<b>Name of Reviewer:</b>	
<b>Signature of Reviewer:</b>	
<b>Date of Review:</b>	



## Part I: Programmatic Access

The following list includes the required One-Stop Partners, in accordance with Rogue Valley one-stop Memorandum of Understanding (MOU), and WIOA Sec. 121 (b)(1)(a). Each required partner/program and its agreed-upon level of access is listed. Evaluators are to assess compliance with the agreed-upon level of access and indicate results in the table below. Compliance indication defined as “Yes”, “No”, or “N/A”.

### Access Definitions:

- A. Physical presence at the centers.
- B. Partner program staff physically staffed at the One-Stop are appropriately trained to provide information regarding programs, services and activities available through partners.
- C. Direct and available linkage through technology to program staff that can provide meaningful information or services. This does not include providing phone numbers, website address, pamphlets, or materials.
- D. Not applicable. The program/partner is not offered in the local area and/or is not included in the MOU.

Program/Partner	Access	Compliant	Notes
Title I Adult and Dislocated Worker Services			
Title I Youth Program Services			
Title II Adult Education and Literacy Services			
Title III Wagner-Peyser Employment Services			
Title IV Vocational Rehabilitation Services			
DHS Self-Sufficiency Programs			
Carl D. Perkins Postsecondary Programs			
Community Service Block Grant E&T			
Housing and Urban Development E&T			
Job Corps			
Jobs for Veterans State Program			
Migrant Seasonal Farmworker Program			
National Farmworker Jobs Program			
Native American Programs			

Second Chance Act Re-Entry (sec. 212) / Ex-Offender Re-entry Program			
Senior Community Employment Programs			
Trade Adjustment Assistance Program			
Unemployment Compensation Program			
YouthBuild Program/Services			
Other:			

## Part II: Center Effectiveness

Center effectiveness is defined in WIOA as performance accountability in WIOA section 116. The primary indicators of performance for East Cascades WSO centers are those activities provided under the Adult and Dislocated Worker programs, as follows. Targets shown were negotiated with and approved by the Higher Education Coordinating Commission for program year ending June 30, 2017. Compliance indication defined as “Yes”, “No”, or “N/A”.

Performance Measure	Adult Target	DW Target	Compliant	Notes
% of participants in education, training activities or employment, Q2 after exit				
% of participants in education, training activities or employment, Q4 after exit				
Median earning of participants in unsubsidized employment, Q2 after exit				
% of participants enrolled in an education or training who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, year one after exit				

% of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains				
Effectiveness in Serving Employers				

### Part III: WorkSource Oregon Operational Standards

WSO Centers report their progress toward full implementation of the WSO Standards via self-assessment checklists on a quarterly basis. These evaluations include the following categories and will be considered as the baseline for compliance with this section of the one-stop certification. Compliant indicators are those other than “not yet started.” If the indicator is “in process” the center must have an implementation strategy and further explanation in order to be compliant. Compliance indication defined as “Yes” or “No”.

#### Indicator Definitions:

- A: Not yet started
- B: In process
- C: Implemented
- D: Best Practice Identified (and is fully implemented)

Standard	Indicator	Compliant	Notes
Co-Location			
Align Services			
Branding (WSO and AJC)			
Technology			
Local Leadership Team			
Four Services			
Labor Market Information			
Continuity of Service			
Work Ready Criteria			

Talent Development			
Skills Validation			
Placement Assistance			
Recruitment Services			
Feedback Mechanisms on Referrals			
Feedback Mechanisms on Training			
Target Populations			
Sector Partnerships			
Populations to Sector Industries			

#### Part IV: Physical Accessibility

All centers must be assessed for compliance with requirements of for physical accessibility outlined in WIOA section 188. These requirements are assessed in their entirety as part of the annual monitoring process. The following indicators are considered for center certification. More than one indicator may be selected.

(X)	Indicator	Notes
	<p>Center has been assessed for physical access as part of annual monitoring process and resulted in satisfactory compliance with all requirements.</p> <p>A copy of the physical accessibility assessment is included.</p>	
	<p>Physical assessment conducted resulted in unsatisfactory results - technical assistance/corrective actions have been documented as part of the monitoring report.</p> <p>A copy of the technical assistance/corrective action report is included.</p>	

	Center Identified for Comprehensive ADA Assessment, in order to exceed standard. Full Evaluation to be conducted no later than June 30, 2018, by ADA compliance officer.	
	Center has completed a Comprehensive ADA Assessment, in order to exceed standard.  A copy of complete ADA Assessment is included.	

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## Workforce Innovation and Opportunity Act, Section 188 Disability Self-Evaluation Tool

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<b>Name and Contact Information for Persons Completing Self Evaluation Tool:</b>	
<b>Name:</b> Sherri Emitte	
<b>Job Title:</b> Chief Finance and Administrative Officer (Rogue Workforce Partnership)	
<b>Telephone No.:</b> (541) 842-2530	<b>E-mail Address:</b> sherrie@rogueworkforce.org
<b>Date Submitted to the Oregon Employment Department Equal Opportunity Officer:</b>	
<b>The WIOA Section 188 Self-evaluation tool was completed for:</b>	
<b>Local Workforce Investment Area:</b> Rogue Valley, Jackson County	
<b>One-Stop locations:</b> 35 South Bartlett, Medford, OR 97501 1569 NE F Street, Grants Pass, OR 97526 / 119 N. Oakdale Avenue, Medford, OR 97501	

## Workforce Innovation and Opportunity Act, Section 188 Disability Self-Evaluation Tool

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### Instructions:

In accordance with Civil Rights Center (CRC) Directive 2004-02 and State Administrative Rules, agencies that receive federal assistance to implement the Workforce Innovation and Opportunity Act are requested to complete this monitoring tool for their Area/Local Workforce Development Boards (R/LWDB) One Stop System. Oregon's Statewide Universal Access Coordinator and Equal Opportunity Officer (EOO) will contact you for a follow-up on-site review.

This is a Word document, not a template. Questions or technical assistance regarding this self-evaluation tool may be obtained by contacting Eric Villegas, State Universal Access Coordinator at (503) 947-1794 or by e-mail at [Eric.L.Villegas@oregon.gov](mailto:Eric.L.Villegas@oregon.gov).

## Workforce Innovation and Opportunity Act, Section 188 Disability Self-Evaluation Tool

Element → Measure ↓	ELEMENT 1: DESIGNATION OF EQUAL OPPORTUNITY OFFICERS	Measure has been met		For all unmet measures provide a brief explanation in the space below or complete and attach on a separate sheet of paper a statement of how and when the measure will be met. Also use space for any additional comments or descriptions needed.
		Yes	No	
	1.1 This area/one-stop location has designated an Equal Opportunity Coordinator / Officer who meets the eligibility criteria and assumes prescribed responsibilities (such as monitoring, investigating, reviewing written policies, undergoing training) with regard to persons with disabilities. [29 CFR 37.23-.28; See <u>also</u> Section 188 Guidance, 65 FR 51985]	X		
	1.2 This area/one-stop location has satisfied the prescribed general obligations relating to the Equal Opportunity Coordinator/Officer in regard to persons with disabilities (such as making public the EO Officer's TDD/TTY number, assigning sufficient staff and resources and ensuring training necessary and appropriate to maintain competency). [29 CFR 37.26]	X		

Element → Measure ↓	ELEMENT 2: NOTICE AND COMMUNICATIONS	Measure has been met		For all unmet measures provide a brief explanation in the space below or complete and attach on a separate sheet of paper a statement of how and when the measure will be met. Also use space for any additional comments or descriptions needed.
		Yes	No	
	2.1 This area/one-stop location provides an initial and continuing notice that they do not discriminate on the basis of disability. [29 CFR 37.29-.36 See also Section 188 Guidance, 65 FR at 51985-51986]	X		



## Workforce Innovation and Opportunity Act, Section 188 Disability Self-Evaluation Tool

2.2 This area/one-stop location provides Notice to persons with disabilities who are: registrants, applicants, eligible applicants/registrants; participants; applicants for employment and employee unions or professional organizations that hold collective bargaining or professional agreements with the recipient; WIOA Title I subrecipients; and members of the public, including those with impaired vision and hearing. [29 CFR 37.29 (a)]	X		All orientations provide Equal Opportunity notices in written form and verbally to customers accessing services. Interpreters are acquired as needed.
2.3 This area/one-stop location takes appropriate steps to ensure that communications with individuals with disabilities are as effective as communications with others. [29 CFR 37.9(a) and 37.29 (b)]	X		Staff take steps to acquire interpreters as needed for all classes and communication. Minus the lack of notices and/or needed software upon initial contact.
2.4 This area/one-stop location indicates, in recruitment brochures and other materials, that the WIOA Title I-financially assisted program or activity is an “equal opportunity employer/program” and that, “auxiliary aids and services are available upon request to individuals with disabilities.” [29 CFR 37.34(a)]  <b>*Please provide examples</b>		X	Lacking on some outreach and informational materials. (Bartlett)  Materials are being updated to contain all the correct information regarding EEO statement and TDD/TTY or relay services. (Grants Pass)

## Workforce Innovation and Opportunity Act, Section 188 Disability Self-Evaluation Tool

Element → Measure ↓	ELEMENT 2: NOTICE AND COMMUNICATIONS	Measure has been met		For all unmet measures provide a brief explanation in the space below or complete and attach on a separate sheet of paper a statement of how and when the measure will be met. Also use space for any additional comments or descriptions needed.
		Yes	No	
2.5 This area/one-stop location publishes or broadcasts program information in the news media that includes statements that auxiliary aids and services are available upon request to individuals with disabilities. [29 CFR 37.34(b)]		X	X	Materials are being updated to contain all the correct information regarding EEO statement and TDD/TTY or relay services. (Grants Pass)
2.6 This areas/one-stop location's Notice statements meet the general posting and dissemination requirements [29 CFR 37.31(a)] and the Notice is provided in appropriate formats to individuals with visual impairments*.  Where the Notice has been given in an alternate format to a participant with a visual impairment, a record has been established indicating that the Notice has been made a part of the participant's file. [29 CFR 37.31(b)]		X		Verbal acknowledgement from staff
*Please indicate how				

## Workforce Innovation and Opportunity Act, Section 188 Disability Self-Evaluation Tool

2.7 Marketing, recruitment, and other materials indicate that the service providers working in this area/one-stop location may be reached by telephone, and the materials state the telephone number of the TDD/TTY or relay services used by the recipient. [29 CFR 37.34(a)]  <b>*Please provide examples</b>		X	Materials are being updated to contain all the correct information regarding EEO statement and TDD/TTY or relay services. (Grants Pass)
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## Workforce Innovation and Opportunity Act, Section 188 Disability Self-Evaluation Tool

Element → Measure ↓	ELEMENT 3: ASSURANCES	Measure has been met		For all unmet measures provide a brief explanation in the space below or complete and attach on a separate sheet of paper a statement of how and when the measure will be met. Also use space for any additional comments or descriptions needed.
		Yes	No	
<p>3. When providing grants or sub-contracts for services supported with WIOA Title I financial assistance, the service providers working in this area/one-stop location ensure that each grant, cooperative agreement, contract, or other arrangement, include the assurance not to discriminate on the basis of disability under Section 188 of WIOA and Section 504 of the Rehabilitation Act of 1973.</p> <p>Grant applicant(s) assure that they will comply with 29 CFR Part 37 Implementation of the Nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act of 2014 (WIOA), and CFR Part 32 Nondiscrimination on the basis of handicap, in programs and activities receiving or benefiting from federal financial assistance. [29 CFR 37.20-.22; see also section 188 Guidance, 65 FR at 51986]</p>		X		

## Workforce Innovation and Opportunity Act, Section 188 Disability Self-Evaluation Tool

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Element → Measure ↓	ELEMENT 4: UNIVERSAL ACCESS	Measure has been met		For all unmet measures provide a brief explanation in the space below or complete and attach on a separate sheet of paper a statement of how and when the measure will be met. Also use space for any additional comments or descriptions needed.
		Yes	No	
4. The area/one-stop service providers take appropriate steps that involve reasonable efforts (including advertisement, recruitment, outreach, and targeting) to include participation of persons with disabilities in the recipient's programs and activities. [29 CFR 37.42; see also Section 188 Guidance, 65 FR at 51987]		X		

## Workforce Innovation and Opportunity Act, Section 188 Disability Self-Evaluation Tool

Element → Measure ↓	ELEMENT 5: DISABILITY REQUIREMENTS	Measure has been met		For all unmet measures provide a brief explanation in the space below or complete and attach on a separate sheet of paper a statement of how and when the measure will be met. Also use space for any additional comments or descriptions needed.
		Yes	No	
5.1 This area/one-stop location service providers prohibit discrimination on the basis of disability in the registration for, and in the provision of aid and benefits including, core, intensive, training, and support services.		X		
5.1.1 In providing aid, benefits, services, or training, the service providers represented in this area/one-stop location do not deny anyone the opportunity to participate in or benefit from the aid, benefits, services, or training. The service providers provide services that are equally effective, they are not provided differently, nor in a segregated manner or through separate aid, benefits, services, or training.		X		
5.1.2 The area/one-stop location service providers do not aid or perpetuate discrimination by providing significant assistance to a person or an entity that discriminates on the basis of disability.		X		

## Workforce Innovation and Opportunity Act, Section 188 Disability Self-Evaluation Tool

Element → Measure ↓	DISABILITY REQUIREMENTS	Measure has been met		For all unmet measures provide a brief explanation in the space below or complete and attach on a separate sheet of paper a statement of how and when the measure will be met. Also use space for any additional comments or descriptions needed.
		Yes	No	
5.1.3	The area/one-stop location service providers do not deny the opportunity to participate in WIOA Title I-financially assisted programs or activities, despite the existence of permissibly separate programs or activities.	X		
5.1.4	The area/one-stop location service providers administer their programs and activities in the most integrated setting appropriate.	X		
5.1.5	The area/one-stop location service providers do not use standards, procedures, criteria or administrative methods that have the purpose or effect of discrimination; defeating or substantially impairing the accomplishment of the objectives of the WIOA Title I-financially assisted programs or activities; or standards that perpetuate discrimination of another entity if both entities are subject to common administrative controls.	X		
5.1.6	In determining the site or location of a facility, the area/one-stop location service providers do not make selections that have a discriminatory effect.	X		
5.1.7	The area/one-stop location service providers do not use discriminatory criteria in the selection of contractors.	X		

## Workforce Innovation and Opportunity Act, Section 188 Disability Self-Evaluation Tool

5.1.8 The area/one-stop location service providers do not administer licensing or certification programs in a discriminatory manner.		X	Upon interviewing staff, it was discovered that we do not have a process that all staff are aware of to accommodate all disabilities including hearing and/or visually impaired customers assistance to all certificate programs offered onsite. We do have partial options, such as increasing screen size, voice recognition, interpreters and visual instructions.
5.1.9 The area/one-stop location service providers do not impose or apply eligibility criteria that screen out or tend to screen out an individual with a disability or class of individual with disabilities, unless such criteria can be shown to be necessary for the provision of the aid, benefit, service, training, program or activity being offered.	X		



## Workforce Innovation and Opportunity Act, Section 188 Disability Self-Evaluation Tool

Element → Measure ↓	ELEMENT 5: DISABILITY REQUIREMENTS	Measure has been met		For all unmet measures provide a brief explanation in the space below or complete and attach on a separate sheet of paper a statement of how and when the measure will be met. Also use space for any additional comments or descriptions needed.
		Yes	No	
5.1.10	The area/one-stop location service providers do not place a surcharge on an individual with a disability to cover the cost of measures, such as provision of auxiliary aids.	X		
5.1.11	The area/one-stop location service providers do not discriminate against an individual or an entity because of the known disability of an individual, with whom the individual or entity is known to have a relationship or an association.	X		
5.1.12	Individuals with disabilities are not required to accept an accommodation, aid, benefit, service, training, or opportunity that such individuals choose not to accept.	X		
5.2	The area/one-stop location service providers provide reasonable accommodations regarding registration for, and the provision of: aid, benefits, services or training, including core, intensive training, and support services to qualified individuals with disabilities. [29 CFR 37.8; see also 29 CFR 32.13]	X		
5.3	The area/one-stop location service providers provide reasonable modifications regarding its policies, practices, and procedures for the registration for, and provision of: core, intensive, training, and support services to individuals with disabilities. [29 CFR 37.8]	X		
5.4.1	The area/one-stop location service providers administers their programs and activities in the most integrated setting appropriate to the needs of qualified individuals with disabilities. [29 CFR 37.7(d)]	X		

## Workforce Innovation and Opportunity Act, Section 188 Disability Self-Evaluation Tool

Element → Measure ↓	ELEMENT 5: DISABILITY REQUIREMENTS	Measure has been met		For all unmet measures provide a brief explanation in the space below or complete and attach on a separate sheet of paper a statement of how and when the measure will be met. Also use space for any additional comments or descriptions needed.
		Yes	No	
5.4.2	The area/one-stop location service providers do not provide different, segregated, or separate aid, benefits, services, or training to individuals with disabilities, or any class of individuals with disabilities, unless such action is necessary to provide qualified individuals with disabilities the aid, benefits, services, or training that are as effective as those provided to others. [29 CFR 37.7(a) (4)]	X		
5.4.3	The area/one-stop location service providers permit as appropriate, a qualified individual with a disability the opportunity to participate in WIOA Title I-financially assisted programs and activities, despite the existence of permissibly separate or different programs or activities. [29 CFR 37.7(c)]	X		
5.5.1	Steps are being taken to ensure that communications with individuals with disabilities are as effective as communications with others. [29 CFR 37.9 and .29b. See also Section 188 Guidance, 65 FR at 51986]	X		.
5.5.2	The area/one-stop location service providers furnish appropriate auxiliary aids and services, where necessary, to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefit of, the WIOA Title I-financially assisted programs or activities. AND  The area/one-stop location service providers give primary consideration to the requests of individuals with disability when determining what type of auxiliary aid or service is appropriate. [29 CFR 37.9(b)].	X		
5.5.3	When an area/one-stop location service provider communicates by telephone with beneficiaries and others, the recipient uses telecommunication devices for individuals with hearing impairments (TDDs/TTY's), or equally effective communication systems, such as telephone relay services. [29 CFR 37.9(c)]	X		

## Workforce Innovation and Opportunity Act, Section 188 Disability Self-Evaluation Tool

Element → Measure ↓	ELEMENT 5: DISABILITY REQUIREMENTS	Measure has been met		For all unmet measures provide a brief explanation in the space below or complete and attach on a separate sheet of paper a statement of how and when the measure will be met. Also use space for any additional comments or descriptions needed.
		Yes	No	
5.5.4 The area/one-stop location service providers ensure that interested individuals, including individuals with visual and hearing impairments, can obtain information as to existence or location of accessible services, activities, and facilities, including the provision of appropriate signage at the primary entrances to its inaccessible facilities. [29 CFR 37.9(d) and .9(e)].			X	Limited. No auxiliary aids available to customers prior to attending Orientation.
5.6.1 The area/one-stop location service providers operate each program or activity under their jurisdiction so that the program or activity, when viewed in its entirety, is readily accessible to qualified individuals with disabilities. [29 CFR 32.27(a) and 29 CFR 37.3(b). See Footnote 8]		X		
5.6.2 Each area/one-stop location service provider complies with its obligation to operate its program activity so that, when viewed in its entirety, it is readily accessible to qualified individuals with disabilities, through such means as: redesign of equipment, reassignment of classes or other services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternative accessible sites, alteration of existing facilities and construction of new facilities in conformance with standards for new construction, or any other method that results in making its program or activity accessible to individuals with disabilities.  Each area/one-stop location service provider complies with its obligations in choosing among programs available or activities accessible to individuals with disabilities.  In choosing among available methods, the area/one-stop location service providers give priority to methods that offer programs and activities to individuals with disabilities in the most integrated setting appropriate. [29 CFR 32.27 (c)]		X		

## Workforce Innovation and Opportunity Act, Section 188 Disability Self-Evaluation Tool

Element → Measure ↓	ELEMENT 5: DISABILITY REQUIREMENTS	Measure has been met		For all unmet measures provide a brief explanation in the space below or complete and attach on a separate sheet of paper a statement of how and when the measure will be met. Also use space for any additional comments or descriptions needed.
		Yes	No	
5.7.1 Each facility, or part of a facility constructed by, on behalf of, or for the use of the area/one-stop location service providers, is designed and constructed in such manner that the facility, or part of the facility, is readily accessible to, and usable by qualified individuals with disabilities. [29 CFR 32.28(a)]		X		
5.7.2 Each facility, or part of a facility which is altered by, on behalf of, or for the use of area/one-stop location service providers, in a manner that affects or could affect the usability of the facility, or part of the facility, is altered in such a manner that the altered portion of the facility is readily accessible to, and usable by qualified individuals with disabilities. [29 CFR 32.28(b)]		X		
5.7.3 The design, construction, or alteration of facilities meet the most current standards for physical accessibility prescribed by the General Services Administration under the Architectural Barriers Act, and the area/one-stop location service providers adopt alternative standards when it is clearly evident that equivalent or greater access to the facility, or part of the facility, is provided. [29 CFR 32.28(c)]		X		
5.8.1 The area/one-stop location service providers prohibit discrimination on the basis of disability, in employment practices engaged in by the providers. [29 CFR 37.10]		X		
5.8.2 The area/one-stop location service providers require the provision of reasonable accommodation, when appropriate. [29 CFR 37.8, 37.10; 29 CFR 32.13]		X		

## Workforce Innovation and Opportunity Act, Section 188 Disability Self-Evaluation Tool

Element ➔ Measure ↓	ELEMENT 5: DISABILITY REQUIREMENTS	Measure has been met		For all unmet measures provide a brief explanation in the space below or complete and attach on a separate sheet of paper a statement of how and when the measure will be met. Also use space for any additional comments or descriptions needed.	
		Yes	No		
<p>5.8.3 Regarding employment, the area/one-stop location service providers review job qualifications to ensure that they do not use qualification standards, employment tests, or other selection criteria that screen out, or tend to screen out, an individual with a disability on the basis of that disability, unless the standard test or other selection criteria, as used, is job-related for the position in question, and consistent with business necessity. [29 CFR 37.10(d) and 29 CFR 32.14]</p> <p>For employment-related training, the area/one-stop location service providers review selection criteria to ensure that they do not screen out, or tend to screen out, an individual with a disability or any class of individuals with disabilities from fully and equally enjoying the training, unless the criteria can be shown to be necessary for the training being offered. [29 CFR 37.10(d); 29 CFR 32.14]</p>		X			
<p>5.8.4 The area/one-stop location service providers prohibit pre-employment inquiries and pre-selection inquiries regarding disability. [29 CFR 37.10(d) and 29 CFR 32.15]</p>		X			

## Workforce Innovation and Opportunity Act, Section 188 Disability Self-Evaluation Tool

Element → Measure ↓	ELEMENT 6: DATA AND INFORMATION COLLECTION AND MAINTENANCE	Measure has been met		For all unmet measures provide a brief explanation in the space below or complete and attach on a separate sheet of paper a statement of how and when the measure will be met. Also use space for any additional comments or descriptions needed.
		Yes	No	
<p>6. The area/one-stop location complies with the requirements of 29 CFR 37.37 through 37.41 related to data and information collection and maintenance.</p> <p>Each area/one-stop location service provider promptly notifies the area/one-stop location Equal Opportunity Coordinator, and the Statewide Equal Opportunity Officer of the Oregon Employment Department, when any administrative enforcement actions or lawsuits are filed against it alleging discrimination on the basis of disability. [29 CFR 37.38]</p>		X		

## Workforce Innovation and Opportunity Act, Section 188 Disability Self-Evaluation Tool

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<b>Element → Measure ↓</b>	<b>ELEMENT 7: MONITOR FOR COMPLIANCE</b>	<b>Measure has been met</b>		<b>For all unmet measures provide a brief explanation in the space below or complete and attach on a separate sheet of paper a statement of how and when the measure will be met. Also use space for any additional comments or descriptions needed.</b>
		<b>Yes</b>	<b>No</b>	
7.1 The area/one-stop EO Coordinator/Officer monitors and investigates the area/one-stop service provider activities, and the activities of the entities that receive WIOA Title I financial assistance from any such service providers, to make sure that nondiscrimination and equal opportunity obligations are being upheld. [29 CFR 37.25(b); see also 37.7 (e)].		X		
7.2 The area/one-stop EO Coordinator/Officer has conducted a self-evaluation in accordance with 29 CFR 32.6(c) (i.e., evaluation of current policies and practices and their effects on persons with disabilities, take remedial steps to eliminate the effects of any discrimination, and consult with interested parties - such as individuals with disabilities and organizations representing persons with disabilities).		X		

## Workforce Innovation and Opportunity Act, Section 188 Disability Self-Evaluation Tool

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Element → Measure ↓	ELEMENT 8: COMPLAINT PROCEDURES	Measure has been met		For all unmet measures provide a brief explanation in the space below or complete and attach on a separate sheet of paper a statement of how and when the measure will be met. Also use space for any additional comments or descriptions needed.
		Yes	No	
8. The area/one-stop EO Coordinator/Officer reviews the area/one-stop service provider's published procedures for processing claims of discrimination and assures that those procedures are followed. [29 CFR 37.25 (d) and 37.70-.80. See also 29 CFR 37.7 (e)]		X		



## Workforce Innovation and Opportunity Act, Section 188 Disability Self-Evaluation Tool

Element → Measure ↓	ELEMENT 9: CORRECTIVE ACTIONS/SANCTIONS	Measure has been met		For all unmet measures provide a brief explanation in the space below or complete and attach on a separate sheet of paper a statement of how and when the measure will be met. Also use space for any additional comments or descriptions needed.
		Yes	No	
	9. The area/one-stop location EO Coordinator/Officer, after monitoring and investigating the area/one-stop location service provider's activities and the activities of the entities that receive WIOA Title I financial assistance from such providers, recommends to the Area Board and the Statewide EO Officer appropriate corrective action to ensure that the recipient and its subrecipients are not violating their nondiscrimination and equal opportunity obligations. Sanctions can only be implemented by the Governor's Workforce Policy Advisor's office in conjunction with the Oregon Workforce Investment Board Cabinet. [29 CFR 37.25 (b); see also 37.7 (e)]	X		

## Workforce Innovation and Opportunity Act, Section 188 Disability Self-Evaluation Tool

Element → Measure ↓	EOC Training, Complaint Processing, and Assurances	Measure has been met		For all unmet measures provide a brief explanation in the space below or complete and attach on a separate sheet of paper a statement of how and when the measure will be met. Also use space for any additional comments or descriptions needed.
		Yes	No	
	As the EOC for my area/one-stop location, I provide yearly training that includes, but is not limited to: non-discrimination and equal opportunity laws, complaint processing, use and completion of self-evaluations, use and completion of the Annual Report of Compliance, and the use and review of demographic data to assess community needs.		X	We would request some technical assistance as to training materials that can be used, the Annual Report of Compliance, and the demographic data.
	As the EOC for my area/one-stop location, I receive written complaints based on prohibited grounds of discrimination and determine jurisdiction. I provide a copy of the written complaint to the statewide EOO within 5 days and notify state recipient One-stop partners and the Area Workforce Board Chair that a complaint has been received. I attempt to resolve complaints locally and work with the statewide EOO to investigate and prepare the Initial Response to the complainant. I also offer complainants the Alternative Dispute Resolution process and if requested, make the arrangements.	X		
	As the EOC for my area/one-stop, I provide compliance reports for review by the statewide EOO. Examples of those reports include: demographic analysis, outreach plan, complaint log, self-assessment instruments and the Annual Report of Compliance.		X	See above request.

Current Strategic Plan Goals & Potential Strategies	Current Efforts Underway	Key Questions- Where Do We Want to Go?
<p><b>Goal 1. Continue Building Our Industry Sector Strategy Partnerships</b></p> <p><b>Potential Strategies</b></p> <ul style="list-style-type: none"> <li>○ Create a sustainable framework for locally-driven sector partnerships to understand, anticipate, &amp; respond to the needs of business and industry.</li> <li>○ Foster positive perceptions in business and industry about a coordinated K-20 education and workforce system.</li> <li>○ Engage and interconnect Southern Oregon business leaders, K-20 educators, workforce agencies, economic development, and community partners to collaboratively address the talent pipeline needs of our region's key traded-sector industries: Advanced Manufacturing, Information Technology / E-Commerce, &amp; Healthcare.</li> <li>○ Provide sector industry businesses customized workforce solutions to prepare and deliver qualified and viable candidates and advance current workers.</li> <li>○ Develop innovative, partnership-based solutions to address industry workforce needs at the top, middle and entry-levels of their skills pyramid.</li> <li>○ Use data to drive effort and outcomes.</li> <li>○ Work with appropriate partners to sustain and promote the quality of life amenities of the Rogue Valley that make it a highly desirable place to live, locate, and re-locate for employment or business start-up, retention or expansion. Support the Tourism and Hospitality industry as part of a comprehensive strategy to sustain our region as an attractive place to live and do business.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Chairperson of <b><u>Rogue Advanced Manufacturing Partnership (RAMP)</u></b>: Mike Donnelly, Carestream Inc., Co-Chair: Jessica Gomez, Rogue Valley Microdevices</li> <li>▶ Primary objectives for RAMP include: <ul style="list-style-type: none"> <li>○ Building the talent pipeline</li> <li>○ Promoting employability skills</li> <li>○ Highlight manufacturing opportunities</li> </ul> </li> </ul> <p><i>Where We're At:</i></p> <ul style="list-style-type: none"> <li>○ Surveying of businesses to identify top priorities for skills and certifications</li> <li>○ Working with educators and administrators</li> <li>○ Collaborative development of Action Plan for Industry and Educators</li> </ul> <ul style="list-style-type: none"> <li>▶ Business Leaders for <b><u>Rogue Tech Collective</u></b> include Trever Yarrish, Zeal; Scott Alexander, CBT Nuggets; and Terri Coppersmith, PLEXIS Healthcare Systems</li> <li>▶ Primary objectives for Rogue Tech Collective: <ul style="list-style-type: none"> <li>○ Promoting/importing/retaining talent in the region (building the talent pipeline)</li> <li>○ Educational K-20/STEM outreach</li> <li>○ Business-to-Business networking</li> </ul> </li> </ul> <p><i>Where We're At:</i></p> <ul style="list-style-type: none"> <li>○ Development/dissemination of survey</li> <li>○ Business-to-Business networking</li> <li>○ Second annual Rogue Tech Tour for students from SOU, RCC, KCC, OIT</li> </ul> <p>Chair and Co-Chair of <b><u>Healthcare Steering Committee</u></b>: Brent Kell, Valley Immediate Care; Paul Macuga, Asante</p> <p><i>This group just re-convened on June 6, 2017</i></p>	<ul style="list-style-type: none"> <li>▶ Do the goals match what Rogue Workforce Development Board is about? <ul style="list-style-type: none"> <li>○ Is the goal reflective of the Board's charge for our region?</li> </ul> </li> <li>▶ If not, should we eliminate or revise?</li> <li>▶ What are we missing?</li> <li>▶ How do we get more Board engagement &amp; ownership of the work?</li> </ul>

Current Strategic Plan Goals & Potential Strategies	Current Efforts Underway	Key Questions- Where Do We Want to Go?
<p><b>Goal 2. Continue building a customer-centric workforce system that is easy to access, highly effective, and simple to understand.</b></p> <p><b>Potential Strategies</b></p> <ul style="list-style-type: none"> <li>○ Build the <b>WorkSource Rogue Valley</b> brand by continually innovating product and services to create exceptional customer experiences for both the business and job/career-seeking customers.</li> <li>○ Keep bridging the skills, training and information gaps that currently exist between the needs of business and job/career-seekers and students.</li> <li>○ Enhance our current framework for effective partnering within the workforce system and <b>strengthen partnerships and alignment between workforce service providers.</b></li> <li>○ Align and leverage resources (data, funding, capacity, etc.) to collectively impact common outcomes and reward collaboration.</li> <li>○ Build accountability mechanisms focused on results.</li> <li>○ Build a solution-driven (vs. program-driven) culture.</li> <li>○ Market coordinated system services and unite communications and information sharing among workforce, economic development and education.</li> <li>○ Address the needs of individuals with barriers to employment [WIOA Sec. 108(b)(1)(E)]</li> <li>○ Adopt an equity lens in our investment strategies, policy-making and provision of services to eliminate success disparities in historically under-served populations.</li> </ul>	<p>▸ <b>Local Leadership Team (LLT)</b> consisting of RWP, DHS Self-Sufficiency, DHS Voc Rehab, RCC Adult Basic Skills, OED, DHS/RWP Sub-Recipient for Service Delivery (ResCare).</p> <p><i>Where We're At::</i></p> <ul style="list-style-type: none"> <li>○ Development of MOU in service of seamless customer service delivery and with the goal to coordinate, maximize, and leverage resources.</li> <li>○ Bi-Monthly meetings to coordinate various initiatives, priorities, etc.</li> <li>○ Workforce Academy- a quarterly training open to all LLT staff.</li> </ul> <p>▸ <b>WSRV Business Outreach Team</b> meets bi-monthly.</p> <p><i>Where We're At:</i></p> <ul style="list-style-type: none"> <li>○ Development of shared business briefcase to market products and services for all programs available to support business to recruit, develop, and retain employees.</li> <li>○ Development of real-time feedback mechanisms and shared procedures for business engagement.</li> </ul> <p>▸ <b>WSRV Talent Pool workgroup</b> meets monthly.</p> <p><i>Where We're At:</i></p> <ul style="list-style-type: none"> <li>○ Using consistent framework for validating an individual's skills and qualifications to be "job ready."</li> <li>○ Developing/using tracking codes to find talent registered in iMatchSkills system to match to "job orders" facilitated by local businesses.</li> </ul> <p>▸ <b>Rogue Educational Achievement Grant (REACH)</b></p> <p><i>Where We're At:</i></p> <ul style="list-style-type: none"> <li>○ Our region had the opportunity to</li> </ul>	<p>▸ Do the goals match what Rogue Workforce Development Board is about?</p> <ul style="list-style-type: none"> <li>○ Is the goal reflective of the Board's charge for our region?</li> </ul> <p>▸ If not, should we eliminate or revise?</p> <p>▸ What are we missing?</p> <p>▸ How do we get more Board engagement &amp; ownership of the work?</p>

Current Strategic Plan Goals & Potential Strategies	Current Efforts Underway	Key Questions- Where Do We Want to Go?
	<p>create a pilot program to serve families receiving Temporary Assistance for Needy Families (TANF). Using human-centered design, this cohort-based model provided 154 participants with the opportunity to access education to start, and in some cases propel their career path.</p> <ul style="list-style-type: none"> <li>○ As this grant ends June 30, leadership and other team members from DHS Self-Sufficiency, WorkSource Rogue Valley, and Rogue Workforce Partnership are in process of planning the transition for participants who are still actively engaged in higher education. This program model is now a part of the JOBS Program contract for program services with WorkSource Rogue Valley (ResCare).</li> </ul> <p><b><u>Data-Driven Decision-Making</u></b>  <i>Where We're At:</i></p> <ul style="list-style-type: none"> <li>▸ Development of Dashboard- are we measuring the right metrics?</li> </ul>	
<p><b><i>Goal 3.</i> Invest in Southern Oregonians to build in-demand skills, match training and job seekers to opportunities, and accelerate career momentum.</b></p> <p><b><u>Potential Strategies</u></b></p> <ul style="list-style-type: none"> <li>○ Actively reach out and engage customers, especially target populations, about education, training, employment, and entrepreneurial opportunities.</li> <li>○ Empower Southern Oregonians with the access, knowledge, tools, and resources to launch and accelerate career momentum, including information on local in-demand skills and careers.</li> </ul>	<ul style="list-style-type: none"> <li>▸ <b><u>Local Leadership Team (LLT)</u></b> consisting of RWP, DHS Self-Sufficiency, DHS Voc Rehab, RCC Adult Basic Skills, OED, DHS/RWP Sub-Recipient for Service Delivery (ResCare).</li> </ul> <p><i>Where We're At:</i></p> <ul style="list-style-type: none"> <li>○ Development of MOU in service of seamless customer service delivery and with the goal to coordinate, maximize, and leverage resources.</li> <li>○ Bi-Monthly meetings to coordinate various initiatives, priorities, etc.</li> <li>○ Workforce Academy- a quarterly</li> </ul>	<ul style="list-style-type: none"> <li>▸ Do the goals match what Rogue Workforce Development Board is about? <ul style="list-style-type: none"> <li>○ Is the goal reflective of the Board's charge for our region?</li> </ul> </li> <li>▸ If not, should we eliminate or revise?</li> <li>▸ What are we missing?</li> <li>▸ How do we get more Board engagement &amp; ownership of the work?</li> </ul>

Current Strategic Plan Goals & Potential Strategies	Current Efforts Underway	Key Questions- Where Do We Want to Go?
<ul style="list-style-type: none"> <li>○ Build <b>Foundational Work Skills</b> (<i>basic skills, work ethic, soft skills, etc.</i>).               <ul style="list-style-type: none"> <li>• Continue providing <b>Foundation Skills Training</b> to job/career seekers and expand curriculum offering to students/emerging workers.</li> <li>• Maintain our status as a <b>Certified Work Ready Community</b>, and continue using the <b>National Career Readiness Certificate</b> (NCRC) to validate essential work skills in reading, mathematics and locating information.</li> <li>• Continue to refer appropriate participants to Rogue Community College or Southern Oregon Goodwill Industries for Basic Skills remediation and GED test preparation.</li> <li>• Work with Adult Basic Skills / Title II and other partners to continuously improve, innovate and develop a streamlined, effective, efficient and integrated system for improving adult basic skills and GED completion.</li> </ul> </li> <li>○ Invest in <b>Talent &amp; Skills Development</b> in targeted industry sectors:               <ul style="list-style-type: none"> <li>• <b>Worksite-Based Training</b> – Continue to focus on Back-to-Work Oregon/On-the-Job training, JOBS Plus and Internship / Work Experience opportunities.</li> <li>• <b>Occupational/Vocational Skills Training</b> – invest in existing and new career pathways models with demonstrated returns on investment.</li> <li>• <b>Rethink &amp; Restructure Training &amp; Skills Development</b> - to include innovative and effective work-based learning and apprenticeship models that accelerate training. Create more opportunities and clear, effective articulations for skills and career growth between K-12, post-secondary training / education and work. Seek to establish more accessible “earn and learn” pathways and new “apprenticeship-style” models for middle-skills jobs in targeted industry sectors.</li> </ul> </li> </ul>	<p>training open to all LLT staff.</p> <ul style="list-style-type: none"> <li>▸ <b><u>WSRV Integrated Foundational Skills and Train Oregon Workgroups</u></b>  <i>Where We’re At:</i> <ul style="list-style-type: none"> <li>○ Continued refinement of Foundational Skills Training.</li> <li>○ Launching of “Train Oregon” - an online platform for building skills.</li> </ul> </li> <li>▸ <b><u>Title II Adult Basic Skills Workgroup</u></b>  <i>Where We’re At:</i> <ul style="list-style-type: none"> <li>○ Refinement of customer/student-centric referral tool to increase engagement and GED completion rates.</li> </ul> </li> <li>▸ <b><u>Business/Education Partnership</u></b>  <i>Where We’re At:</i> <ul style="list-style-type: none"> <li>○ Teacher Externships</li> <li>○ Expanding Career Highlights</li> <li>○ Aligning Business/Education partnerships and efforts in the RV.</li> <li>○ Oregon Connections pilot/rollout</li> </ul> </li> <li>▸ <b><u>NCRC</u></b>  <i>Where We’re At:</i> <ul style="list-style-type: none"> <li>○ Many regional school districts are utilizing the NCRC to meet essential skills requirements.</li> <li>○ RWP dashboard reflects data of customers accessing services at WSRV</li> <li>○ 3 local companies have had job positions profiled (so that they can require the NCRC as part of the skills validation process for screening for the right applicant).</li> </ul> </li> </ul>	

Current Strategic Plan Goals & Potential Strategies	Current Efforts Underway	Key Questions- Where Do We Want to Go?
	<ul style="list-style-type: none"> <li>▸ <b><u>Data-Driven Decision-Making</u></b>  <i>Where We're At</i> <ul style="list-style-type: none"> <li>○ Dashboard- are we measuring the right metrics?</li> </ul> </li> </ul>	
<p><b>Goal 4. Create and develop talent by providing young people with information and experiences that engage their interests, spur further career development, and connect to Oregon employers.</b></p> <p><b><u>Potential Strategies</u></b></p> <ul style="list-style-type: none"> <li>○ Continue building a seamless talent pipeline with K-12, higher education, post-secondary trainers, WorkSource Rogue Valley and other key community partners. As part of our Sector Strategy approach, connect in-school and out-of-school youth to opportunities in local sector partnerships.</li> <li>• <b>College &amp; Careers for All (CC4A)</b> – A partnership</li> </ul>	<ul style="list-style-type: none"> <li>▸ <b><u>Business/Education Partnership</u></b>  <i>Where We're At:</i> <ul style="list-style-type: none"> <li>○ Teacher Externships</li> <li>○ Expanding Career Highlights</li> <li>○ Aligning Business/Education partnerships and efforts in the RV</li> </ul> </li> <li>▸ <b><u>College and Careers for All</u></b>  <i>Where We're At:</i> <ul style="list-style-type: none"> <li>○ See attached Biennial Report</li> <li>○ Oregon Connections pilot/rollout</li> </ul> </li> <li>▸ <b><u>WSRV In-School and Out-of-School</u></b></li> </ul>	<ul style="list-style-type: none"> <li>▸ Do the goals match what Rogue Workforce Development Board is about? <ul style="list-style-type: none"> <li>○ Is the goal reflective of the Board's charge for our region?</li> </ul> </li> <li>▸ If not, should we eliminate or revise?</li> <li>▸ What are we missing?</li> <li>▸ How do we get more Board engagement &amp; ownership of the work?</li> </ul>

Current Strategic Plan Goals & Potential Strategies	Current Efforts Underway	Key Questions- Where Do We Want to Go?
<p>focused on transforming K-20 education, with a particularly strong focus on middle 40 students in the state's 40/40/20 goal<sup>1</sup>, and on high-demand middle-skills jobs (<i>more than high-school, less than 4 year degree</i>). CC4A is focused on creating more project-based, hands-on and experiential learning. It integrates <b>STEM</b> (<i>Science, Technology, Engineering, &amp; Mathematics</i>), <b>CTE</b> (<i>Career-Technical Education</i>), <b>Accelerated Learning/Dual-Credit</b> Programs, and <b>CRLE</b> (<i>Career-Related Learning Experiences</i>) to significantly improve academic success (<i>high school graduation, post-secondary training enrollment/completion, etc.</i>) for students and prepare them for career success. CC4A is one of three key pillars in our Southern Oregon Success initiative (<i>others are: Early Learning and Youth Development</i>).</p> <ul style="list-style-type: none"> <li>• <b>Southern Oregon Success</b> - Our region's cradle-to-career, "Collective Impact"<sup>2</sup>, Regional Achievement Collaborative<sup>3</sup> brings together partners from healthcare, social services, early learning, K-12, higher education, community, workforce/economic development and business partners to create academic, life and career success for all children, youth and families. Partners are creating a holistic, seamless, and asset-based<sup>4</sup> system of services/supports to help all youth overcome life obstacles and achieve academic and career success.</li> <li>○ As part of CC4A, RWP will spearhead K-20 Career-Related learning Experience (CRLE) partnerships with key Sector Strategy industries to increase exposure to job and career opportunities, improve work-readiness and awareness of</li> </ul>	<p><b><u>Programs</u></b></p> <p><i>Where We're At:</i></p> <ul style="list-style-type: none"> <li>○ Forestry crew work-based training</li> <li>○ Career exploration and foundational skills training</li> <li>○ Work experience programs for in-school, and out-of-school youth: youth who are transitioning out of foster care, low-income, homeless, pregnant/parenting, have a criminal background, have a disability, lack basic skills, and are in need of additional assistance.</li> <li>○ Strong partnership (and leadership) from College Dreams who operates in-school program and leverages several funding sources, manages an IDA program, provides financial aid support, and many other programs to get youth's transition into college.</li> </ul> <p>▸ <b><u>Southern Oregon Success</u></b></p> <p><i>Where We're At:</i></p> <ul style="list-style-type: none"> <li>○</li> </ul>	

<sup>1</sup> <http://education.oregon.gov/#what-we-do>

<sup>2</sup> See Stanford Social Innovation Review, Winter 2011: [http://ssir.org/articles/entry/collective\\_impact](http://ssir.org/articles/entry/collective_impact)

<sup>3</sup> See Oregon Chief Education Office: <http://education.oregon.gov/regional-achievement-collaboratives/>

<sup>4</sup> See links on: Trauma Informed Care/Adverse Childhood Experiences - <http://acestoohigh.com/2013/06/21/the-growing-interest-in-aces-and-trauma-informed-practices>; Circle of Courage: <https://www.starr.org/training/youth>; Search Institute Developmental Assets: <http://www.search-institute.org/content/40-developmental-assets-adolescents-ages-12-18> Resilience Education: <http://www.wholechildeducation.org/podcast/is-resilience-the-secret-to-student-success>



Current Strategic Plan Goals & Potential Strategies	Current Efforts Underway	Key Questions- Where Do We Want to Go?
<p>employer expectation, and better connect school-to-work.</p> <ul style="list-style-type: none"> <li>○ Continue to partner, leverage and pursue additional resources for our local youth partnership initiatives.</li> <li>○ Provide catalytic leadership, technical assistance and/or incentives to support adoption and expansion of work-based learning, apprenticeships, internships, career pathway articulations, etc.</li> <li>○ Build strong connections between Out-of-School Youth services, K-12 education and other community partners to ensure customer-centric seamless services and youth success.</li> </ul>		