

Saratoga Warren Washington Workforce Development Board

Board Meeting

December 11, 2019

1. Welcome and New Member Introductions – 8 min

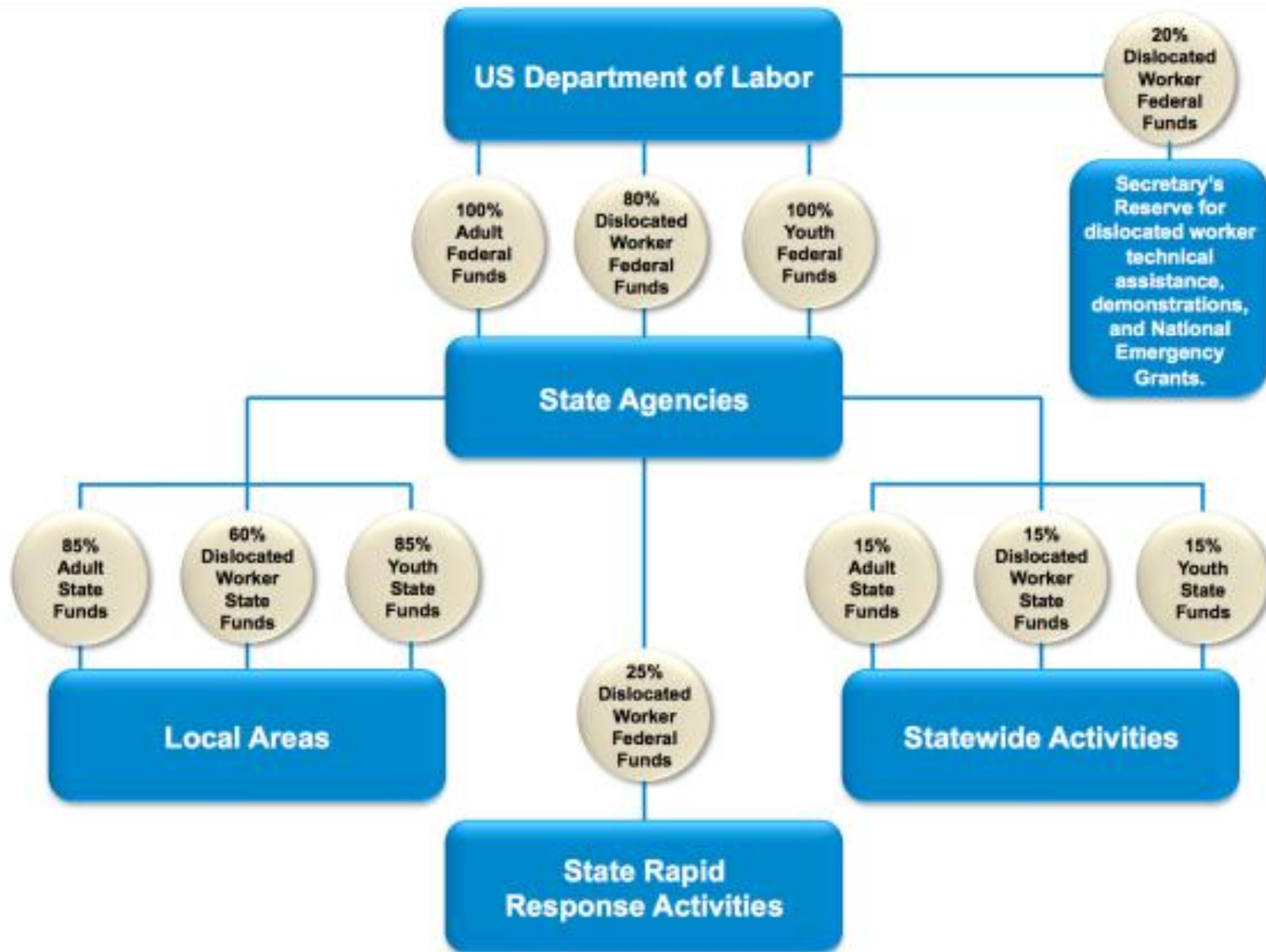
Tara McCaughey
Global Foundries

Liza Ochsendorf
Warren Career Center

2. Approval: Minutes (motion) – 2 min
 - a. October 23, 2019 meeting

3. Executive Director Items:

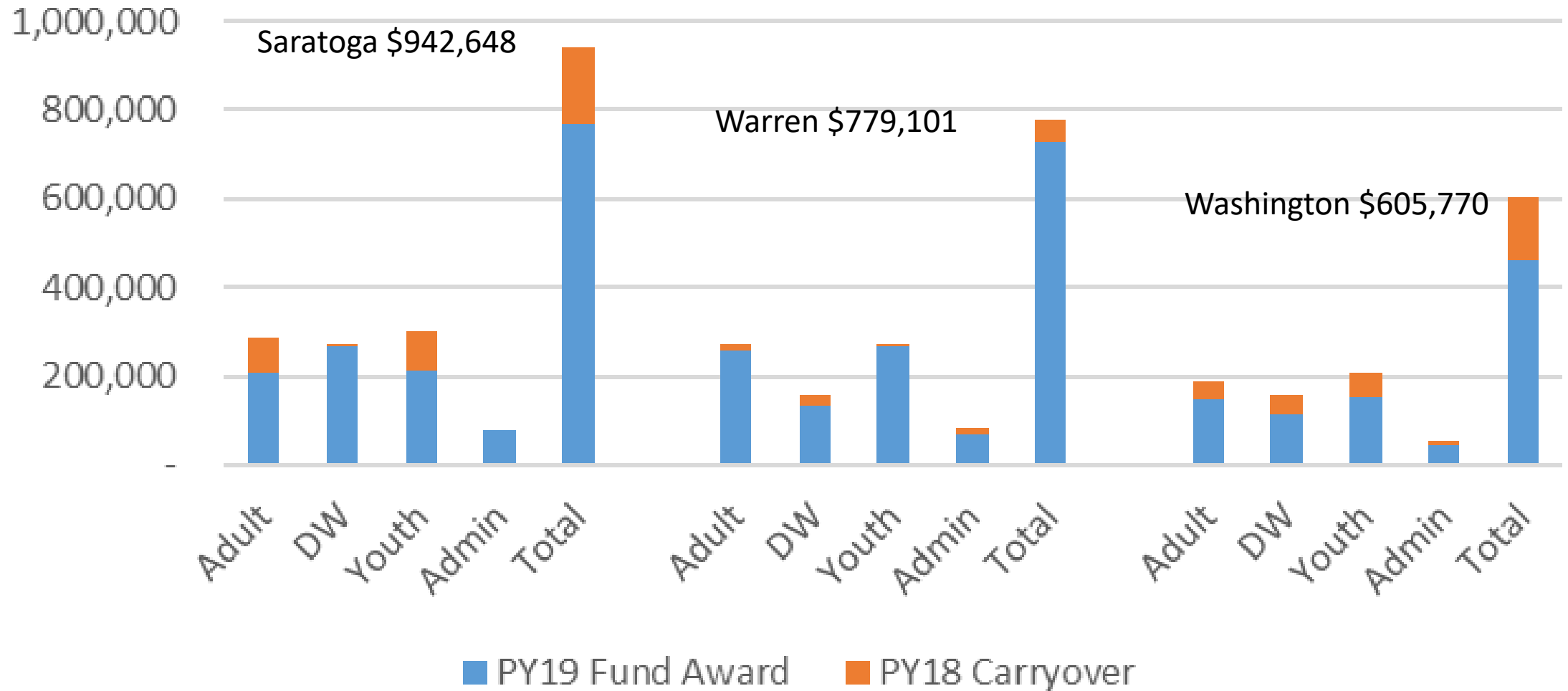
- a. Flow of Finances in Our Workforce System – 15 Min
- b. System Updates: Supporting Center Leadership – 10 Min



Factors Influencing Local Allocations

- a. Grant Recipient
- b. Multi-jurisdictional Agreement – Rolling Averages
- c. 2 Year Use of Funds - Carryover
- d. Contracts/County System
- e. Potential Transfers
- f. July vs. October State Allocations
- g. Priorities of the Board/System(3 Quotes + local control language)

PY19 Career Centers Funding + PY18 Carryover

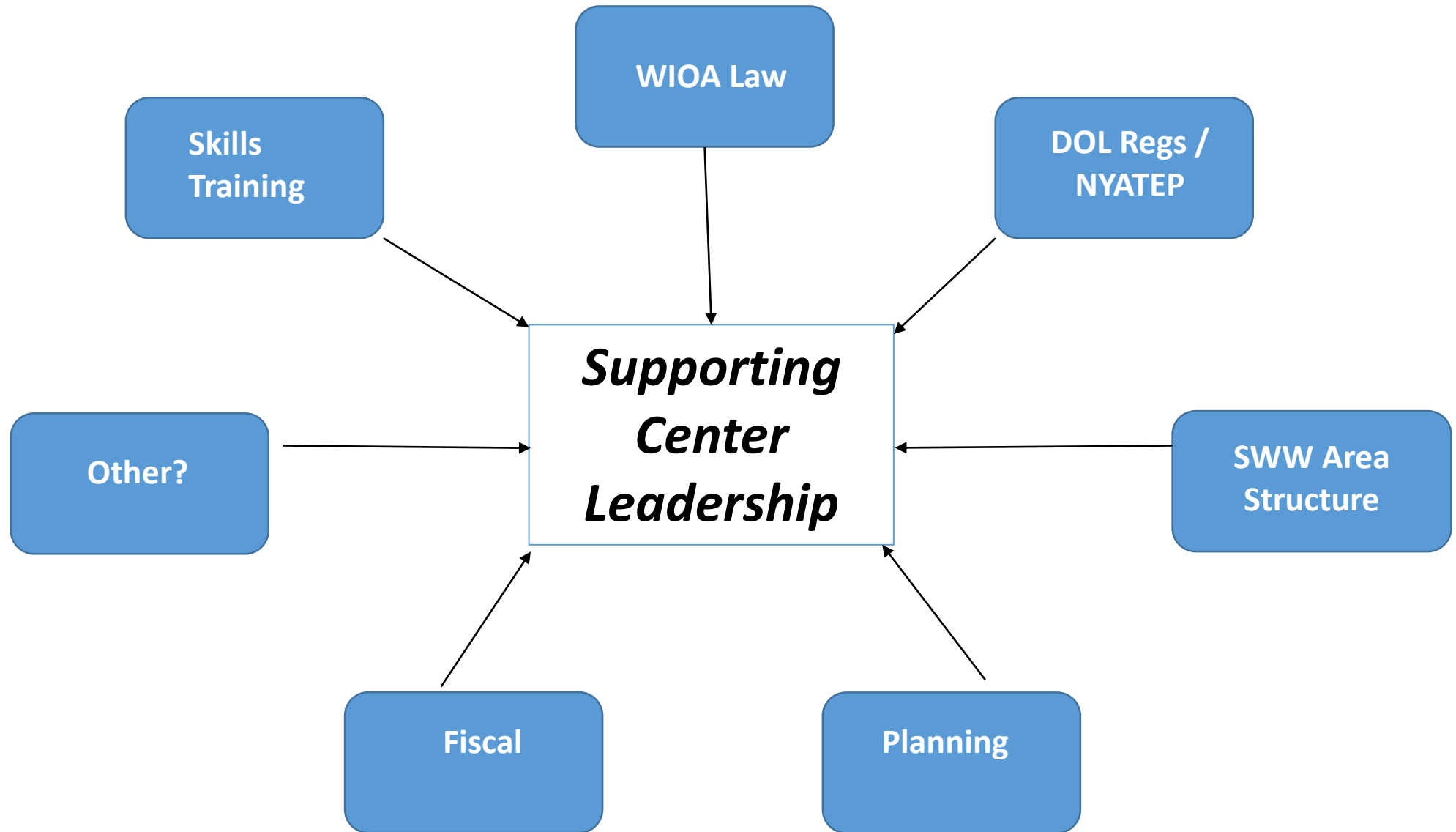


Total SWW Funding: PY19 \$1,953,631 + PY18 \$373,888 = \$2,327,519

3. Executive Director Items:

- a. Flow of Finances in Our Workforce System – 15 Min
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Board Support of Career Centers



4. Executive/Connections Team Report: (Mike Perez)

a. Informational Items – 25 min

- i. Plain language description of Board Operating Principles for PY19
- ii. Career Center Essential Practices

b. System-based Approvals – 5 min

- i. Requested Dislocated Worker Transfer
- ii. Adult Follow Up Policy
- iii. Draft Meeting Calendar for 2020

SWW Board Operating Principles & Provider Norms

	Desired State	Contrast State
A	Continuous Improvement	Defend Current Status/Philosophy
B	Leadership	Non-Leadership; see this column
C	Direction Setting – Priorities	Random Focus
D	Bound by Mission “Intent of WIOA”	Bound by Situation &/or To Please All
E	Outcome & System Focus	Compliance & Individual Focus
F	Planning for Action	Plan when Deemed Necessary or Easiest
G	Actions	Discussions
H	Details	Generalizations
I	Comprehensive Services (BS & JS)	“Flavor of the Day”; unequal or non-existent
J	Push Resources toward Priorities	Pay for “Have To’s”
K	Build Revenues	Victimized by Revenue Reductions
L	Unified – Good of Whole	Silos – Individualism
M	Measurement & Data	Story w/ occ. General Data
N	Accomplishments	Bureaucracy “won’t let us”

4. Executive/Connections Team Report: (Mike Perez)

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- ii. **Career Center Essential Practices**

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Career Center Essential Practices

The SWW Workforce Development Board desires the Career Centers to work in a “unified” manner and perform basic but essential practices utilized by successful organizations both public and private.

1. Common Marketing/Outreach Approach
2. Common Goal Setting Process/Annual Goals w/Outcomes
3. Routine Data Collection/Analysis – Common & Individual
4. Establishment of Performance Targets Beyond DOL System
5. Routine Data Sharing with Staff for Improvement
6. Establishment of Priorities Based on Board Direction and Center Needs
7. Implementation of Common and Innovative Practices
8. Common Work with Intermediaries
9. Strategic Planning – Common and Individual
10. Progress Monitoring – Fiscal & Program

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5. Board Discussion:

- a. Training Priorities – 20 Min

Training Priorities Information

1. Topic Objective:

After receiving additional training data for PY18, poll the Board to obtain a “general sense” about which training types should be our region’s priority in both: 1. number of participants and 2. expenditures of money.

2. Three Existing Cost Centers

- Adult
- Displaced Worker
- Youth

3. Cost Center Limitations

4. Review of Training Types with Examples

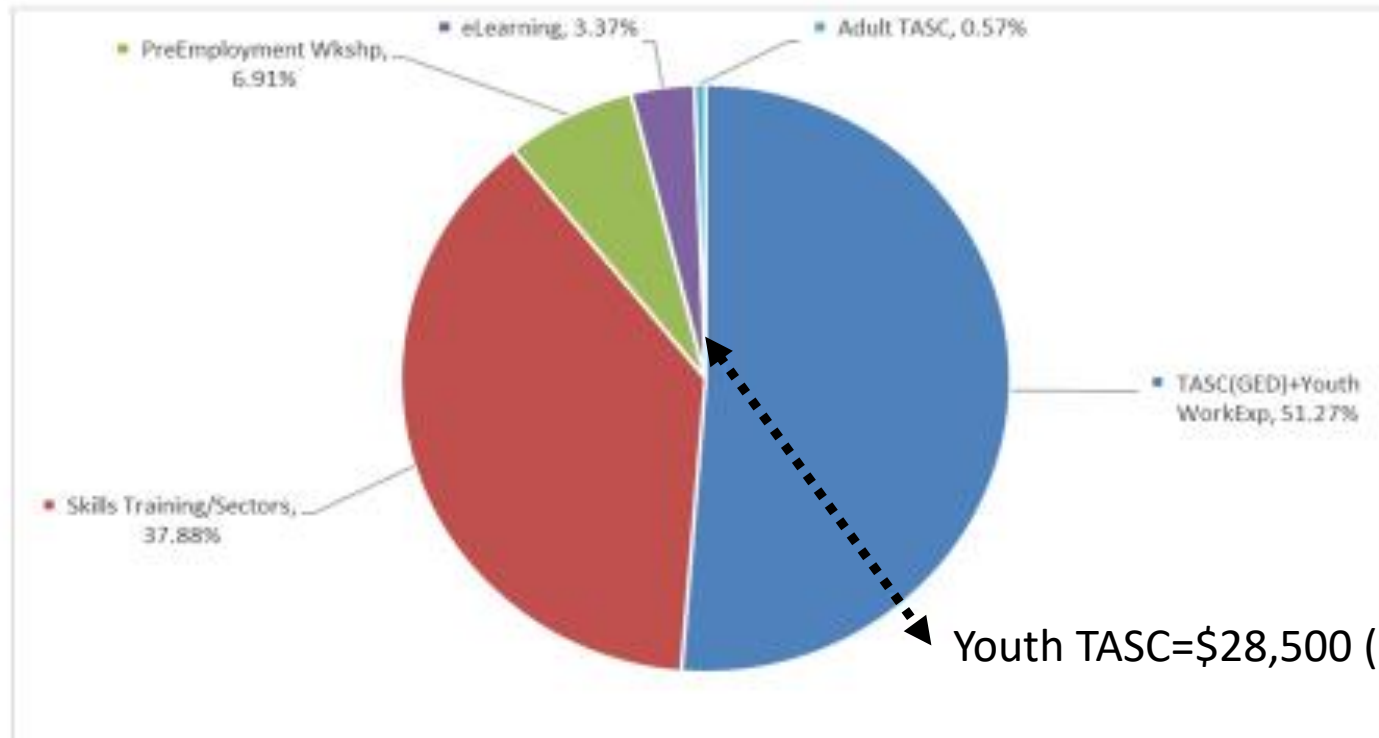
Establishing Board Training Type Priorities

- 1. Skills Training** – Participants receive direct teacher instruction by industry experts around specific job skills within an industry sector to be able to perform work as part of employment.
Examples: Machine Tool Program; CDL Program. **Timeframe:** Weeks to Months
- 2. Job Application Readiness** – Participants receive direct instruction by Career Center staff through workshops around short term topics to help ready them to apply for employment.
Examples: Resume writing; interview skills. **Timeframe:** Generally 2 hours
- 3. On The Job Training** – Participant works in a company along side of existing employees to learn about a specific job and to build specific skills on the job. **Timeframe:** Varies
- 4. Youth Work Experience** – Participant works in public sector/Government Agency entities to be exposed to a variety of work scenarios with the intent of providing a broad understanding of the world of work.
Examples: Youth works in the court system to see how it works and the jobs related within the system. **Timeframe:** Varies
- 5. eLearning** – Participants receive a license to work “on-line” with Metrix to perform independent, modular, self-paced trainings. **Examples:** Soft-skills; Safety training. **Timeframe:** Self-Paced.
- 6. General Education** – Participants receive direct teacher instruction around general education topics for the purpose of obtaining a High School Equivalency. **Examples:** TASC **Timeframe:** Varies

PY18 Training Services Summary - Discussion for 11.7.19 R&D Team

	Training Expenditures	Drawdown\$	%Training Type	Trainees	Training Type
1	\$313,840	\$160,898	51.27%	48	TASC+Youth WorkExp
2	\$152,943	\$118,890	37.88%	42	Skills Training/Sectors
3	\$34,053	\$21,693	6.91%	1,259	PreEmployment Wkshp
4	\$12,360	\$10,573	3.37%	206	eLearning
5	\$1,788	\$1,788	0.57%	42	Adult TASC
Total	\$0	\$313,840	100.00%	1,597	

*\$313,840 training expenditures = 18% of total available PY18 systemwide funds (\$1,738,822)



Youth TASC=\$28,500 (18%)

6. Center Activities

- a. Development of a Business Services Comprehensive Plan – 5 Min

7. R&D Team (Joe Serafini) and NEEDS Team (Corbin Daugherty) Reports

- a. R&D: Draft Outcome Data Elements for Training – 10 Min
- b. NEEDS: Progress on Logistics/Transportation
Sector - 10 Min

DRAFT PY18 Training Outcome Follow Up Data (Based on Initial Training Data for PY18)

Training Category

Skills

Total Participants # Total Completed # Rec'd Credential # Employed

Pre-employment

Total Participants (unduplicated Count) List of outcomes?

Work Experience

Total Participants # Total Completed # Employed

General Ed

Total Participants # Total Completed # Passing TASC

Elearn

w/Lisc # Rec'd Pre-Instruction # Courses Completed Per Person # Rec'd Credentials per Course Or Passed Exam # Employed

OJT

None

7. R&D Team (Joe Serafini) and NEEDS Team (Corbin Daugherty) Reports

- a. R&D: Draft Outcome Data Elements for Training – 10 Min
- b. NEEDS: Progress on Logistics/Transportation Sector - 10 Min

8. “Members Corner” – 5 min.

9. Adjournment

Next Board Meeting - February 12, 2020

Thank you for your participation