



LOCAL STRATEGIC PLAN

July 1, 2016 – June 30, 2020

Submitted by:

WORK4WV-Region 1 Inc.
Region 1 Workforce Development Board
200 New River Town Center, Suite 200 - Beckley, West Virginia 25801

Counties Served:

Fayette, Greenbrier, McDowell, Mercer, Monroe, Nicholas, Pocahontas,
Raleigh, Summers, Webster, and Wyoming

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Example – Action Plan – Opportunities In Action Partners

WIOA Partner Referral Form

R1WDB Policy No. 3 – OJT

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R1WDB Policy No. 10 – Customized Training

R1WDB By-Laws

R1WDB Membership List PY 2016

R1WDB Responsibilities

R1WDB Local Elected Officials Partnership Agreement 2015-2017

R1WDB Local Elected Officials Board Membership List

R1WDB Example Cover Letter LEO Partnership Agreement

R1WDB LEO Responsibilities

R1WDB Youth Committee Membership List

R1WDB Youth Committee Responsibilities

R1WDB Drug Free Workplace – Sexual Harassment – EO Statements

Background

The Workforce Innovation and Opportunity Act (WIOA) signed into law on July 22, 2014 became effective July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. WIOA is designed to help both job seekers and businesses by establishing a workforce system that helps them access employment, education and training, and support services to succeed in the labor force. WIOA addresses employer needs by matching them to the trained workers they require to compete in the worldwide economy.

WV- Local Area 1 is committed to making sure WIOA is highly receptive to the needs of both the job seekers and businesses. Local Area 1's method to the design of the local plan is based upon collaboration and support from representation from the West Virginia Division of Rehabilitation Services, West Virginia Department of Education—Adult Education and Family Literacy Program, and WorkForce West Virginia.

Local Plans, pursuant to WIOA, must align with the State's vision as set forth in the Unified State Plan. The Local Plan must also address certain specific provisions as set forth in Section 108 of WIOA. The State provided guidance to the Local Boards in the formulation of its Local Plans through the *WorkForce West Virginia WIOA Guidance Notice No. 9-16* dated October 1, 2016. At minimum, Local Plans must include the provisions in this guidance.

Section 108 of WIOA requires that each Local Board develop and submit to the Governor a comprehensive 4-year Local Plan. All Local Plans must be submitted to WorkForce West Virginia. Once reviewed, a recommendation will be made to the Governor regarding the approval of each Local Plan.

The Region 1 Workforce Development Board (R1WDB) is pleased to present the Local Workforce Plan for the period July 1, 2016 – June 30, 2020. This plan describes how local workforce development activities (through WIOA and other funding sources) will be focused to stimulate effective economic, education and workforce development collaborations that will improve and sustain productive workers for business and thereby create successful communities for our residents.

The Plan recognizes and evaluates anticipated employment opportunities, expected workforce needs, and the services required to grow a skilled workforce to meet local employers' needs. Examination of workforce trends includes skills gap analysis, as well as strategic goals, objectives and action strategies established to deal with identified concerns. Labor market information was provided through the WorkForce West Virginia State Office, the U.S. Department of Labor, the U.S. Census, West Virginia University's College of Business and Economics, and regional research.

Additionally, *the Plan* delivers a review of the present position of the workforce, including current business needs for employees and their aptitudes, current worker skills inventories and characteristics, as well as the education and training capability accessible in the local area to meet present and future workforce requirements. Local area governance information is provided, including information on the Local Elected Officials, the Workforce Development Board, the Youth Committee, and the fiscal functions of the Board. Alignment of the local workforce development system is discussed, including services provided by partners, and services available for specific populations.

The Plan also defines the process used for delivery of workforce services, including access points to services for the general population, adults, youth, dislocated workers, and employers. It is the commitment of the Board to endorse efficient and effective streamlined services to all residents and to develop methods that make resources accessible through technology as well as through the West Virginia American Job Centers.

Timeframes

Important Dates regarding Local/Regional Planning

October 1, 2016	Receipt of Local Plan Guidelines
January 31, 2017	Plans due to WorkForce West Virginia for review
April 1, 2017	Plans returned to locals for possible changes/additions
May 1, 2017	Plans due to WorkForce West Virginia for final approval
June 30, 2017	Plans approved

Local Plan Requirements

Section 1: Strategic Planning

PROJECTED EMPLOYMENT OPPORTUNITIES

(A) An analysis of the regional economic conditions including existing and emerging in-demand industry sectors and occupations; and the employment needs of businesses in those industry sectors and occupations. The analysis should identify local priority industries based on employer (and WIOA partner) input.

Recognizing and following new and high growth industries and declining industries supports better local preparation through a more direct organization of economic and workforce development resources. Based on the data provided through the WorkForce West Virginia Labor Market Information, growing industries in WIOA Region 1 are scattered throughout various employment categories that fall within the Service-Providing Sector. Both health services and professional services sectors contain over one-half of the industries on the list which include Ambulatory Health Care Services; Administrative and Support Services; Professional, Scientific, and Technical Services; Nursing and Residential Care Facilities; and Hospitals. Other growing industries are found throughout various sectors including Wood Product Manufacturing; Construction of Buildings; and Oil and Gas Extraction. The greatest declines in Region 1 are found in the manufacturing sector, with the greatest numeric loss in Mining (except oil and gas). Quantitative information regarding industry and occupational projections is provided below.

Industry Projections 2012-2022

Table 1 – WIOA Region 1 Industry Employment Projections

Industry Title	Estimated 2012 Employment	Projected 2022 Employment	Annual Growth Rate	Numeric Change
Growing Industries				
Ambulatory Health Care Services	7,982	11,102	6.9	3,120
Wood Product Manufacturing	1,369	1,739	5.1	370
Administrative and Support Services	3,640	4,287	3.5	647
Professional, Scientific, Technical Services	3,152	3,614	3.2	462
Construction of Buildings	1,234	1,440	2.7	206
State Government, Exc. Education/Hospitals	4,283	4,804	2.6	521
Nursing and Residential Care Facilities	3,706	4,178	2.5	472
Building Material/Garden Equip. Supplies Dealers	1,344	1,429	1.7	85
Hospitals	6,730	7,212	1.6	482
Oil and Gas Extraction	123	144	1.6	21
Declining Industries				
Electrical Equipment, Appliance/Component Manuf.	195	132	-3.8	-63
Animal Production	145	118	-3.8	-27
Mining (Except Oil and Gas)	7,618	6,375	-3.0	-1243

Printing and Related Support Activities	82	66	-2.2	-16
Forestry and Logging	408	341	-1.8	-67
Postal Service	795	720	-1.7	-75
Miscellaneous Manufacturing	36	32	-1.2	-4
Furniture and Home Furnishing Stores	318	285	-1.1	-33
Merchant Wholesalers, Nondurable Goods	39	35	-1.1	-4
Fabricated Metal Product Manufacturing	902	871	-1.1	-31
(LMI Data WorkForce WV)				

Occupational Projections 2012-2022

The Region 1 local area typically follows the pattern of the state in relevance to the development of Occupational Groups and does not vary in any statistically substantial way. Based upon information obtained from the West Virginia State Unified Plan, Occupational Groups ranked by growth within Region 1 include: (1) Healthcare Practitioners and Technical Occupations; (2) Personal Care and Service Occupations; (3) Healthcare Support Occupations; (4) Office and Administrative Support Occupations; (5) Food Preparation and Serving Related Occupations; and, (6) Education, Training, and Library Occupations.

The occupation with the highest projected growth rate in the Region 1 local area is Diagnostic Medical Sonographers; followed by Occupational Therapy Assistants, Physical Therapy Assistants, Home Health Aides, Physical Therapists, Nurse Practitioners, and Occupational Therapists. Of the 7 occupations listed 100% are in the health care field.

Healthcare connected industries are predicted to have the most job development through 2024. This is largely due to West Virginia's increase in the senior population, which then necessitates the demand for health and social service workers in the local labor market.

The occupations with the lowest growth rate tend to reflect those traditional industrial jobs in manufacturing, mining, and railroad.

Table 2 - Occupational Projections for Region 1 with a positive growth rate greater than 3% and a negative growth rate of -2% or greater.

Occupational Title	Base 2012	Projected 2022	Annual Growth Openings	Annual Replacement Openings	Total Annual Openings	Annual Growth Rate
Growing Occupations : 3% or Higher						
Occupational Therapists	92	125	3	1	4	3.11
Physical Therapists	253	351	10	6	16	3.33
Nurse Practitioners	121	167	5	2	7	3.27
Diagnostic Medical Sonographers	137	205	7	2	9	4.11
Home Health Aides	803	1138	34	15	49	3.55
Occupational Therapy Assistants	38	54	2	1	3	3.58
Physical Therapist Assistants	176	253	8	4	12	3.70

Declining Occupations : -2% or Greater

Data Entry Keyers	118	84	0	1	1	-3.34
Log Graders and Scalers	89	68	0	1	1	-2.66
Roof Bolters, Mining	852	674	0	22	22	-2.32
Stationary Engineers and Boiler Operators	30	24	0	1	1	-2.21
Mine Shuttle Car Operators	486	387	0	14	14	-2.25

Table 3- Total Employment by Industry – Workforce Development Area 1

Industry	Total Employment
Construction	3%
Education and Health Services	16%
Financial Services	3%
Government	21%
Information	1%
Leisure and Hospitality	12%
Manufacturing	4%
Mining and Logging	5%
Other Services	9%
Professional and Business Services	7%
Trade, Transportation, and Utilities	19%

(WorkForce WV 2015 Economic Review)

CURRENT EMPLOYER NEEDS

(B) An analysis of the knowledge and skills needed to meet the employment needs of the businesses in the Local Area, including employment needs in in-demand industry sectors and occupations.

The Region 1 local workforce system has an obligation to monitor the needs of local businesses so suitable adjustments to program and service offered within the American Job Center system can supply a workforce that is skilled, trained, and well-informed. The WDB and its staff work closely with Region 1 employers and partners to recognize collective barriers being encountered by businesses in the Region 1 area. These findings are:

- Businesses constantly face the challenges of developing technologies, strong competitors, and shifting consumer preferences. The results of technology and the universal make-up of today’s economic system reinforce an attitude of progression and a continual style of expansion. Employers need a labor force that is knowledgeable of current technologies; has the ability to maintain knowledge as technologies progress; and has the capacity to be innovative and participate in continual development plans.
- Labor Market shifts in the local area have increased the degree of skills and qualifications required for many private sector jobs.
- The population in Region 1 is reasonably small and continues to decrease. Region 1 had a population loss of 2,541 residents in 2015. This was the greatest population loss among the seven workforce development areas in West Virginia during this time period.

- Much of the Region 1 area is experiencing low labor force involvement. Reasons for this include a significant retiree population and excessive rates of disability among adults.
- The Region 1 local area experiences slightly higher unemployment rates than state and national averages. In 2015 Region 1 experienced the highest average unemployment rate (7.9%) among the seven workforce development areas.
- The health and professional service industries will experience the greatest growth through 2022, followed by construction.

Region 1 local area businesses want immediate access to a skilled labor force and to resources essential to successful business practices. Though the importance of various work skills change across industries, the basic skills of reading, math, listening, customer relations, teamwork, and observation appear to be important employee skills needed across the local area. Technical skills, involving the use of computers, appear to carry great importance as well.

CURRENT WORKER SKILLS AND CHARACTERISTICS

(C) An analysis of the workforce in the Local Area, including current labor force employment (and unemployment) data, and information on labor market trends, and the educational and skill levels of the workforce in the Local Area, including individuals with barriers to employment.

The Region 1 local workforce development system has an obligation to evaluate the regional workforce population, including age, labor force participation rates, unemployment rates, educational attainment and levels of basic skills, per capita personal income and median income levels. It is essential to recognize the characteristics of the local population that will supply the existing and upcoming labor force to the local business community. Strategies used by the R1WDB to identify current worker skills and characteristics included regional reports, such as the West Virginia Economic Outlook, the Census Report, and labor market information available through WorkForce West Virginia.

According to the *WorkForce West Virginia 2015 Economic Review* the population in the Region 1 area experienced the greatest population loss during the year than any of the seven local areas. Three of Region 1's counties were at the bottom five in largest decline of population across the state, Raleigh (-645, -0.8%) Mercer (-503, 0.8%) and McDowell (-451, -2.2%) Research conducted and published by West Virginia University's College of Business and Economics, *West Virginia Economic Outlook 2016*, attributes the leading cause of decline in the state population to out-migration likely due in part to weakening economic conditions in the state's coal industry.

TABLE 4 – Region 1 Population Estimates (US Census)

Region 1 - WV	April 1, 2010		Population Estimate (as of July 1)					
	Census	Estimates Base	2010	2011	2012	2013	2014	2015
Fayette	46,039	46,039	45,997	45,960	45,904	45,596	45,211	44,997
Greenbrier	35,480	35,480	35,540	35,711	35,861	35,781	35,460	35,516
McDowell	22,113	22,111	22,075	21,699	21,316	20,874	20,286	19,835
Mercer	62,264	62,267	62,310	62,435	62,358	61,829	61,667	61,164
Monroe	13,502	13,500	13,511	13,549	13,507	13,510	13,553	13,506
Nicholas	26,233	26,233	26,240	26,153	26,234	25,935	25,733	25,594
Pocahontas	8,719	8,722	8,712	8,829	8,707	8,669	8,671	8,607
Raleigh	78,859	78,862	78,900	79,155	79,059	78,585	78,155	77,510
Summers	13,927	13,927	13,941	13,862	13,769	13,543	13,309	13,239
Webster	9,154	9,154	9,155	9,160	9,024	8,868	8,830	8,755
Wyoming	23,796	23,801	23,718	23,459	23,232	22,947	22,540	22,151
	340,806	340,096	340,099	339,972	338,971	336,137	333,415	330,874

Low labor force participation rates can be found in most of the Region 1 local area. Factors leading to these low rates include, but are not limited to, comparatively large proportions of retirees and the high-level of the adult population with work disabilities. Low labor force participation rates contribute directly to the region’s relatively small labor force.

TABLE 5 – Region 1 Labor Force Comparisons 2014/2015

County	Labor Force	Labor Force	Employed	Employed	Unemployed	Unemployed
	2014	2015	2014	2015	2014	2015
Fayette	16,638	16,354	15,247	14,956	1,391	1,398
Greenbrier	15,166	15,350	14,118	14,345	1,048	1,005
McDowell	5,785	5,320	5,027	4,628	758	692
Mercer	22,254	21,955	20,551	20,349	1,703	1,606
Monroe	5,574	5,752	5,247	5,432	327	320
Nicholas	10,079	9,879	9,159	8,976	920	903
Pocahontas	3,546	3,598	3,237	3,302	309	296
Raleigh	31,272	30,683	29,030	28,429	2,242	2,254
Summers	4,491	4,555	4,170	4,235	321	320
Webster	3,447	3,454	3,151	3,189	296	265
Wyoming	7,967	7,759	7,209	7,008	758	751
	126,219	124,659	116,146	114,849	10,073	9,810

(Information obtained from the US Census)

The Region 1 local area unemployment rates are typically higher than the state and the national standards. In 2015 Region 1 experienced the highest average unemployment rate (7.9%) among the seven workforce development areas. Mining and logging declined 14.49 percent in Region 1, while other services improved 2.94 percent. However, it should be remembered that unemployment rates do not account for “discouraged workers,” i.e., individuals who are not working, and because of discouragement, are not looking for a job.

TABLE 6 - Unemployment Rate Comparison by % 2014/2015

Area	2014	2015	Net Change
United States	6.2	5.3	0.9
West Virginia	6.4	7.6	-1.2
Fayette	8.4	8.5	-0.1
Greenbrier	6.9	6.5	0.4
McDowell	13.1	13.0	0.1
Mercer	7.7	7.3	0.4
Monroe	5.9	5.6	0.3
Nicholas	9.1	9.1	0
Pocahontas	8.7	8.2	0.5
Raleigh	7.2	7.3	-0.1
Summers	7.1	7.0	0.1
Webster	8.6	7.7	0.9
Wyoming	9.5	9.7	-0.2

The Region 1 educational attainment of the workforce is improving but remains below the national average. Lack of educational attainment has direct implications on worker productivity and earnings and may deter potential employers with higher paying jobs from locating to the region.

Low levels of basic skills in the region are a leading barrier to employment, resulting in a relatively lower labor force participation rate and a higher unemployment rate, as well as relatively lower paying jobs.

The region’s relatively low per capita personal income and median income levels may be due to lack of job opportunities and / or lack of higher paying jobs, both direct consequences of low educational attainment and basic skills. The income measures are likely to be biased downward due to the region’s relatively high proportion of retirees and high percentage of adult population with work disabilities. The average annual wage for local area 1 in 2015 was \$36,646, which was down slightly from the previous year.

TABLE 7 - 2014 Per Capita Personal Income by County– Region 1

County	Per Capita Personal Income
Fayette	30,314
Greenbrier	34,966
McDowell	27,024
Mercer	33,542
Monroe	28,577
Nicholas	32,557
Pocahontas	33,690
Raleigh	36,180
Summers	26,714
Webster	26,692
Wyoming	28,962
Region 1 Average	30,838

(WorkForce WV 2015 Economic Review)

GAP ANALYSIS

Population by Age

One of the significant demographic features of the state’s population is its age composition. The population’s age can have effects on the entry, exit, and involvement of the labor force. It can show important fluctuations in the workforce such as estimated retirements, changes in occupational paths, and new entrants.

West Virginia’s median age rose somewhat in 2015 and now stands at 41.8 years, putting it as the second oldest state in the Nation and more than 4 years older than the equivalent national figure. Almost one-fourth of the state’s citizens are 60 years old or older parallel to twenty-percent for the Nation as a whole.

The median age in the Region 1 local area (44.6 years) is higher than the United States (37.6 years) and the state of West Virginia as a whole (41.8 years). Every county in the region, except Raleigh and McDowell counties, has a median age higher than that of the nation and the state.

In addition to having a greater than average number of mature residents, West Virginia’s population also inclines to be less healthy than other states in the Nation. According to the Centers for Disease Control, West Virginia’s overall mortality rate, even after modifying for age is the second largest in the nation. Increased occurrences of cancer, diabetes, and heart disease have been vital elements to the state’s moderately high mortality rate, as well as lifestyle behaviors such as relatively little physical activity during leisure time.

TABLE 8- Region 1 Median Age by County

COUNTY	Year 2015
Fayette	43.2
Greenbrier	45.3
McDowell	44.1
Mercer	42.3
Monroe	46.6
Nicholas	43.4
Pocahontas	48.4
Raleigh	41.6
Summers	46.3
Webster	46.3
Wyoming	42.8
Region 1 Average	44.6

(US Census Bureau)

Several areas of employment may encounter shortages in the immediate future due to limited choices resulting from a reduced pool of accessible workers. A smaller pool of accessible workers might cause competition among employers for capable workers, which in turn could cause inflated earnings that may adversely affect employers.

Adults with Disabilities

Established on data found in the Census, 24% of the labor force in the Region 1 area has a work disability. These individuals need detailed attention and specialized training in order to return to the workplace, and thereby assist the region in meeting the labor force needs based on the projected growth discussed earlier.

TABLE 9 -Percent of Adults with Work Disability in Labor Force

County	Percentage
Fayette	28.8%
Greenbrier	28.9%
McDowell	17.2%
Mercer	17.2%
Monroe	23.7%
Nicholas	28.9%
Pocahontas	28.9%
Raleigh	23.7%
Summers	23.6%
Webster	28.8%
Wyoming	17.2%

(Stats taken from disabilityplanning.com Pooled from ACS PUMS data 2005-2007)

Educational Attainment of Population 25 Years and Over

The educational attainment of the 25 years and older population is a significant measure of the quality, and therefore productivity and earnings of the workforce. There is substantial evidence that educational level and income are highly connected.

According to the Census, the overall educational attainment rates of the 25 years and older population in Region 1 are below the state and national averages. Although improving, the educational attainment of the state’s 25 years and older population is still below the national average.

TABLE 10- Educational Attainment: Percent of High School Graduate or Higher

United States	86.7 %
West Virginia	85.0 %
Fayette	80.2%
Greenbrier	84.8%
McDowell	64.4%
Mercer	82.4%
Monroe	81.9%
Nicholas	83.9%
Pocahontas	84.7%
Raleigh	82.6%
Summers	81.9%
Webster	70.9%
Wyoming	75.2%

(United States Census Bureau from data pulled 2011-2015ACS <https://factfinder.census.gov>)

Moderately lower levels of education in the Region 1 local area translates directly to lower earnings, and discourages prospective businesses from coming to the area. It is meaningful to emphasize that while it is encouraging that the educational attainment of the state’s 25 years and older population has increased, it must grow faster than the nation for the state to reduce and close the gap with the rest of the country. The same holds true for the local area.

Given the low level of formal education in West Virginia, including the local area, Region 1 will concentrate on training for “middle skills” occupations that require additional training beyond high school, but not a four year college degree. This approach will target certifications, and 12 – 24 month programs in highly transferable technical skills.

The Region 1 WDB will continue to engage in partnerships with local educational entities, businesses, community-based organizations, etc. in order to communicate the benefits of technical training and the development of robust and comprehensive career pathways models.

Percent of County Population without High School Diploma by Age Group

Information about the age distribution of the population lacking a high school education highlights the age groups which may be most affected by low educational levels.

Across Region 1 those 65 years and older form the biggest group without a high school diploma. The 45-64 age group is the next largest without a high school diploma, followed by the 35-44 age group and the 18-24 age group. The 25-34 age group is the smallest without a high school diploma in the region. To the extent that a large proportion of those who currently lack a high school education is generally older, the region’s and state’s problem with relatively low educational attainment at the high school level will decrease with time.

TABLE 11- % of Population by County without a High School Diploma Broken Out by Age Group
(United States Census Bureau from data pulled 2015 at <https://factfinder.census.gov>)

County	All Groups with a HS Diploma or Above 18-65+	Without a High School Diploma 18-24	Without a High School Diploma 25-34	Without a High School Diploma 35-44	Without a High School Diploma 45-64	Without a High School Diploma 65+
Fayette	80.2%	1.6%	1.6%	2.1%	6.7%	7.8%
Greenbrier	84.8%	2.0%	1.6%	1.5%	4.5%	5.6%
McDowell	64.4%	2.8%	2.5%	5.1%	14.4%	10.8%
Mercer	82.4%	1.7%	1.5%	1.8%	5.7%	6.9%
Monroe	81.9%	1.0%	0.7%	2.3%	6.3%	7.8%
Nicholas	83.9%	1.4%	0.9%	1.1%	5.0%	7.7%
Pocahontas	84.7%	0.9%	1.2%	1.9%	4.8%	6.5%
Raleigh	82.6%	1.3%	1.7%	1.8%	5.8%	6.8%
Summers	81.9%	1.6%	0.8%	1.4%	5.8%	8.5%
Webster	70.9%	1.0%	1.6%	2.5%	11.0%	13.0%
Wyoming	75.2%	2.2%	1.1%	2.8%	9.6%	9.1%

(D) An analysis of the workforce development activities (including education and training) in the Local Area, including an analysis of the strengths and weaknesses of such services, and the capacity to provide such services, to address the identified education and skill needs of the workforce and the employment needs of employers in the Local Area.

The highest employment growth in Region I is in the healthcare service and professional service sectors. Region I work with a large number of Training Providers throughout the state and beyond who are eligible for funding through the use of Individual Training Accounts. These Training Providers offer courses in training relevant not only to healthcare, but other training such as, office and business administration, Information Technology, skilled trades, and CDL training. It is expected that customer interest in Region 1 demand industry training will continue to grow as the information on demand industry employment is circulated to participants through the case management process in the American Job Centers, as well as through other activities, such as job fairs, career fair, and informational meetings.

THE LATEST RESEARCH OF ASSESSING THE WORKFORCE

The Region 1 local area understands the needs of the demand sectors and focuses on preparing its workers for jobs that are projected to grow and are self-sustaining.

The Region 1 WDB will work with Adult Education, Career and Technical Centers and Community and Technical Colleges to improve and encourage efficient training programs for individuals who already have certain transferable skills. These streamlined courses will have several entry points and lead to nationally recognized credentials in technical occupations which will allow job seekers to enter the workforce more swiftly.

The Region 1 WDB will support technical training through the use of our website and also through activities such as informational sessions, workshops, rapid response activities, youth programs, job fairs, and social media outlets, etc. Region 1 will support efforts focused on technology-based economic development and education and skills development for existing workers.

The Region 1 Workforce Development Board participated in the Bridging the Gap Sector Strategy Project from 2014 - 2016. This grant from the U.S. Department of Labor was implemented as statewide business sector evaluation to develop a comprehensive strategy to address the regional workforce skill needs of the state. In the Region 1 local workforce development area this project involved a number of planning meetings with local businesses, community and technical colleges, economic development authorities, workforce agencies, and public education entities. The purpose of the project was to create training and workforce preparedness programs that will; (1) integrate and align; (2) meet employers' needs; (3) maximize economic opportunities that are currently taking place across the state; and, (4) address each region's unique workforce challenges/needs.

Specific goals identified in the Region 1 local area through Bridging the Gap include:

1. Break down barriers
2. Encourage long-term relationships
3. Facilitate dialogue
4. Build consensus for investment in programs
5. Encourage placement of students/employers in targeted programs where there are employment opportunities
6. Enhance employees' basic skills in reading, math, and communication (computer skills). These skills would serve participants regardless of area of interest.

The Region 1 local area understands the need of demand sectors and focuses on preparing its workers for jobs that are projected to grow and are self-sustaining. Following are seven industry sectors that will be focused on in the Region 1 local area during the course of this local plan:

1. Healthcare
2. Information Technology
3. Advanced Manufacturing (Including Wood Products)
4. Energy
5. Construction / Heavy Equipment
6. Administrative/Support Services
7. Entrepreneurship

LOCAL AREA STRATEGIC VISION AND GOALS

(E) A description of the Local Board’s strategic vision and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), including goals relating to the performance accountability measures based on primary indicators of performance described in Section 116(b)(2)(A) of WIOA in order to support Local Area economic growth and economic self-sufficiency.

The Region 1 Workforce Development Board will continue to be a collaborative partner in the progress and development of the workforce in the local area. Our vision is *“To promote effective economic, education, and workforce development partnerships that will develop and sustain productive workers for business and thereby create prosperous communities for our citizens.”*

The Region 1 local area will align goals and strategies with those of the State of West Virginia to prepare and educate a skilled workforce (including youth and individuals with barriers to employment). These goals will include performance accountability measures based on primary indicators of performance in order to support local area economic growth and self-sufficiency.

The Region 1 Workforce Development Board supports a style of leadership and partnership building that increases the quality of life for the residents of southern West Virginia. Our mission for the Region 1 workforce development area is to provide residents the opportunities to obtain good paying jobs; for employers to locate to the local area, bringing with them employment opportunities; and for individuals to move to, or back to, the local area because of these opportunities. The success of the local workforce development system will be measured and evaluated every two (2) years to guarantee progress is being made within our local area.

The Region 1 Workforce Development Board believes in building collaborations and conversations to discover resolutions to workforce, education, and economic issues within the local area. The local workforce development system will work collectively to; better understand the needs of business and job seekers; connect business and education in an effective manner; promote a workforce system that provides seamless service delivery; support open and truthful communication; stimulate creative and innovative solutions; and, always endeavor to improve upon what has already been established.

TABLE 12 - PY 16 - PY 17 Performance Proposals

WIOA	Employment Rate 2 nd Quarter After Exit	Employment Rate 4 th Quarter After Exit	Median Earnings	Credential Attainment	Measurable Skills Gain
Adult	72%	72%	5,890	73%	Baseline
Dislocated Worker	71%	76%	8,320	74%	Baseline
Wagner Peyser	52%	65%	4,500		
Youth	60%	43%		69%	Baseline

(F) Taking into account analyses described in subparagraphs (A) through (D), a strategy to work with the entities that carry out the core programs to align resources available to the Local Area, to achieve the strategic vision and goals described in subparagraph (E).

Goal #1: Integration of the Workforce Development System

In order for WIOA to be effective, a unified one-stop delivery system must be formed. Limited resources require workforce development system partners to work collectively to deliver the greatest benefit to our customers.

The Region 1 local workforce system has recognized several approaches to form an integrated workforce development system which requires: (1) creating an integrated workforce system by working with partners; (2) active participation of all workforce development staff in workforce system cross training; (3) consistent communication with all partners with the workforce development system; and, (4) uniform use of the IT system that is to be developed and used by core partners.

(1) Create an integrated workforce system by working with partners

- The Region 1 Workforce Development Board will further develop Memorandums of Understanding with coordination and cooperation of all partners.
- The Region 1 Workforce Development Board will share goals locally with partnering agencies through quarterly partner meetings, Opportunities in Action Core Partner meetings, and Opportunities in Action County Partner meetings.
- Program interaction and integration will be promoted to achieve unified goals.

(2) Workforce development staff will participate in workforce system cross-training

- The Region 1 Local Workforce System will participate and promote the state's comprehensive on-line training program for all workforce development staff.
- Further development of the Region 1 WIOA Partner Referral form will assist in customer service and case management in one-stop centers in Region 1. Training for partnering agencies and resource tools will be provided at Opportunities in Action Core Partner meetings, which are scheduled on a quarterly basis throughout the program year.
- The Region 1 local workforce system will continue to work with the WV Division of Rehabilitation Services (WVDRS) with staff training in serving individuals with barriers to employment, especially those with disabilities.
- The Region 1 Workforce Development Board will actively participate in technical training that will be provided on the data-sharing IT system.

(3) Communicate consistently with all partners within the workforce development system

- The Region 1 Workforce Development Board will continue to participate in the monthly Interagency Collaborative Team Meetings to discuss workforce issues. The team consists of members from each agency subject to the reporting provisions of WIOA.
- The Region 1 Workforce Development Board will provide local area information as requested to be posted on the Workforce West Virginia website www.workforcewv.org. The Region 1 Workforce Development Board also has a website and Facebook page that provides information on workforce related services and activities, and Information Specialists send weekly email updates to partners regarding special activities taking place throughout the region.

- The Region 1 Local Workforce System will support the initiative developed under Executive Order 3-13. The executive order reestablished the 7-member council comprised of the governor or his designee, The Chancellor of the Council of Community and Technical College Education, The Chancellor of the Higher Education Policy Commission, The Secretary of Education and the Arts, The Executive Director of WorkForce West Virginia, The Director of the West Virginia Development Office, and State Superintendent of Schools. The Council is tasked with coordinating initiatives, leveraging resources, and planning for the delivery of a comprehensive workforce strategy that ensures an integrated and strategic approach in meeting the educational and training needs of West Virginia’s employers and students, and enhancing the economic development efforts of the state.
- The Region 1 Workforce Development Board will continue to participate in the monthly workforce development board director meetings.
- The Region 1 Workforce Development Board will continue to participate in quarterly WV State Workforce Development Board meetings.

(4) Ensure use of the IT system that is to be developed and used by core partners

- The Region 1 Workforce Development Board will work with the IT system developed through the state that will allow co-enrollment of individuals receiving services from core partners.

Goal #2: Customer Driven Design

The Region 1 local area has an obligation to monitor the needs of local businesses so suitable adjustments to programs and services offered within the American Job Center system can supply a workforce that is skilled, trained, and well-informed. This Customer-Driven Design model will build on requirements needed by both the employer and job seeker. The local workforce development system will evaluate the need of employers by assessing not just the skills, but also the skills gap of the labor force and then construct solutions to guarantee maximum value for both customer groups.

The Region 1 local workforce system has identified strategies to create an effective Customer Driven Design model which includes: (1) collaborate with employers to determine their actual workforce needs; (2) evaluation of skills gaps and needs of individuals looking for employment and/or training; (3) Increased access to education, training, and supportive services for individuals with barriers to employment, particularly those with disabilities that lead to better employment opportunities; and (4) offer training programs that solve the needs of job seekers and employers.

(1) Collaboration with employers to determine their actual workforce needs

- The Region 1 local workforce system will utilize data and work hand-in-hand with employers to determine the abilities and aptitudes needed to achieve household supporting employment and will offer quality training to individuals to gain these skills. Businesses constantly face the challenge of evolving technologies, strong competitors, and changing consumer preferences.
- The Region 1 local workforce system will improve upon the expansion of sector strategies determined by labor market data and employer need. This includes supporting the growth and development of industry collaborations through local investment.

- The Region 1 local workforce system will support the set standards established by the State Board for the provision of products and services to employers through improved agency coordination. The Region 1 local workforce system will work together with the state to provide business services and to increase collaboration with economic development providers, local chambers of commerce and other associations that serve the needs of the business community.
- The Region 1 local workforce system will continue to promote business and education collaborations. These partnerships join businesses, schools, and youth serving community based establishments with students and young adults to offer occupational related experiences and opportunities that expose youth and young adults to soft skills development, internships, workplace job shadowing, and career mentoring.
- The Region 1 local workforce system will depend on business partnerships to authenticate credentials established as part of state and regional lists of recognized credentials, career pathways, and other local and statewide efforts.
- The Region 1 local workforce system will support the state effort to develop and implement a workforce development survey to be sent to West Virginia employers. The Region 1 local workforce system will share in the use of survey results to gain innovative and improved insights into workforce challenges and needs.
- The Region 1 local workforce system will support the Governor’s Office and agency executives in efforts to regularly meet with business leaders around the state to seek feedback and ideas from businesses.

(2) Evaluate skill gaps /needs of individuals looking for employment and/or training

- The Region 1 local workforce system will offer comprehensive counseling to determine support service needs of individuals. Skills assessments will also be given to identify skills /skills upgrades needed to gain preferred employment.
- The Region 1 local workforce system will foster cross-program funding and program integration of workforce training activities to improve employability skills, adult education, and occupational training, enhanced by supportive services, as part of career pathways models to warrant that the important needs of individuals (including those who are basic skills deficient) are met, permitting the highest prospect for successful employment outcomes. When appropriate, job seekers will be co-enrolled between two or more core programs to achieve this objective. In addition, cohesive systems must include customer-focused design components, where possible.

(3) Increase access to education, training, and supportive services for individuals with barriers to employment, particularly those with disabilities that lead to better employment opportunities

- The Region 1 local workforce system will assist job seekers with barriers to employment, particularly those who have disabilities, to the greatest level possible. This will be accomplished by offering realistic access points into career pathways, as well as ensuring supportive services are in place and coordinated across agencies. This will allow individuals with the greatest challenges to employment more success in gaining access to and navigating career pathways.
- The Region 1 local workforce system, specifically the Region 1 Opportunities in Action team, will increase awareness and access to services to individuals with challenges to employment, specifically those who have disabilities. Team effort includes the maximization of resources, cross referrals, co-enrollment in programs, and outreach in the service delivery area of Region 1.

(4) Offer training programs that solve the needs of job seekers and employers

- The Region 1 WDB will work closely with employers, the community college system, adult education, and secondary and post-secondary schools to promote micro-credentials that establish job readiness, the achievement of employability skills and measurable skills gains which align to career pathways for individuals with challenges to employment, specifically those who have disabilities. This effort will also include the sharing of best practices with others throughout the state.
- The Region 1 WDB will continue to promote positive relationships with adult education, post-secondary and secondary education systems to establish a local workforce system that creates a system of alignment, ensures programs of study that will support job seekers and employers, encourages the leveraging of resources to stimulate student success, and when possible partner with education through competitive grant opportunities.
- The Region 1 WDB will support the state’s mission to maintain a robust Eligible Training Provider List (ETPL). This will allow customers to make an educated choice in the selection of training programs / training providers.
- The Region 1 WDB will promote online learning / training programs that produce industry-recognized credentials.
- The Region 1 local workforce development system will support the State’s strategy in the development and implementation of integrated education and training models that provide fast-tracked learning opportunities for adults and youth who do not have a high school credential and/or who are basic skills deficient.
- The Region 1 local workforce development system will build up existing employer partnerships and create new employer partnerships to increase work based learning experiences for jobseekers. Work based learning experiences such as internships and apprenticeships provide job seekers with skills and credentials needed to secure and progress into employment with family-sustaining earnings.

Goal #3: Career Pathways Development

The Region 1 local workforce area shall promote the development of a career pathways model that will provide instruction and training that leads to a skilled labor force, thereby meeting the needs of in-demand jobs or entry level professions that advance to in-demand jobs. The Career Pathways system will be diverse with various points of entry and exit, allowing individuals of varying capabilities, including those with multiple barriers to employment, to have realistic access to the pathways system.

The Region 1 local workforce system has developed strategies to implement an effective Career Pathways model, which will; (1) ensure and enhance career pathways development as set forth in WIOA; and, (2) inform and encourage career pathways in training and employment for both job-seekers and employers.

(1) Ensure and enhance career pathways development as set forth in WIOA

- The Region 1 local workforce system adopts career pathways as defined in WIOA Section 3(7) in Appendix 1.
- Strategies to integrate and enhance existing career pathway programs within West Virginia Adult Education, Career and Technical Education and the Community and Technical College System of West Virginia will be created to meet the pathway programs requirements of WIOA. This integrated system will allow participants to enter the pathway at any of these levels in addition to entering at the postsecondary level. Existing career pathway programs will expand to include adult education offerings and high school equivalency instruction. Region 1 will also collaborate with Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP) Employment and higher education financial assistance to bring together education, training, counseling, and support services.
- Region 1 will continue the partnership with local community and technical colleges and economic development authorities to engage employers to identify employer workforce needs and ensure career pathways are aligned to those occupations that are high-demand, have higher skill needs and are likely to pay family-sustaining wages.
- Region 1 will engage employers to identify the career pathways for quality entry-level jobs that can serve as pre-bridge and bridge models that lead to high-demand jobs and promote placement of individuals with barriers to employment, especially those with disabilities, into those jobs.
- Region 1 will link Career Pathway programs to On-the-Job Training (OJT) and incumbent worker training, whether provided through WIOA core programs or the industry partnerships.

(2) Inform and encourage career pathways in training and employment for both job-seekers and employers

- Region 1 will work with RCBI and others to support and promote the creation of pre-apprenticeship and Registered Apprenticeship programs, particularly in non-traditional

occupations/populations as part of relevant career pathway models. Region 1 will promote them as job/training options to job seekers.

- Region 1 will focus on identifying credentials along established career pathways, including badges, micro-credentials and entry level credentials appropriate for individuals with barriers to employment. Region 1 will consult with engaged employers, including through Registered Apprenticeship programs and industry partnerships, to ensure that the credential lists reflect skills that are in demand.
- Region 1 will support enhanced career guidance and navigation services to guide individuals, particularly individuals with barriers, especially those with disabilities, into programs and services that will provide them with an effective pathway to their career goals.
- Region 1 will provide access to career pathways information through its website.
- Region 1 will continue to support Simulated Workplace which encourages local business and industry experts to join onsite review teams to assist schools in meeting their workforce needs and expectations.
- Region 1 will support the West Virginia Earn a Degree-Graduate Early (EDGE). EDGE focuses on curriculum alignment between educational levels and identifies curriculum gaps, eliminates curriculum duplication and sets curriculum mastery levels to pre-determined standards while saving tuition money for students.

GOAL #4: Enhance Opportunities for Youth/Young Adults

The workforce development system in the Region 1 local area recognizes the employment barriers encountered by youth/young adults, specifically those lacking postsecondary credentials, and will collaborate to improve educational opportunities for this population group within our local area. Unemployment rates for this group continue to remain noticeably higher than the population as a whole. Research shows the probability of being employed is highly associated with educational levels. Individuals who have a secondary education or less have a harder time obtaining employment.

The Region 1 local workforce system has identified ways to enhance opportunities for youth/young adults, which includes; (1) implementation of new WIOA regulations regarding youth/young adults; (2) providing high quality services to youth/young adults; and (3) assisting at-risk youth/young adults access education, training, and support services.

(1) Implementation of new WIOA regulations regarding youth/young adults

- Region 1 has recognized the new priority on Out-of-School youth/young adults and will continue to identify models and effective practices that will assist local area staff in successfully meeting the needs of individuals while also meeting the new WIOA regulation that 75% of all funds must be spent on Out-of-School Youth and 25% of all funds must be spent on In-School Youth.

- Region 1 Workforce Development Board’s Youth Program will remain in compliance with new WIOA regulation; tracking the 20% expenditure rate on paid work experiences for In-School and Out-of-School youth/young adults. Region 1 provides paid and unpaid work experiences with academic and occupational education components that include (1) summer employment opportunities and other employment opportunities available throughout the school year; (2) pre-apprenticeship programs; (3) internships and job shadowing; and (4) on-the-job training opportunities. Region 1 has partnered with agencies such as the Southern Appalachian Labor School, Big Creek People In Action, various nursing homes, animal shelters, Fruits of Labor, Bluefield State College, local libraries, McDowell County Sheriff’s Department, Mullens Opportunity Center and many others in order to provide participants with relevant work experience and training. Many of these positions have led to regular employment.
- Region 1 works to ensure that statistical models and negotiated performance levels are established and calibrated to accurately reflect the profiles of Out-of-School youth/young adults being served within the local area.

Youth Services are a priority and Region 1 is committed to provide high-quality services for all youth and young adults beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, such as pre-apprenticeships or internships, and culminating with a jump start to their career pathway.

- Region 1 will support the development of transitional jobs, social enterprises, and other work experience strategies to help Out-of-School (OSY) youth/young adults with limited work histories to develop the skills needed for workplace success. Paid work experience sites have been established throughout the region at various types of employers, including, but not limited to local Sheriff’s Departments, libraries, and animal hospitals. Entrepreneurial opportunities are also being developed through collaboration with The HIVE and Mission WV to coincide with the Build It, Keep It, Share It (BIKISI) Program. Region 1 continuously looks for ways to provide opportunities for participants.
- Region 1 supports and encourages an integrated service delivery system and the co-enrollment of high risk OSY, ages 18-24, as both WIOA Adult and WIOA youth/young adult participants to allow for the leveraging of funds and provision of necessary services when applicable. Co-enrollment in Title II Adult Education Services, TANF and other partner programs will also be encouraged. Region 1 will offer technical assistance when needed. Region 1 will also continue to encourage the use of Individual Training Accounts (ITA’s) for 18-24 year old youth/young adults, potentially combined with, either sequential or concurrent, work-based learning opportunities. TANF, SNAP and other partner programs will refer clients for ITA’s, as appropriate.
- Region 1 will continue to provide opportunities for youth/young adults to acquire post-secondary skills and credentials needed for high wage jobs through increased access to career and technical education programs and work-based learning experiences. Region 1 will work closely with the Department of Education and the Community Technical

College System to explore and develop appropriate connections between WIOA youth activities and Carl D. Perkins postsecondary and state-funded programming.

- Region 1 will continue to support career and technical education (CTE) and work to align CTE with career pathways recognized by the State. Collaborative trainings have been conducted between CTE staff and all Workforce mandated partners. CTE throughout the region also participate in the “Opportunities in Action” Core Partner meetings which are held in each county and also include staff from Division of Rehabilitation Services, DHHR, Adult Education, Employment Services, and SPOKES.
- Region 1 will continue to encourage collaboration with Youth Build, Job Corps, and AmeriCorps sites.

Recognizing the need to assist at-risk youth/young adults access education, training, and support services, Region 1 offers them a clear path to help them succeed in the labor market and match employers with the skilled workers they need thus enabling them to compete in the global economy.

- Region 1 will ensure that OSY have access to career pathways and will work with the state as well as partnering agencies to identify on-ramps, access points, and supports which enable participants to enter and successfully complete training and enter employment.
- Region 1 will continue to support the WV Division of Rehabilitation Service as they realign their resources to increase and improve services to youth/young adults with disabilities, especially high school students with disabilities. This often includes additional training and education required to achieve their chosen employment goal. Pathfinders is a program funded by DRS for high school students with disabilities that provides workshops and cultural awareness outings as well as tutoring and other services to those students enrolled. As of November 2016, Pathfinders and the Region 1 Connections Program have 21 students co-enrolled in their programs. Participants receive supportive services as well as mentoring services. They attend cultural awareness outings and participate in workshops that cultivate and enhance their employability skills.
- Region 1 will continue seeking out resources to provide more effective and efficient services to youth/young adults. This includes cross referrals and co-enrollment of consumers in addition to joint projects and activities with initiatives such as WV PASS, BIKISI, and Pathfinders, just to name a few. Region 1 has a Memorandum of Understanding with WV Clearing House as well as WV State University Research and Development Corporation in order to implement the WV PASS Initiative. This initiative provides pertinent information to graduating seniors. Currently in the third program year, information has been given out to approximately 2200 students and their families concerning services provided by Region 1 as well as multiple partnering agencies such as Adult Education, WV DRS and Job Corps. Information regarding training opportunities for displaced coal miners and their spouses, as well as the long term unemployed, is also disseminated.

- Region 1 has a Memorandum of Understanding with Mission WV for the BIKISI Program. In this initiative Mission WV provides basic computer skills training to In School and Out-of-School youth/young adults on computers provided by Region 1, which they keep upon completion of the program. Approximately 31 students have benefited from this initiative in the last three program years. Region 1 will strive to incorporate entrepreneurial skills training to students in future BIKISI classes by partnering with organizations such as The HIVE, a business accelerator program located throughout Southern West Virginia.
- Region 1 will promote apprenticeships and pre-apprenticeship opportunities to all youth/young adults.
- Region 1 will continue working with core partners such as Region 1 Opportunities in Action. A unified referral has been developed and is being used by all core partners in the Region 1 local area.

Section 2: Alignment of the Local Workforce Development System

(A) A description of the workforce development system in the Local Area that identifies the programs that are included in that system and how the Local Board will work with the entities carrying out workforce development programs identified in the State Plan. The description should also include how the Local Board and the programs identified plan to align and integrate to provide services to customers. The description should also include programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.);

The Region 1 Workforce Development Board, through partnerships, will improve the quality of life for the citizens throughout the local area. The workforce development system in Region 1 is designed to help job seekers, focusing on those with barriers to employment, access high quality career services, employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Our vision is for the region and its citizens to have opportunities for good paying jobs; for existing businesses to expand and for new businesses to move into the region creating good paying jobs; and for people to move to (or back to) the region because of the opportunities. WIOA core programs designed to meet workforce development needs available through the Region 1 workforce system are outlined below:

- WIOA Title 1 (Adult, Dislocated Worker and Youth Formula programs)
- Adult Education and Literacy Act programs
- Wagner-Peyser Act
- Rehabilitation Title 1

In addition to the core programs, for individuals with multiple needs to access the services, the following partner programs are required to provide access through the one-stops:

- Career and Technical Education
- Community Services Block Grants
- Indian and Native American Programs
- HUD Employment and Training Programs

- Job Corps
- Local Veterans' Employment Rep and Disabled Veterans' Outreach Program
- National Farmworker Jobs Program
- Senior Community Service Employment Program
- Temporary Assistance for Needy Families (TANF)
- Trade Adjustment Assistance Programs
- Unemployment Compensation Programs
- YouthBuild

(B) A description of how the Local Board, working with the entities identified in A, will expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment, including how the Local Board will facilitate the development of career pathways and co-enrollment, as appropriate, and improve access to activities leading to a recognized postsecondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable);

WIOA welcomes other partners to be part of the one-stop delivery system, such as but not limited to: Community Action in Southeast West Virginia (CASE), Big Creek People in Action, KISRA, Volunteers of America, and Nicholas County Community Action Partnership.

Region 1 Workforce Development Board will utilize Memorandums of Understanding with coordination of all partners. These will be developed with a clear purpose of cooperation and service to all customers of the workforce system. Goals will be shared through quarterly partner meetings, Opportunities in Action Core Partner meetings and Opportunities in Action County Partner meetings.

Training opportunities in Region 1 focus on high-demand occupations and are centered on Industry Certificate Programs of Study under the Carl D. Perkins Career and Technical Education Act of 2006 that include Health, Architecture and Construction, Transportation, Human Services and Information Technology.

The Region 1 Workforce Development Board, working with the core partners, will initiate weekly Informational Sessions in each of the WorkForce Centers to increase awareness to customers of the career, training, educational services and supportive services that are available and how to access those services. The R1 WIOA Partner Referral form is another tool that will assist with integrating services. This form allows agencies to make and track appropriate referrals of customers to partnering agencies for additional resources. Training for partnering agencies and resource tools will be provided at Opportunities in Action Core Partner meetings, as developed, which are scheduled throughout the program year. Serving individuals with barriers to employment, especially those with disabilities, is a main focus of the Region 1 Workforce Development Board. We will continue to work with Division of Rehabilitation Services (DRS) for cross-training of staff in serving individuals with disabilities.

The Region 1 Workforce Development Board shall promote the development of a career pathways model that will provide instruction and training that leads to a skilled labor force, thereby meeting the needs of in-demand jobs or entry level professions that advance to in-demand jobs.

Coordinated efforts to integrate existing career pathway programs within West Virginia Adult Education, Career and Technical Education and the Community and Technical College System of West Virginia will be in place to ensure job seekers with barriers to employment, especially

those with disabilities, can successfully access and navigate the career pathways. Job seekers will be co-enrolled, when appropriate, between core and other partner programs in order to provide the most comprehensive services possible. The career pathways system will be diverse, with various points of entry and exit, allowing individuals of varying capabilities to have realistic access to the pathways system. This integrated system will allow participants to enter the pathway at any of these levels. Existing career pathway programs will expand to include basic adult education offerings such as: literacy and numeracy, English Language Acquisition (ELA), and high school equivalency instruction as well as contextualized instruction in bridge and pre-bridge programs, pre-apprentice programs and integrated education and training programs supporting next steps in the career pathways models.

Region 1 will focus on identifying credentials along established career pathways, including badges, micro-credentials and entry level credentials appropriate for individuals with barriers to employment. The established statewide and regional lists of industry-recognized credentials will include academic credentials as well as credentials demonstrating job readiness and the attainment of employability skills through workforce preparation activities. Region 1 will consult with engaged employers, including Registered Apprenticeship programs and industry partnerships, to ensure that the credential lists reflect skills that are in demand.

(C) A description of the steps taken by the Local Board to engage entities identified in A in the formulation of its Local Plan.

The Region 1 Workforce Development Board collaborated with the WIOA core partners, through Opportunities in Action Core Partner meetings, to develop the Region 1 Local Plan. Working together the core partners will promote alignment and integration of programs and coordinated service delivery. This will be achieved by developing a clear purpose of cooperation and by delivering comprehensive high-quality customer centered services to individuals and employers.

(D) A description of the strategies and services that will be used in the Local Area—

- ***To facilitate engagement of businesses, including small businesses and businesses in in-demand industry sectors and occupations, in workforce development programs***
- ***To support a local workforce development system that meets the needs of businesses in the Local Area***
- ***To better coordinate workforce development programs and economic development***
- ***To strengthen linkages between the American Job Center delivery system and Unemployment Insurance programs;***

The Region 1 Workforce Development Board is business-driven and provides much needed input into the direction of workforce programs. The local business services team will coordinate needs and provide contacts to local employers. Businesses will be engaged through sector strategy partner meetings as well as one-on-one business team visits to identify needs and share resources to train individuals. Local career and technical education centers and community and technical colleges benefit by having employers as members of their program advisory councils to identify labor market demand, program curriculum, certification needs and guide program improvements. Simulated Workplace, which was designed to integrate workplace environment protocols into the career and technical education classrooms, provides another opportunity for business and industry representatives to inspect classrooms to ensure alignment with industry needs.

The Region 1 Workforce Development Board will utilize Labor Market Information, results from the state-designed business survey, sector strategy partner meetings and information

collected through local business visits to assess/identify true workforce needs to align training with needed skills and match employers with qualified workers.

Workforce and economic development go hand-in-hand. Region 1 will continue to work closely with the local economic development authorities to assess/identify needs of existing and new businesses, attend board meetings, participate in joint business visits and support each agencies effort in meeting employers' current and future workforce needs. Region 1 is also a partner with The Hive in Beckley. The Hive is the result of regional partners who collaborated to bring southern West Virginia a network of flex-office spaces and a regional accelerator to help foster entrepreneurs. Their vision is to aid the diversification of our entrepreneurial environment to create local jobs, and economies that build and accelerate local industry growth of sustainable firms retained in the community. We also partner with the Governor's Guaranteed Work Force Program to provide, and combine when appropriate, training resources for businesses.

Core partner meetings are a catalyst for strengthening linkages between the American Job Center delivery system and Unemployment Insurance Programs. Cross-training for core partners will be used to upgrade skills so jobseekers and employers are provided a high quality of service. The local workforce system will support the certificate system initiated by WorkForce West Virginia focusing on employment and sector partnership utilizing a book that was developed by a local area in West Virginia. This tool will strengthen staff knowledge of Employment Services and partner services which would allow for a well-trained staff to assist the customer in obtaining the proper services needed for employment. It will also provide insight to staff into industry and business in the local and surrounding areas. The local workforce system will develop training curricula that incorporates policies, processes, and input from Wagner-Peyser, UI, and/or core partner agency staff. WorkForce West Virginia will continue to train employees on the pertinent skills needed in the American Job Center (AJC).

The Governor's Workforce Policy Work Group developed a gap analysis tool to analyze the educational certificate and degree program graduate numbers (supply) aligned with the statewide labor market workforce projections (demand) by pathway. This information will be used by Region 1 to engage in partnerships with local educational entities, businesses and community-based organizations to communicate the benefits of technical training and the development of comprehensive career pathways models.

Adult Education, CTEs and CTCs will develop and promote streamlined training courses for individuals who already possess some transferrable skills. These streamlined programs will have multiple points of entry and lead to nationally recognized credentials in technical occupations and will allow job seekers to enter the workforce more quickly. Region 1 will promote technical training through our website, workshops, job fairs, rapid response, youth programs, social media and informational meetings. Alternative training opportunities for businesses include work-based training models that are an established method of providing businesses with the opportunity to train individuals into high-demand occupation to support economic development. These training models can be delivered through paid work experiences such as On-the-Job Training (OJT), Incumbent Worker Training, Transitional Jobs, Customized Training and Earn and Learn.

(E) A description regarding the implementation of apprenticeship, incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, integrated education and training, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies, designed to meet the needs of businesses in support of the strategy described in Section 1.

Region 1 will promote Registered Apprenticeship programs, with a focus on non-traditional industries and occupations, and assist with advertising and recruitment into their training programs. Region 1 is partnering with RCBI, who received an Apprenticeship Works grant, to raise awareness of local businesses of the availability of assistance with developing an in-house apprenticeship program to increase the skills of their workforce and to seek specific industry certificates and credentials.

(F) A description of how the Local Board will coordinate workforce development activities carried out in the Local Area with economic development activities carried out in the Local Area in which the Local Area (or planning region) is located, and promote entrepreneurial skills training and microenterprise services;

Region 1 works closely with and supports the local economic development authorities to promote workforce and economic development through attending board meetings, making joint business visits of existing businesses, as well as prospect businesses, and general sharing of information. Regional partners collaborated to bring southern West Virginia, The Hive, a network of flex-office spaces and a regional accelerator to help foster entrepreneurs. The Hive is located on the WVU Tech campus in Beckley. The Hive will have additional locations in Region 1 in the near future. The Hive hosted the “STEAM Academy” (science, technology, engineering, arts and mathematics) for middle school students who were instructed in coding and video design and entrepreneurship. Region 1 has collaborated on several “Entrepreneurial Cafes.” Entrepreneurs have the opportunity to “pitch” a business idea and receive crowd funding/grant funding to assist in a start-up or expansion of a business.

(G) A description of how the Local Board will leverage and coordinate supportive services in the delivery of workforce development activities carried out in the Local Area. Specifically, the Local Plan should address how the Local Board will work with Local Management Boards and other providers to deliver supportive services to jobseekers;

To ensure the alignment of activities across programs, and to ensure that individuals with barriers to employment, especially those with disabilities, have increased access to and for employment, education, training and support services, it is critical that partners maintain ongoing communication to ensure awareness of the activities of other programs. State and local staff is kept well-informed of the services and other resources available from partner agencies. Communication can occur in several ways, through monthly state Interagency Collaborative Agency meetings, through local Opportunities in Action Core Partner meetings with managers and through daily interaction with partner agency staff. Cross-training will be scheduled, as needed, to keep staff updated and aware of services available through partnering agencies. The local workforce system will provide comprehensive counseling to assess supportive service needs of individuals. In alignment with the state plan, local programs will be encouraged to provide cross-program funding and integration of workforce preparation activities to develop employability skills, adult basic education, and occupational training, supplemented by supportive services, as part of career pathway models to ensure the critical needs of individuals are met allowing the greatest opportunity for success. When a customer is co-enrolled by more than one agency an integrated IT system will update daily to inform service providers of the services that other agencies are providing a co-enrolled consumer. This will allow each agency to coordinate services while also avoid the duplication of services. Coordination of services will promote leveraging of funds by partnering agencies to provide the support services that will most greatly benefit the customer.

(H) A description of how the Local Board intend to provide a greater business voice in the delivery of workforce development activities carried out in the Local Area. The description should include how the Local Board will engage businesses on decisions regarding the type and content of training activities;

The Region 1 Workforce Development Board, as previously stated, will continue to engage businesses through one-on-one business services team visits, sector strategy partner meetings, local workforce board meetings and through the local economic development authorities and chambers of commerce. Region 1 will work to continue the growth of the sector strategy partnerships through meetings, surveys and visits to identify the needs of the employers, assess the skills and skills gaps of the workforce and then work together with the local career and technical educational centers and the local community and technical colleges to create solutions that will benefit both customer groups. Local businesses will also be encouraged to participate in business-education partnerships, e.g., serve on Program Advisory Councils at local educational institutions as well as participate as Inspectors for the Simulated Workplace Program. This participation benefits the employer by providing them the opportunity to offer feedback and recommendations for improving programs to better meet employer needs.

(I) A description of how the Local Board will promote and cultivate industry-led partnerships in the delivery of workforce training opportunities.

Collaboration between the state workforce system and the community and technical college system resulted in the development of curriculum and customized programs to re-train dislocated workers in Healthcare, Advanced Manufacturing, IT and Energy through a Trade Adjustment Assistance Community College Career Training Grant (TAACCT Grant – Bridging the Gap). Region 1, as a sub-recipient of the grant, partnered locally with New River Community and Technical College. This partnership focused on raising awareness and recruitment of individuals for current and newly developed programs of study that were aligned with the skills needs of employers in high-demand, sector strategy-based occupations that provide family-sustainable wages.

New River Gorge Regional Development Authority joined this partnership which resulted in a comprehensive approach to reach the previously identified sector strategy industries in southern West Virginia. These industries were identified by Labor Market Information and employer need. Representatives were invited to take part in meetings that informed the representatives of the aforementioned sectors of programs of study that were developed to meet the skills needs of our local economy and to assess and identify additional needs/recommendations. Some of the programs of study include Earn and Learn, a component which allows for a 50/50 partnership between the community and technical college and the employer to where the students actually work on-site 50% of their time and spend the other 50% in a classroom setting.

Breakout sessions during the sector meetings provided time to address more specific and future training needs and how to approach meeting those needs. Joint efforts continue to grow and expand sector strategy partner participation as it is used as a catalyst to identify and address the workforce skill needs of our economy.

(J) A description of the role (if any) of local faith or community-based organizations in the local workforce development system.

Local faith and community based organization provide vital services including, but not limited to: subsidized childcare, utility assistance, mentoring, food banks and clothing closets. The Region 1 Workforce Development board will continue to work with these agencies, providing referrals when necessary, to assist in the support of the job seekers we serve.

Section 3: American Job Center Delivery System

(A) List the American Job Centers in your Local Area, including address and phone numbers. Indicate the One-Stop Operator for each site and whether it is a comprehensive or satellite center.

- | | |
|--|--|
| 1) Raleigh County Career Center
200 New River Town Center, Suite 200
Beckley, WV 25801
(304) 253-1214-phone
(304) 253-0176-fax | 4) Mercer County Career Center
195 Davis St.
Princeton, WV 24739
(304) 425-9362-phone
(304-487-3203-fax |
| 2) Greenbrier County Career Center
330 Red Oaks Shopping Center
Ronceverte, WV 24970
(304) 645-9099-phone
(304) 647-7412-fax | 5) Pocahontas County Career Center
200 8 th St.
Marlinton, WV 24954
(304) 799-2509-phone
(304) 799-2596-fax |
| 3) McDowell County Career Center
110 Park Ave.
Welch, WV 24801
(304) 436-3131-phone
(304) 436-6310-fax | 6) Nicholas County Career Center
830 Northside Dr.
Summersville, WV 26651
(304) 872-0068-phone
(304) 872-0448-fax |

The Region 1 Workforce Development Board currently serves as the One Stop Operator for the local area. Mercer and Raleigh are Comprehensive centers while Greenbrier, McDowell, and Nicholas are satellite centers. Pocahontas serves as an affiliate site. Following is contact information for the R1WDB:

WORK4WV-Region 1 Inc. dba Region 1 Workforce Development Board
200 New River Town Center Suite 200
Beckley, WV 25801
(304) 253-3611-phone
(304) 253-0176-fax

(B) Customer Flow System - Describe the customer flow process used in the Local Area. This description should include eligibility assessment, individualized training plans and case management.

The workforce development system in Region 1 local area recognizes the need for partners within the workforce development system to work together in order to provide maximum benefits to customers.

Region 1 will continue to strive to make WorkForce West Virginia Career Centers the primary vehicle for creating innovative opportunities that are organized around customer needs. Region 1 currently has centers in six (6) of the eleven (11) counties contained within the region. All centers offer a core set of services to all customers who want them; some without eligibility requirements.

Region 1 will continue to encourage utilization of the Region 1 WIOA Partner Referral form that was developed in cooperation with the local area Division of Rehabilitation Services, DHHR, Adult Education, and WorkForce WV. This referral form provides comprehensive and targeted referrals to mandated, core, and other relevant partners within the local workforce system. Further, Region 1 will require all who are interested in securing funding for training or education to participate in an initial Information Session. At these sessions information will be distributed regarding services from all core and non-mandated partners.

Customers are provided career services (previously core and intensive services) through core partners at the American Job Centers and other satellite and affiliate sites. If a customer is believed to be prepared for gainful employment after receiving career services, American Job Center staff assists the customer with job search and placement. If the customer is deemed to need training services, then American Job Center staff refers the customer to the other core partners based on the needs of the customer. Funds for training services are provided to customers through means such as, but not limited to, the Region I WDB, WorkForce West Virginia, Department of Health and Human Resources, Division of Rehabilitation Services, and/or Adult Education Services.

Region 1 is committed to providing high quality services for youth and adults through career exploration, guidance, support for educational attainment and On-the-Job training. Programs, services, and activities provided by the required partners are accessible in six centers; five of these centers are comprehensive. Region 1 will develop Memorandums of Understanding (MOU's) with all required partners.

Information Specialists are available at each center to provide customers with information about programs, services, and activities that are available through partners programs and how to access those services.

(C) Describe how the Local Board will ensure meaningful access to all customers.

The WDB's goal is to provide easy and meaningful access to services while being customer friendly to both individual citizens and employers. The publicly funded workforce development system is a national network of federal, state, regional, and local agencies. These organizations that provide a range of employment, education, training, and related services and supports to help job-seekers secure jobs while providing businesses with the skilled workers they need to compete in the global economy. Region 1 promotes a shared understanding of the workforce needs within the state and fosters development of more comprehensive and integrated approaches, such as career pathways and sector strategies, for addressing the needs of businesses and workers. The WorkForce West Virginia Career Centers must be established and maintained as high quality service entities that are continuously improving and meeting customer expectations.

The Region I WDB will also ensure that all customers have meaningful access to American Job Center services by monitoring and implementing the provisions of the partner MOU's, which detail how participants will be provided services by each partner. In this way, there will be a continuous process of oversight of the access customers have to partner services.

(D) A description on the process the Local Board intends to provide for the solicitation and selection of a One-Stop Operator as identified in Section 107 of WIOA.

Region 1 will utilize a competitive Request for Proposal (RFP) process to provide for the solicitation and selection of a One-Stop Operator. Region 1 will maintain written standards of conduct covering individual and organizational conflict of interest. Supporting documentation will be retained to sufficiently record the procurement process. This information will be available to auditors, state, and federal reviewers/monitors.

(E) A description of how the Local Board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local businesses, and workers and jobseekers;

Under current WIOA regulations, Region 1 WDB will maintain a state approved comprehensive Eligible Training Provider List (ETPL). Participants in need of services to enhance their job

readiness or career pathway may access career training through a list of state-approved training providers. WIOA title I-B builds upon and modifies the system in place under WIA title I.

The workforce development system established under WIOA emphasizes informed consumer choice, job-driven training, provider performance, and continuous improvement. The quality and selection of providers and programs of training services, including Registered Apprenticeship Programs and others, is vital to achieving success for participants. Eligible training providers are qualified to receive WIOA title I-B funds to train adults and dislocated workers, including those with disabilities. The list of eligible training providers is kept in the Mid Atlantic Career Consortium (MACC) database and are accompanied by relevant performance and cost information. This list must be made widely available, including in electronic formats, and presented in a way that is easily understood, in order to maximize informed consumer choice and serve all significant population.

Training providers are required to offer courses, classes, or a structured regime that leads to a recognized post-secondary credential or employment. These training services may be delivered in person, online, or in a blended approach.

(F) A description of how the Local Board will facilitate access to services provided through the American Job Center delivery system, including in remote areas, through the use of technology and through other means;

Through the use of technology and other means, Region 1 will provide services that are beyond what customers can achieve on their own, such as public websites and telephone services. Each of the six centers located within Region 1 is equipped with a computer lab and printer capabilities. Information Specialists provide assistance in navigating customers through the on-line process, whether registering for services or filling out applications for employment. A comprehensive web site is in place which allows individuals in remote areas who have internet access the opportunity to register with WorkForce WV and view current job listings.

(G) A description of how entities within the American Job Center delivery system, including American Job Center operators and the American Job Center partners, will comply with Section 188 of WIOA, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities;

Region 1 complies with Section 188 of WIOA as reasonable accommodations are provided to people with disabilities by utilizing electronic technology to assist with opening and closing doors and assuring that entry ways provide easy access. Auxiliary aids and services are available upon request. Programs are administered in the most integrated setting appropriate for the customer's needs. ADA self-evaluation forms are completed on a yearly basis to ensure all centers are in compliance with these standards. The Region 1 WDB works closely with DRS in providing staff training and support for addressing the needs of individuals with disabilities.

(H) An acknowledgment that the Local Board understands that, while Section 188 of WIOA ensure equal opportunity for individuals with disabilities, sub-recipients may also be subject to the requirements of:

- ***Section 504 of the Rehabilitation Act, which prohibits discrimination against individuals with disabilities by recipients of Federal financial assistance;***
- ***Title I of the ADA, which prohibits discrimination in employment based on disability;***

- *Title II of the ADA, which prohibits State and local governments from discriminating on the basis of disability;*
- *Section 427 of the General Education Provisions Act; and West Virginia Anti-Discrimination laws;*

Region 1, in accordance with the Rehabilitation Act, Title I of the Americans with Disabilities Act (ADA), Title II of the ADA, the General Education Provisions Act, and all WV Anti-Discrimination Laws, understands and abides by the provisions as set forth by the State of WV. Eligible training providers and sub-recipients and/or contractors are subject to the equal opportunity and nondiscrimination requirements contained in Section 188 of WIOA. The R1WDB also works closely with the WVDRS to provide training to workforce staff to assist individuals with disabilities.

(I) A description of the roles and resource contributions of the American Job Center partners;

Required One-Stop Center partners enter into MOU's with Region 1 and works collaboratively with the local area to establish and maintain the one-stop system consistent with the laws, federal principles, and all other applicable requirements. These partners provide representation on the state and local workforce development boards and participate on other committees as needed. They provide access to its programs and activities as well as applicable career services.

The one-stop system infrastructure system is funded through a reasonable cost allocation methodology by which cash or in-kind costs are contributed by each partner in proportion to the relative benefits of their participation.

(J) A description of how the Local Board will use Individualized Training Accounts based on high-demand, difficult to fill positions identified within local priority industries identified in Section 1(A); and,

Region 1 utilizes Individual Training Accounts (ITAs) as the primary method for procuring training services. Training services are linked to in-demand employment opportunities in the local area or an area in which the participant is willing to relocate. Growing industries within Region 1 include both health and professional services with healthcare occupations predicted to have the most job development through 2024.

Other growing industries are wood product manufacturing, construction of buildings, and oil and gas extraction. These jobs are considered "middle skills" jobs and require less formal education than health or professional services jobs. Given the low level of formal education in West Virginia, Region 1 will concentrate on training for these occupations that require training beyond high school, but not a four year college degree.

(K) A description of how the Local Board will provide priority of service that conforms with the State Plan. This should include a description of additional local requirements or discretionary priorities including data to support the need and how the local requirement and/or priority will be documented and implemented for the Adult program.

Region 1 provides WIOA Basic Career Services to all individuals seeking assistance without regard to specific eligibility criteria.

WIOA Individualized Career and Training services that require significant staff time or assistance are provided to individuals as outlined below:

ADULT FUNDS

- Veterans and eligible spouses-veterans will have priority of services in all Workforce Programs administered under the Federal Workforce Innovation and Opportunity Act of 2014.
- Low Income Individuals may include recipients of public assistance or members of families at or below the poverty level or 185% of the lower living standard and who are deemed to possess significant barriers to employment including but not limited to, low literacy skills, ex-offenders, poor work history, alcohol and drug addiction, and the homeless.
- Low Income Individuals-individuals may include recipients of public assistance or members of families at or below the poverty level or 185% of the lower living standard.

How Priority of Service is defined and applied-Priority of Service does not mean that only those individuals who meet the criteria listed above will be served. It means that if there are individuals who meet those criteria who are registered for service and deemed in need of career and training services, they will be enrolled before other individuals are considered. Region 1 Workforce Advisors conduct intake and case management services as well as make decisions on who will be enrolled, essentially using the rule that if individuals who meet the priority of service definition are available, they will receive consideration for training services over others.

If training services are provided to individuals from another region within West Virginia or from another state, a valid Memorandum of Understanding between the Workforce Development Boards must be in place before training begins.

Individuals who meet the definition of an individual with a barrier to employment who are underemployed may also be served in the Adult Program. Individuals who are determined eligible for the Dislocated Worker Program who are determined by state and/or local policies to be underemployed, may still be considered eligible for career and training services under this program.

(L) A description of how the Local Board will utilize funding to create incumbent worker training opportunities.

Region 1 may utilize funding for incumbent worker training opportunities and may use not more than 20% of funds allocated by the governor to do so. In order to receive funding, the local board takes into account the following:

- The characteristics of the participants in the program
- The relationship of the training to the competitiveness of a participant and the employer;
- Other factors as determined appropriate by the local board. These may include the number of employees participating in the training, the wage and benefit levels of those employees (both pre and post-participation earnings), and the existence of other training and advancement opportunities provided by the employer.

(M) A description of how the Local Board will train and equip staff to provide excellent, WIOA-compliant customer service.

Region 1 provides staff training in a number of ways. Training is provided monthly with specialized training being provided quarterly or as needed. Outside training opportunities may be provided to staff such as those offered by WorkForce WV, other state agencies, federal agencies,

conferences/workshop attendance, or training offered through other organizations with programs related to workforce development. Webinar trainings are attended by staff and will continue to be encouraged as a means to keep relevant on work-related issues.

Section 4: Title 1- Adult, Youth, and Dislocated Workforce Functions

(A) A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the Local Area;

Training services are provided through the use of Individual Training Accounts (ITAs) to eligible individuals through the WorkForce West Virginia Career Center system. The ITA gives eligible customers financial power to use allotted funds at eligible training facilities that appear on the region / state list. These ITAs supplement financial aid already available through other sources or they may pay for all the costs of training and support. Support payments may be provided to customers based upon classroom hours attended. Length of training shall be based on the time needed to adequately learn occupational skills as well as cost effectiveness. Training must be completed within a two (2) year timeframe.

The local board may contract for services in lieu of ITAs if it is determined that there are an insufficient number of eligible providers in the local area. Training services may also be provided in lieu of the ITA by contract for services if such services are On-the-Job Training (OJT) or customized training provided by an employer, community-based organization, or other private organizations that offer specialized services to targeted groups that face multiple barriers to employment, as determined by the local board. Additionally, Trade Adjustment Assistance (TAA) funding for training is also accessed through ITAs, while state guidelines are followed regarding the distribution of those funds. Refer to Region 1 Workforce Development Board Policy Letter PL #04 - Individual Training Accounts attached to this document for further information.

On-the-Job Training (OJT), considered a Business Service, is a program for adults and dislocated workers. The OJT program is designed in such a way to benefit both the customer and the employer. This program will match employer needs with customer's qualifications. The OJT Program will provide reimbursement for up to 75 percent of the customer's wages to the employer to allow for the extraordinary costs associated with training the customer and any additional supervision that may be needed during this period. The employer will be responsible for designing the training program for the customer at the work site. The customer is to be compensated the same wage rate, including periodic increases, as other trainees or employees who are in similar occupations and who have similar training, experience, and skills. Payments for reimbursement of customer's wages will be made directly to the employer.

Transitional Jobs is an employment strategy that seeks to overcome employment barriers and transition people with labor market barriers into work using wage-paid, short-term employment that combines real work, skill development and supportive services. These jobs are designed to enable an individual to establish a work history, demonstrate work success, and develop the skills that lead to unsubsidized employment.

Transitional Jobs program will have at a minimum of the following 3 components:

1. Paid work experience (i.e. 3 days per week)
2. Classroom training (i.e. soft skills, occupational skills, etc.)
3. Supportive Services

Each local WorkForce Development Board must submit a Transitional Jobs Plan to WorkForce West Virginia for approval. Collaborative partnerships will be an essential piece of a Transitional Jobs Plan.

Customized training is designed to meet the special needs and requirements of an employer or a group of employers. This training is conducted with a commitment by the employer(s) to employ the customer(s), or in the case of incumbent workers, continue to employ an individual, upon the successful completion of the training period. The employer pays for no less than 50% for the cost of the training. Customized training for eligible, employed individuals may be provided for an employer, or a group of employers, when the employee is not earning a self-sufficient wage as determined by WIOA policy. Please refer to Region 1 Workforce Development Board Policy Letter PL #10-Customized Training for further guidance on customized training requirements.

The Registered Apprenticeship system has been utilized to meet the needs of America's skilled workforce for over 75 years. It is a unique, flexible training system that combines job related technical instruction with structured on-the-job learning experiences. Registered Apprenticeship is a leader in preparing American workers to compete in a global 21st Century economy because the system keeps pace with advancing technologies and innovations in training and human resource development.

The Registered Apprenticeship system provides the opportunity for workers seeking high-skilled, high paying jobs and for employers seeking to build a qualified workforce. In this regard, the Registered Apprenticeship system effectively meets the needs of both employers and workers.

Registered Apprenticeship is highly active in traditional industries such as construction and manufacturing, but it is also instrumental in the training and development of emerging industries such as healthcare, energy, and homeland security.

The Department of Labor awarded \$4.9 million to RCBI to expand its model apprenticeship program. Apprenticeship Works is a five-year initiative that will make apprenticeships more affordable to employers and more accessible to employees and individuals considering careers in manufacturing.

The Region 1 WDB and New River Gorge Regional Development Authority are partnering with RCBI to host a Lunch and Learn to promote the benefits of “Apprenticeship Works” to the businesses in our local workforce area.

Incumbent Worker training is designed to meet the special requirements of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment and conducted with a commitment by the employer to retain or avert the layoff of the Incumbent Worker. An ideal Incumbent Worker training would be one where a participant acquires new skills allowing him or her to move into a higher skilled and higher paid job within the company, thus allowing the company to hire a job seeker to backfill the incumbent worker’s position. Incumbent Worker training must increase both a participant’s and a company’s competitiveness. Under Section 134(d)(4) of WIOA, local boards can use up to 20 percent of their adult and dislocated worker funds to provide for the federal share of the cost of providing Incumbent Worker training.

(B) A description of how the Local Board will coordinate workforce development activities carried out in the Local Area with statewide rapid response activities, as described in Section 134(a)(2)(A).

The Region 1 Workforce Development Board has instituted a Rapid Response system that helps to stabilize a productive work environment during layoff warning periods by immediately linking community services to dislocated workers. Workers are able to take positive steps toward new jobs while working out their notification period. The Rapid Response program provides comprehensive rapid response services to both businesses and job seekers. An emphasis is placed on early intervention with transitional services to employees, companies, and communities. Employment, re-employment and lay-off aversion, customized services, information regarding Unemployment Insurance, labor market information, strategies for re-employment, dislocated worker center resource services, America's Job Bank, labor / management committees, and other available services, such as Trade Adjustment Assistance, Children's Health Insurance Program (CHIP), credit counseling and skills attainment opportunities will be key components of the program.

(C) A description and assessment of the type and availability of youth workforce development activities in the Local Area, including activities for youth who are individuals with disabilities, which description and assessment shall include an identification of successful models of such youth workforce investment activities;

Region 1 coordinates effective and comprehensive services to eligible youth by improving educational and skill competencies while providing effective connections to employers. Strategies are developed once basic assessments of academic levels, skill levels, and service needs of participants are complete. These include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitude and developmental needs. Region 1 utilizes the TABE as one means of assessment. Service strategies are then developed for each participant that identifies an employment goal and outlines strategies to help them reach that goal. When appropriate, referrals are made to partners such as Adult Education and DRS.

(D) A description of how the Local Board will coordinate education and workforce development activities carried out in the Local Area with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services;

Region 1 also provides preparation for post-secondary educational opportunities, strong linkages between academic and occupational learning, preparation for unsubsidized employment opportunities, and effective connections to local and regional employers.

Region 1 Workforce Development Board coordinate education and workforce development activities carried out in the local area by providing training services to those who meet the eligibility requirements for program acceptance. Workforce Advisors are required to interview the job seeker to determine what other services they are currently receiving. Outreach is then conducted with those agencies to coordinate strategies and services to avoid duplication.

The vast geographic area of the region and the lack of public transit complicate the ability to meet the needs of the industry and jobseekers alike. Modes of public transportation, once in play, have been cut compounding the already significant barrier of transportation.

Supportive services that may be available through the local workforce area, may include, but are not limited to the following:

- Transportation assistance
- Child care and dependent care costs
- Housing and utility assistance
- Interview clothing, uniforms, and other appropriate work attire
- Tools or other work or training-related materials
- Work and training-related licenses, permits, and fees

(F) A description of how the Local Board will utilize Local Adult Funding, based on adult priority groups as specified in the State Plan.

The Region 1 Workforce Development Board has established priority of service as follows:

Adult Funds:

- Veterans and eligible spouses-veterans will have priority of services in all WorkForce Programs administered under the Federal Workforce Innovation and Opportunity Act of 2014.
- Low Income Individuals-individuals who are recipients of public assistance or members of families at or below the poverty level of 185% of the lower living standard and who are deemed to possess significant barriers to employment including but not limited to, low literacy skills, ex-offenders, poor work history, alcohol and drug addiction, and the homeless
- Low Income Individuals- individuals who are recipients of public assistance or members of families at or below the poverty level or 185% of the lower living standard

How Priority of Service is defined and applied- Priority of Service does not mean that only those individuals who meet the criteria listed above will be served. It means that if there are individuals who meet those criteria who are registered for service and deemed in need of career and training services, they will be enrolled before other individuals are considered. Local WorkForce West Virginia intake and case management staff will make decisions on who will be enrolled, essentially using the rule that if individuals who meet the priority of service definition are available, they will receive consideration for training services over others.

(G) A description of how the Local Board will utilize Local Dislocated Worker Funding;

Dislocated workers are defined as individuals who are unemployed through no fault of their own or who have received a layoff notice, and are unlikely to return to their previous occupation or industry. Eligible dislocated workers may receive intensive counseling, skill-development and professional-technical training through local Region 1 Workforce Development Board, in addition to basic employment services such as skill assessments, labor-market information, information about training programs and job-search assistance. Funds will be distributed based on the Dislocated Worker federal formula funding.

(H) A description of how the Local Board will define “self-sufficiency” for employed Adult and employed Dislocated Worker participants.

In addition to providing career and training services to individuals who are unemployed, there remains a significant population of job seekers who are underemployed. These individuals may include: those working less than full-time who are seeking full-time employment; individuals who are employed in a position that is inadequate with respect to their skills and training;

individuals who are employed who meet the definition of low income individual, and; individuals who are working, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment.

For the purpose of determining dislocated worker eligibility under the Layoff/Unlikely to Return to Work category, reasoning for "unlikely to return to work" may include, but not be limited to, the following:

- Skill Oversupply- State or local supply of persons with the specific skills of the applicant exceeds current demand for those skills; or
- Obsolete Skills- Applicants can no longer meet the minimum requirements of jobs available in their occupation (e.g. clerical worker without word processing skills, carpenter without updated safety training, etc.):
- Only Stop-Gap Available- Jobs available to applicant would be temporary or substantially below applicant's accustomed skill, hour, or wage level or
- Local Layoff Impact- A local plant or business closing or layoff has had significant negative impact on the availability of jobs in the applicant's primary occupation and accustomed wage/hour/skill level; or
- No Job Offers Received- Applicant has been available and looking for work for a number of weeks, and has not received an offer to work: "number of weeks" might range from 6 to 12 weeks, depending upon the occupation, economy, and/or applicant's verified job search efforts; or
- Physical Limitations or Disabilities- Newly acquired physical limitations or injuries occurring away from the job may make an individual unlikely to return to the previous occupation; such individuals are dislocated workers if they meet the dislocated worker definition and fit one of the categories.
- Other Factors- Factors that can be recorded in the participant's file from written or verbal sources, including counselor judgment.

(J) A description of how the Local Board will interpret and document eligibility criteria for "requires additional assistance to complete an educational program or to secure or hold employment" as set forth in the State's Guidance and WIOA Sections 129(a)(1)(B)(iii)(VII) and (a)(1)(C)(iv)(VII);

The Region 1 WDB provides employment and training programs for young people ages 14-16 who meet the criteria for In-School Youth and 16-24 who meet the criteria for Out-of-School Youth. They must meet income guidelines and have at least one mandated barrier to employment. In order for a youth to qualify for services using the criterion "*Is an individual (including youth with a disability) who requires additional assistance to complete an education program, or to secure and hold employment,*" the following conditions must be met:

1. Verification obtained from a professional source (school official, physician, or drug or alcohol rehab agency, psychologist, literacy center, AEL coordinator, AE instructor, employer, current or past, Veteran's Administration, Division of Rehabilitation Services, DHHR, documentation such as school records, attendance

records, medical records, SSD records, social service records, worker's compensation records, case records, or applicant statement may also be used.

2. This criteria includes the following:

- Participant possesses a disability, including a learning disability or has an IEP
- Youth has poor school attendance (as defined by school)
- Youth has limited English proficiency
- Youth that is attending an alternative school
- Child of incarcerated parent(s)
- Migrant youth
- Youth that has aged out of foster care
- Youth with behavioral problems at school
- Youth from a family with illiteracy problem(s)
- Youth in a situation of domestic violence
- Youth with a substance abuse problem
- Youth with chronic health conditions
- Youth that lacks occupational goals/skills
- Youth that has a poor work history (been fired from one or more jobs within the last six months, OR has a history of sporadic employment, such as “has held three (3) or more jobs within the last twelve (12) months, and is no longer employed”), or
- Youth that has been actively seeking employment for at least two (2) months, but remains unemployed or underemployed, This includes a youth with no employment history, a youth with limited part-time experience (those working on an as-needed or seasonal basis), and youth actively seeking full-time employment, but have only achieved part-time employment.
- Youth with other extenuating circumstance that requires additional assistance to obtain education or employment.

(K) A description of the documentation required to demonstrate a “need for training.”

Eligibility and the need for training services is supported by and documented in the case record and meets the following criteria:

- Is in a “priority of service” category, if any, as established by R1 WDB
- Participant has been determined to be unable to obtain or retain employment through basic services (documented in case notes)
- Participant has been determined to be in need of training services (through interview, case management, evaluation or assessment and as documented in case notes)
- Participant has been determined to have the skills and qualifications to successfully complete the training program services (through interview, case management, evaluation or assessment and as documented in case notes)
- Participant has selected a program of training directly linked to the employment opportunities (demand occupations) in the local area or another area in which the

individual is willing to relocate (case file documents process of determining link to employment opportunities)

(L) A description of how the Local Board will provide the fourteen required program elements for the WIOA Youth program design.

The R1WDB Youth Services Program (Career Connections) will make available the following fourteen elements and will offer them to eligible youth in accordance with each youth's Individual Service Strategy. It is not required that each youth receive services provided under all fourteen elements, but it is expected that each youth will receive services under at least two of the fourteen elements as part of their comprehensive plan. The fourteen service elements are:

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential. Region 1 partners closely with Adult Education and SPOKES Programs as well as programs such as Job Corps to ensure that participants receive the skills necessary to complete their high school diploma or recognized equivalent.
2. Alternative secondary school services, or dropout recovery services, as appropriate.
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include (1) summer employment opportunities and other employment opportunities available throughout the school year; (2) pre-apprenticeship programs; (3) internships and job shadowing; and (4) on-the-job training opportunities. Region 1 has partnered with agencies such as the Southern Appalachian Labor School, Big Creek People In Action, various nursing homes, animal shelters, Fruits of Labor, Bluefield State College, local libraries, McDowell County Sheriff's Department, and Mullens Opportunity Center as well as others in order to provide participants with relevant work experience and training. Many of these positions have led to regular employment.
4. Occupational skill training which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved.
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupation cluster.
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate. Region 1 has provided opportunities for youth to participate in numerous community service and peer-centered activities including a Bridge Day Recycling Project in Fayette County; recycling projects and Community Garden in Wyoming County; assist with parades throughout the region; projects promoting breast cancer awareness; flood relief; volunteer at VA Hospital; Adopt A Highway in Wyoming County; litter pick up at Twin Falls State Park; beautification projects in towns throughout our region; cut out squares for quilting club in Pocahontas County so they could make quilts for the Assisted Living Program; gave out turkeys in McDowell County; food drive in Pocahontas County; volunteer at multiple churches around the region; and assist elderly people with chores.

7. Supportive Services-Region 1 assists participants in purchasing clothes, shoes, and required equipment for work experiences as well as training and interviews. Clothing vouchers may be given to Out-of-School youth who are employed or attend college or training. Assistance in purchasing books and supplies for school or training is also available.
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months. Each participant is paired with a Youth Specialist who offers supportive counselling and mentoring for all participants. Workshops on topics such as hygiene; maintaining good credit; banking and budgeting; resume writing; how to dress for job interviews; and many more are provided monthly.
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate.
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate. Region 1 partners with local mental health agencies such as FMRS, Southern Highlands, and Seneca Mental Health to ensure that appropriate referrals are made for participants in need of such of services.
11. Financial literacy education.
12. Entrepreneurial skills training.
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
14. Activities that help youth prepare for and transition to postsecondary education and training.

(M) A description of the steps the Local Board will take to ensure at least 20% of Youth Funds are used for work-based training activities;

The Region 1 Workforce Development Board's Youth Program will remain in compliance with new WIOA regulation; tracking the 20% expenditure rate on paid work experiences for In-School and Out-of-School youth/young adults. Region 1 provides paid and unpaid work experiences with academic and occupational education components that include (1) summer employment opportunities and other employment opportunities available throughout the school year; (2) pre-apprenticeship programs; (3) internships and job shadowing; and (4) on-the-job training opportunities. Region 1 has partnered with agencies such as the Southern Appalachian Labor School, Big Creek People In Action, various nursing homes, animal shelters, Fruits of Labor, Bluefield State College, local libraries, McDowell County Sheriff's Department, Mullens Opportunity Center and many others in order to provide participants with relevant work experience and training. Many of these positions have led to regular employment.

(N) A description of the Local Board's plan to serve 75%+ out of school youth and identify specific steps that have been taken to meet this new goal; and

Region 1 has recognized the new priority on Out-of-School Youth/young adults and continues to identify models and effective practices to assist local area staff in successfully meeting the needs of individuals while also meeting the new WIOA regulation that 75% of all funds must be spent on Out-of-School Youth. The Local Board has established that 25% of all funds will be spent on In-School Youth.

(O) If the Local Area has contracted with youth service providers, provide a list and description of services.

The Region 1 Workforce Development Board's youth program is currently operated through a contract with ROSS, IES for both the In-School and Out-of-School population. The Connections Program serves participants by providing comprehensive, individualized services which enable youth to become successful, productive citizens. The fourteen key elements (listed and described in L) will be offered to eligible youth in accordance with each youth's Individual Service Strategy. It is not required that each youth receive services provided under all fourteen elements, but it is expected that each youth will receive services under at least two of the fourteen elements as part of their comprehensive plan.

The Region 1 Career Connections program focuses on three key components:

A) Character Building

- Mentoring
- Leadership Development
- Community Service

B) Employability

- Job Readiness
- Work Experience
- Job Shadowing
- Summer Employment
- Job Placement
- Job Retention
- Entrepreneurial Training
- Pre-Apprenticeship Programs

C) Skill Enhancement

- Skill Attainment/Certificate
- Tutoring
- Numeracy/Literacy
- TASC Preparation (Test Assessing Secondary Completion)
- Post-Secondary Education
- Financial Literacy

ROSS, IES is subject to recruit and enroll new youth throughout the program year, as well as plan and implement services to these youth on a regular/consistent basis. Performance on these standards will be financially tied to their contract. The following targets have been established for the current program year:

Recruitment/Enrollment Activities:

- At minimum two (2) recruitment events will take place throughout the Region during the program year to enlist new In-School and Out-of-School youth into the Connections Program.
- At minimum, the total youth enrollment for the In-School Youth Program will be an average of 55 youth (excluding youth in follow-up), throughout the program year.

- At minimum, the total youth enrollment for the Out-of-School Youth Program will be an average of 110 youth (excluding youth in follow-up), throughout the program year.

Employability/Character Building Activities:

- 20% at minimum of the In-School and the Out-of-School Budgets must be expended on work experiences and monthly expended amounts reported to the REGION 1 WDB for reporting purposes.
- 80% of In-School youth and 80% of Out-of-School youth served in the program year will participate and successfully complete at least two (2) of the following employment activities: Job Readiness Workshops, Career Exploration Workshops, Paid/Unpaid Work Experience, Job Shadowing, Summer Employment, Job Fairs, Internships, Pre-apprenticeship Programs, On the Job Training Opportunities, and Job Retention/Advancement Workshops.
- 40% of In-School youth and 40% of Out-of-School youth served in the program year will participate and successfully complete at least two (2) of the following Character Building Activities: Mentoring, Leadership Development, Community Service, Cultural Event, Financial Literacy, and Life Skills Training.

Workshops/Activities Standards and Reporting:

- A minimum of one planned Workshop/Event per county per month.
- Submit a schedule of planned activities as part of the Monthly Reporting process.
- Report activities as per the original planned schedule detailing how many students participated per county in the Monthly Reports.

Program monitoring for the Region 1 Workforce Development Expected Youth Outcomes will be conducted on a semi-annual basis. However, the Region 1 Workforce Development Board reserves the right to monitor and observe, making recommendations, and commendations at any time during the grant period.

(P) A description of how the Local Board will provide basic and individualized career services to customers. The description should explain how individualized career services will be coordinated across program/partners in the American Job Centers, including Vocational Rehabilitation, TANF, and Adult Education and Literacy activities. This description should specify how the Local Area will coordinate with these programs to prevent duplication and improve services to customers.

The Region 1 Workforce Development Board provides basic and individualized career services to customers at each American Job Center through a number of partners. Region 1 will hold weekly Informational Sessions for customers so they can learn how to access partner services. These sessions will provide an overview of partner services and increase awareness to customers of the career, training, educational and supportive services that are available and how to access those services. Partner Referral forms will continue to be utilized to assist with integrating services. The Region 1 Partner Referral form allows agencies to make and track appropriate referrals of customers to partnering agencies for additional resources.

(Q) Describe the Local Board's follow-up services policy. This should include follow-up requirements, frequency of contact, and required documentation.

Follow-up services must be made available, as appropriate—including counseling regarding the workplace—for participants in adult or dislocated worker activities who are placed in unsubsidized employment for a minimum of 12 months after the first day of employment. Required documentation for follow-up is primarily case notes entered into the MACC system by staff performing the follow-up contact.

The Youth Service Provider will make follow-up services available to all youth participants for not less than 12 months after the completion of participation. Follow-up services are those services necessary to assist a youth who has exited from the program to help ensure the youth is successful in employment and/or post-secondary education and training. A list of potential follow-up services for youth can be found at 20 CFR § 681.580(b).

Section 5: Wagner-Peyser Functions

(A) A description of plans and strategies for, and assurances concerning, maximizing coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) and services provided in the Local Area through the American Job Center delivery system, to improve service delivery and avoid duplication of services.

Region 1 will utilize Opportunities in Action Core Partner meetings to share information and plan cross-training activities for partner staff to ensure jobseekers and employers are provided high quality, seamless service at the local one-stop centers. Informational Sessions will be offered weekly to customers in each of the one-stop centers. These sessions will provide an overview of partner services and increase awareness to customers of the career, training, educational and supportive services that are available and how to access those services.

(B) A description of how the Local Board will utilize the Wagner-Peyser program to provide access to local workforce development services for Unemployment Insurance claimants.

Individuals receiving unemployment insurance will be directed to the weekly Informational Sessions to learn how to access partner services. The R1 Partner Referral form is another tool that will assist with integrating services. This form allows agencies to make and track appropriate referrals of customers to partnering agencies for additional resources. Training for partnering agencies and resource tools will be provided at Opportunities in Action Core Partner meetings which are scheduled as needed.

The local area will support the certificate system based training that WorkForce West Virginia will initiate. This training will strengthen staff knowledge of Employment Services and partner services allowing for a well trained staff to assist customers in obtaining the proper services needed for employment. It will also provide insight to staff into industry and business needs in the local and surrounding areas. Proposed team-based management will be used to share information of co-enrolled individuals and to avoid duplication of services.

(C) If applicable, a description of how the Local Board will ensure that migrant and seasonal farm workers in its Local Area will be provided employment services.

The Region 1 Local Board will ensure that a full range of employment and training services is provided to the agricultural community, both farmworkers and agricultural employers, if applicable.

Section 6: Title II – Adult Education and Family Literacy Functions

(A) A description of how the Local Board will coordinate workforce development activities in the Local Area integrating the provision of adult education and literacy activities under Title II of WIOA, including, but not limited to, the implementation of the career pathways model.

The Region 1 Workforce Development Board has an active collaboration with the Adult Education (AE) system in the local area. Their mission: *To enable adult learners to be literate, productive, and successful in the workplace, home, and community by delivering responsive adult education programs and services.* AE assists in satisfying the continuing education needs of adults in the current labor force, as well as those entering the labor force for the first time. The AE Program can assist individuals who: (1) do not have a high school diploma; (2) are considering college, the military, or post-secondary training; (3) are looking for work, or looking to change jobs; and (4) are wanting to learn how to use a computer.

Currently AE Programs operate in all counties in the Region 1 local area providing individuals with an array of academic services. Programs reside in three of the five Region 1 American Job Centers (Pocahontas, McDowell, and Mercer), and are convenient to the other two centers (Raleigh and Nicholas). Adult Education programs also operate within Career and Technical Education Centers (Fayette, Mercer, McDowell, Raleigh, and Wyoming), and within Community and Technical Colleges (Greenbrier, Raleigh, and Nicholas).

Adult Education Programs provide academic instruction and education services below the postsecondary level that increase an individual's ability to do the following:

1. Read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a high school equivalency diploma
2. Transition to postsecondary education and training, and
3. Obtain employment

Adult Education Programs are expanding to include career pathway programming, either as stand-alone programs, or in collaboration with CTE and CTC programs. All career pathways programs provide contextualized instruction in basic academic skills (Reading, Writing, Listening, Speaking, Applied Math, and Digital Literacy), including industry-specific vocabulary, critical thinking, and work-readiness skills. Current Adult Ed and Career Pathways Programs available through the Region 1 local area include but are not limited to:

Business Information Technology	College Entrance	College Transition
Computer Literacy	Cosmetology Prep	Electricity
Pre-Electrical Technology	Health Care	Medical Terminology
HSE Prep	Life and Employment Skills	Masonry
Prep for Entrance and other Exams	Practical Nursing	Hospitality & Tourism
Retail & Entrepreneurship		

(B) A description of how the Local Board will coordinate efforts with Title II providers to align basic skills and English language assessments. The description should include:

- ***An outline of the agreed upon steps that will be taken to align basic education skills and English language assessments within the local area, including, but not limited to, any Memoranda of Understanding entered into by the workforce development and adult learning partners;***

- *An identification of how assessment scores will be shared among WIOA Title I areas and Title II providers (Consideration must be given to the Federal Education Rights and Privacy Act (FERPA));*
- *An identification of who will conduct which of the approved assessments (including for Trade Participants) and when such assessments will be conducted, consistent with this policy;*
- *An outline of how the local area will coordinate testing between workforce development and adult education providers; and,*
- *An outline of how the local area will ensure that test administrators are to be trained in accordance with this policy and applicable testing guidelines as set forth by the applicable test publisher.*

Moving forward, Adult Education programs will provide further integration of programming by collaborating with WIOA partners to align new activities with next steps of existing pathways. These activities will reflect current labor market information and align with post-secondary and other training opportunities.

Assessments for participants in Adult Education programs must be suitable for use in the National Reporting System for Adult Education. West Virginia Adult Education programs currently utilize three academic assessments:

1. Basic English Skills Test (BEST)
2. Test of Adult Basic Education (TABE)
3. Comprehensive Adult Student Assessment Survey

Assessment protocols will reflect vendor guidelines for assessment administration (see below). Assessments will be administered and shared among partners (with referral and release in place). Adult Education Programs are prepared to administer assessments on behalf of all partners. Test Administrators must complete appropriate pre-service prior to test administration. This training will be available to all partners. A Memorandum of Understanding will be developed to incorporate these guidelines.

TEST	RECOMMENDED PRE- and POST-TESTING TIMEFRAMES
BEST Literacy BEST Plus 2.0	<ul style="list-style-type: none"> • 60 hour minimum; 80-100 hours recommended • If the hours for the course of instruction exceed the recommended number of hours, post-testing may most appropriately take place at the end of the instructional session. • Because program-related factors such as intensity of instruction, class size, teacher training, and experience, and use of appropriate curricula and materials will affect language learning proficiency gains, programs should consider these factors when determining timing for pre- and post-testing.
CASAS	<ul style="list-style-type: none"> • 40 hours minimum; 70-100 hours recommended • Allow exceptions for courses with different schedules and intensity, e.g., allow more time for coursed that meet infrequently or not intensively and for very intense courses wait longer than the recommended number of hours to post-test. • Programs offering high intensity courses (e.g., class meets more than 15 hours per week) may choose to test at the end of the semester, term, quarter, or other

	<p>substantial block of instruction, even though the instructional intervention is more than 100 hours of instruction</p> <ul style="list-style-type: none"> • Programs offering low intensity courses with less than 70 hours in a semester, quarter, term, or other block of instruction, may choose to post-test at the end of the instructional period • Programs may choose to assess students who indicate they are leaving the program before the scheduled post-test time, to maximize collection of paired test results.
TABE	<ul style="list-style-type: none"> • If the pre- and post-test are for the same level but using different form (e.g., (TABE 9 Level M to TABE 10 level M): <ul style="list-style-type: none"> • 40 hours minimum and 50-60 hours recommended for students testing into NRS Levels 1-4; • 30-59 recommended for students testing into NRS Levels 5 and 9 (ASE Low and High) • If the pre- and post-test are for with the same level and use the same form (e.g., TABE9 level M to TABE 9 level M): 120 hours. Note: AEMIS will not allow you to use the same form, so in WV you must always use alternate forms. • CTB/McGraw-Hill suggests the pre- and post-test guidelines as Best Practices recommendations based upon practitioner feedback. The purpose for assessing with the TABE will also have an impact on the implementation of these recommendations. CTB discourages random and frequent testing as it will not present valid gain scores and could create a practice effect, thus producing questionable or spurious scores. Instructional intervention between testing periods is strongly recommended to maximize gain. Proper use of the Locator Test as a determinant of appropriate content level testing is also strongly recommended and is an integral part of the testing process. • If a test is to be administered as a retest because the initial test session was invalid, there is not a prescribed length of time that needs to occur. However, CTB strongly encourages some instructional time in order to avoid practice effect.

(C) A description of how the Local Board will ensure that the individual appointed to represent Title II services on the Board will coordinate with all Title II Grant Administrators in the Local Area in a uniform, regular and consistent manner.

The Regional Director of Adult Education in Local Area 1 currently represents Title II service on the local Workforce Development Board. Regular and consistent coordination (and reporting) is achieved by activities including, but not limited to:

- Providing for participation of Adult Education Providers in each county work group.
- Support of local initiatives (job fairs, information fairs for dislocated workers).
- Inclusion of partners in Adult Education Programming, Professional Development, Recognition Ceremonies, and other activities.
- Collaboration with Public Awareness Initiatives.
- Provision of monthly reporting on WIOA related activities to all partners and Adult Education Grant Administrators.
- Encouragement of input in all partnership agreements and activities by Adult Education Providers and Practitioners.
-

County Adult Education	Contact Number
Fayette	304-469-2911
Greenbrier	304-392-6209
Mercer	304-425-7953 or 304-323-2841
McDowell	304-436-4796 or 304-436-6580
Monroe	304-772-3038 or 304-772-4067
Nicholas	304-872-7060
Pocahontas	304-799-2509
Raleigh	304-256-3964
Summers	304-466-4490
Webster	304-847-2550
Wyoming	304-732-8050 ext. 141

(D) A description of how adult education services will be provided in the American Job Center system within the Local Area.

Adult Education Services will continue to be provided in the American Job Center system within the local area as described in the beginning of this section. Based upon need programs will be provided in workplace and other settings. Continuing collaboration with American Job Center partners is a major focus with the intent to provide job seekers and employers alike with the best possible outcomes to strengthen and boost the local area’s economy and way of life.

Section 7: Vocational Rehabilitation Functions

(A) A description of the cooperative agreements (as defined in section 107(d)(11)) between the Local Board or other local entities described in section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)(B)) and the local office of a designated State agency or designated State unit administering programs carried out under title I of such Act (29 U.S.C. 720 et seq.) (West Virginia Division of Rehabilitation Services) (other than section 112 or part C of that title (29 U.S.C. 732, 741) and subject to section 121(f)) in accordance with section 101(a)(11) of such Act (29 U.S.C. 721(a)(11)) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

The Region 1 Workforce Development Board has an active partnership with the West Virginia Division of Rehabilitative Services (WVDRS) system in the local area. Their mission: *To enable and empower individuals with disabilities to work and to live independently.* WV DRS provides one on one effective personal service to its clients, carefully evaluating their clients’ skills and interests. To help people with disabilities achieve their employment goals, WV DRS is available to provide a variety of services to eligible clients, such as: (1) Evaluation and Diagnostic Services; (2) Vocational Counseling and Guidance; (3) Training Services; (4) Rehabilitation Technology Services; (5) Physical and Mental Therapeutic Services; (6) Specialized Services; (7) Placement Services; (8) Supportive Services; and (9) Post Employment Services.

Additionally, WVDRS provides businesses and employers with solutions to disability-related issues. WVDRS provides critical business options in the areas of staffing, education, accommodations, and financial incentives associated with hiring individuals with disabilities. WVDRS also works with businesses statewide to assess their current and future employment needs. WVDRS makes a deliberate effort to provide for the needs of businesses by enabling

individuals with disabilities to progress through the employment pathways necessary to successfully enter the job market indicated by the needs of those employers.

(B) A description of how individuals with disabilities will be served through the American Job Center system in the Local Area.

Currently the WVDRS operates in all eleven counties in the Region 1 local area providing an array of services to eligible individuals. DRS Field offices are located in four of the Region 1 American Job Centers (McDowell, Mercer, Nicholas, and Raleigh). Field offices also exist outside of the American Job Centers in Fayette and Wyoming Counties.

WVDRS provides high quality rehabilitation services to individuals with disabilities to aid them in their goals of competitive, integrated employment. Additionally, WVDRS emphasizes the provisions of pre-employment transition services to students with disabilities, both statewide and at the local level. WVDRS counselors will refer consumers as needed for other services provided by the Community Rehabilitation Programs (CRPs), WorkForce WV, Adult Education, or other services providers.

The Region 1 local workforce agencies have a strong commitment to providing the best possible services to job seekers and businesses alike. This being said, each agency supports the development of cross-agency training for awareness regarding its programs and services within the One-Stop Career Centers. Each American Job Center is well-equipped to provide a multitude of services to West Virginia job seekers, including those with disabilities.

All applicable staff at each American Job Center will be expected to:

- Identify and have a clear understanding of industry skill needs
- Identify appropriate strategies for assisting employers and coordinating business service activities across one-stop center partner programs, as appropriate
- Offer access to education and training leading to industry-recognized credentials through the use of career pathways, apprenticeships, and other strategies that enable customers, including those with disabilities, to compete successfully in today's global economy
- Provide customers, including those with disabilities, as much labor market, job-driven information and choice as possible related to education and training, careers, and service delivery options
- Provide career services that motivate, support, and empower customers, including individuals with disabilities, to make informed decisions based on local and regional economic demand and effectively attain their personal employment and educational goals
- Value skill development by assessing and improving each individual's basic, occupational, and employability skills

The WVDRS is dedicated to providing technical assistance to the One-Stop centers regarding matters related to individuals with disabilities, including accessibility to facilities and information, assistive technology, rights, advocacy, and other pertinent issues.

WVDRS is guided by numerous federal and state laws in reference to confidentiality. These include, but are not limited to, confidentiality provisions under the federal Rehabilitation Act, the

Federal Privacy Act, and West Virginia Code 18-10A-10. WVDRS protects the confidentiality of all clients and will only release information if the client signs a release form that identifies what is being released, to whom and the intended purpose. WVDRS also upholds the WVDRS client’s choice whether to disclose to an employer if he/she has received services from the WV Division of Rehabilitation Services.

All job ready individuals are required to register with the WorkForce West Virginia One-Stop Career Center in to aid in their job seeking efforts. WV DRS Employment Specialists participate in Business Services teams in all the workforce regions to enhance the services to employers, eliminate duplication, and better serve the state’s employers.

The WV Division of Rehabilitation Services provides services through an eligibility based program. Eligibility criteria are established by the Rehabilitation Act as Amended and its federal regulations. To be eligible for rehabilitation services, an individual must have a physical or mental impairment which constitutes or results in a substantial impediment to employment AND the applicant must require rehabilitation services to prepare for, enter into, engage in, and retain employment consistent with the individual’s strengths, resources, priorities, concerns, abilities, capabilities, and informed choice.

If an individual applies for rehabilitation services and is found eligible, job ready individuals may choose to apply for other workforce services after receiving intensive services received from WVDRS. WVDRS will encourage clients to access the full range of workforce services.

WVDRS LOCATIONS – REGION 1	
*Beckley 800 New River Town Center Beckley WV 25801 304-356-2060	Lewisburg 3293 Jefferson St. N., Suite 105 Lewisburg WV 24901 304-647-7515
Mullens 316 Howard Avenue Mullens WV 25882 304-294-5653	Oak Hill 549 Mall Road Oak Hill WV 25901 304-465-3025
*Princeton 195 Davis Street Princeton WV 24739 304-425-1256	*Summersville 830 Northside Drive Suite 113 Summersville WV 26651 304-872-0813
*Welch 110 Park Avenue, Suite 200 Welch WV 24801 304-436-3175	*Office located in the American Job Center

Section 8: Jobs for Veterans State Grants Functions

(A) A description of how the Local Board will provide priority of service to veterans and their eligible spouses.

Veterans and certain qualifying spouses (as defined in the ‘Jobs for Veterans Act’) will receive priority of service over non-veterans but must still meet eligibility criteria to receive services under the respective employment and training program, but must also meet eligibility criteria.

Assistance will be provided to veterans and their eligible spouses as outlined below:

- First, to veterans and eligible spouses who also are included in the groups given statutory priority for WIOA adult formula funds. Veterans and eligible spouses who also are recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.
- Second, to non-covered persons (individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
- Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
- Fourth, to any other population identified by the Governor of Local Board for priority.
- Last, to non-covered persons outside the groups given priority under WIOA.

(B) A description of how the Local Board will engage Local Veterans Employment Representatives in engaging and providing services to local businesses.

To ensure that veterans receive the maximum assistance in employment and training opportunities, The Region 1 Development Board will support Local Veterans Employment Representatives with outreach and coordination with community partners.

Section 9: Fiscal, Performance, and Other Functions

(A) An identification of the entity responsible for the disbursement of grant funds described in section 107(d)(12)(B)(i)(III), as determined by the chief elected official or the Governor under section 107(d)(12)(B)(i).

WORK4WV Region 1 Inc., dba the Region 1 Workforce Development Board is the organization responsible for the disbursement of grant funds. The Region I WDB has an in-house staff position (Fiscal and Grants Manager) that is responsible for oversight of grant funds.

(B) A description of financial sustainability of the American Job Center services with current funding levels, and a description of the ability to make adjustments should funding levels change.

Total WIOA Formula funding for PY 2016/ FY 2017 is \$2,810,344. Changes in funding levels will be dealt with as smoothly as possible as determined by the board and key staff should the need arise.

(C) A description of the competitive process to be used to award the subgrants and contracts in the Local Area for activities carried out under this title, including risk assessment of potential subgrantees and contractors;

The awarding of sub grants and contracts is accomplished through a competitive process where a Request for Proposal is published in area newspapers, advertised on-line and through a bidders list. Interested bidders then submit their respective bids by a printed deadline. The board then subsequently reviews and approves the winning bid. See the RFP attached.

(D) A description of the local levels of performance negotiated with the Governor and chief elected official pursuant to section 116(c), to be used to measure the performance of the Local Area and to be used by the Local Board for measuring the performance of the local fiscal agent (where appropriate), eligible providers under subtitle B, and the American Job Center delivery system, in the Local Area;

There are various measures negotiated. For representation, see below:

PY 16 - PY 17 Performance Measures

WIOA	Employment Rate 2 nd Quarter After Exit	Employment Rate 4 th Quarter After Exit	Median Earnings	Credential Attainment	Measurable Skills Gain
Adult	72%	72%	5,890	73%	Baseline
Dislocated Worker	71%	76%	8,320	74%	Baseline
Wagner Peyser	52%	65%	4,500		
Youth	60%	43%		69%	Baseline

(E) A description of the actions the Local Board will take toward becoming or remaining a high-performing board; This should include a description of the process used by the Local Board to review and evaluate performance of the local American Job Center(s) and the One-Stop Operator.

The Region 1 WDB has two boards, an Executive Committee, and a Youth Committee. The Region 1 Workforce Development Board of Directors, the Region 1 Local Elected Officials Board, and the Region 1 Workforce Development Board Executive Committee oversees the operation, direction, and spending of WIOA funds. At their respective meetings, each board examines the work performed, services provided, and services needed and permitted to ensure Region 1 provides top quality services. The Region 1 WDB Youth Committee is an oversight committee made up of board members and other individuals who work in youth oriented jobs.

(F) A description, including a copy of, of the Local Area’s Individual Training Account policy. The description should include information such as selection process, dollar limits, duration, etc.

The Region Workforce Development Board utilized Individual Training Accounts (ITAs) as the primary vehicle for participants to obtain training. An ITA can be utilized for a period of up to 24 months and are available to participants meeting WIOA guidelines such as those with barriers to employment. Spending is limited to \$5,000 per participant. For more information on ITA’s, please refer to Region 1 Workforce Development Board Policy Letter #04.

(G) A description of how training services under chapter 3 of subtitle B will be provided in accordance with Section 134(c)(3)(G), including, if contracts for the training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter and how the Local Board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided;

The Region 1 Workforce Development Board provides services and selects contracts in accordance with Section 134(c)(3)(G) by carefully considering how each potential contract service provider is positioned with the unique skills, staff, and knowledge required to provide our customers with services needed. For example, please refer to Workforce Development Board Policy Letter #06.

(H) A description of the process used by the Local Board, consistent with subsection (d), to provide an opportunity for public comment, including comment by representatives of businesses and comment by representatives of labor organizations, and input into the development of the Local Plan, prior to submission of the plan;

Pursuant to the Sunshine Law, all Board meetings are open to the public. Meetings are publicized on the Region 1 WDB website. The Region 1 Workforce Development Board strives to achieve transparency and welcomes public comments as we search for methods to improve our services. This matter is handled with the utmost regard and professionalism throughout our Request for Proposal guidelines and our Priority of Service documents (Workforce Development Board Policy Letters 06 and 01 respectively) as well as our daily actions and job duties.

(I) A description of how the American Job Centers are utilizing the MACC as the integrated, technology-enabled intake and case management information system for programs carried out under WIOA and programs carried out by American Job Center partners;

All staff, who are MACC users, are registered and granted MACC clearance by a third party controller. Staff members are subsequently assigned the proper permissions to fulfill their job requirements. This includes training and acknowledgement of proper methods and acceptable techniques to handle personal identification information.

(J) A description of the Local Board's procedures for conducting oversight and monitoring of its WIOA activities and those of its subgrantee and contractors. The monitoring plan shall address the monitoring scope and frequency and shall include the following:

- **The roles and responsibility of staff in facilitating this procedure;**
- **A requirement that all subgrantee agreements and contracts be monitored at least annually;**
- **Procedures for determining that expenditures have been made against the cost categories and within the cost limitations specified in the Act and WIOA regulations;**
- **Procedures for determining compliance with other provisions of the Act and regulations and other applicable laws and regulations, including the method of monitoring to be used for subgrantees and contractors;**
- **Provisions for the recording of findings made by the recipients' monitor(s), the forwarding of such findings to the subgrantee or contractor for response and the recording of all corrective actions;**
- **Provisions of technical assistance as necessary and appropriate; and**
- **Specific local policies developed by the Local Board for oversight of the American Job Center system, youth activities and employment and training activities under Title I of WIOA.**

The R1WDB Program Manager is responsible for conducting on-site Title 1 WIOA compliance monitoring. The monitoring process also includes insuring compliance with Federal and State regulations. The Programs Manager also identifies areas where providers need technical assistance and follows up to see that any errors and action items have been properly rectified. Monitoring is conducted at least annually. Preliminary reports are issued within 30 days of monitoring completion and are issued to all necessary parties. Also the accounting department verifies from grant agreements, supporting documentation, and employees that expenses are allowable, appropriate, and actually incurred as a result of the program for which they are being charged. This includes but is not limited to, applying charges to the correct accounts and classifying them accurately.

(K) A description of the Local Board’s policy and procedures regarding the handling of personally identifiable and confidential information.

All staff members are trained on the operations of the MACC system and its usage of personally identifiable and confidential information. The handling of confidential information is also addressed in our Accounting Procedures and Processes manual and our employee handbook. Communications to all employees are utilized regularly both in writing and meeting format making reference to the security measures surrounding confidential information. Such references include the following:

- Making sure all personal information is stored in locked cabinets and containers (fireproof when necessary)
- Locking doors when offices are unattended
- Passwords on all staff computers

(L) A description of the Local Board’s procedures for handling grievances and complaints from participants and other interested parties affected by the local American Job Center system, including partners and service providers. Provide a separate description for the:

- ***Complaints alleging discrimination on the ground of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in any WIOA Title I – financially assisted program or activity;***
- ***Complaints and grievances not alleging illegal forms of discrimination. This includes grievances from individuals alleging labor standards violations.***
- ***Remedies that may be imposed for a violation of any requirement under WIOA Title I, limited to, suspension or termination of payments under the title; prohibition of placement of a participant with an employer that has violated any requirement under WIOA Title I; reinstatement of an employee, payment of lost wages and benefits, and reestablishment of other relevant terms, conditions, and privileges of employment (where applicable); and other equitable relief as appropriate.***

The Region 1 Workforce Development System has an established policy that addresses grievances and complaints of participants and other stakeholders. (Workforce Development Board Policy Letter #08) In that policy, four steps are given in detail instructing any complainant or aggrieved party to notify in writing the party who is either directly responsible for their supervision, or instruction, or the Executive Director of RIWDB as appropriate.

It is the policy of the Region 1 Workforce Development System to maintain a system consisting of facilities, personnel, equipment, procedures, and programs that do not discriminate or place individuals with disabilities at a disadvantage as it relates to obtaining information, services, training, and career advancement. Further information surrounding this matter can be found in WIOA Policy No. 5-16 of Workforce West Virginia.

The American Job Center facilities are maintained in a manner that allows access to those with disabilities in compliance with the Americans with Disabilities Act of 1990. Also, the funding of participants is carefully monitored to ensure those with disabilities are served accordingly.

(M) A description of the Local Board’s policy and procedures with regard to aid, benefits, services, training, and employment, include a statement of assurance that you will provide reasonable accommodation to qualified individuals with disabilities unless providing the accommodation would cause undue hardship.

Individuals who are hearing or visually impaired are provided effective communication by whatever method their impaired conditions may require. It is the policy of the Region 1 Workforce Development System to always provide services to an individual with any impairment or disability, unless providing such services would cause undue hardships. Staff members are trained and regularly reminded by their supervisors to not only comply with relevant regulations, but also treat all customers with respect, dignity, and courtesy.

(P) A description of the steps the Local Board will take to meet the language needs of limited English speaking individuals who seek services or information. The description should include how the Local Board proposes that information will be disseminated to limited-English speaking individuals.

In the event a customer has limited English Language speaking abilities, the Region 1 Workforce Development System will strive to meet the specific needs of each individual. This includes utilizing a translator when necessary to facilitate effective, courteous communication.

(Q) A description of the Local Board's procurement system, including a statement of assurance that the procedures conform to the standards in DOL regulations set forth in 29 CFR Part 95, Part 97 and 2 CFR 200.

The Region 1 Workforce Development Board has a procurement policy detailed in Workforce Development Board Policy Letter #05. Purchases less than \$5,000.00 can be completed after competitive price shopping has occurred. Purchases between \$5,000.00 and \$100,000.00 must happen after solicitation of price quotes from three qualified vendors. Purchases of goods and services exceeding \$100,000.00 must be completed using a competitive sealed bid process.

(R) A description of any documentation to demonstrate that the acquisition, management, and disposition of property adhere to the Property Management Procedures taken from DOL regulations 29 CFR Part 97 and 29 CFR Part 95.

The Region 1 WDB keeps records and tags each piece of equipment purchased with federal money. Inventory records are reconciled to physical inventory at least annually. Also, disposition of property must be brought to the attention of numerous parties before being completed. For in depth, detailed information, compare the records of R1WDB to financial records, minutes of board meetings, and inventory records to the applicable standards found in 29 CFR Parts 95 & 97.

(S) A description of any policies or procedures the Local Board adopted to avoid conflicts of interest or the appearance of such conflicts in the exercise of their responsibilities, particularly those related to the awarding of contracts.

Any member, agent, representative, or staff person of the Region 1 Workforce Development System must perform their duties while keeping public interests at the forefront of duties and decisions. This includes, but is not limited to, notifying the Workforce Development Board of any conflicts of interests, whether real or potential, as soon as they become known. Any person found to have a conflict of interest shall not vote or participate in a decision making process surrounding the issue giving rise to said conflict. For detailed explanations, please refer to Workforce Development Board Policy Letter #02.

(T) A description of the Local Board or fiscal agent's accounting procedures, including the procedures used in preparing reports to the State. In addition to the requirement that all financial transactions be conducted in compliance with Generally Accepted Accounting Principles (GAAP), the fiscal management system must include the following in the accounting procedures. This description must address how the fiscal system:

- *tracks funding types, funding amounts, obligations, expenditures and assets.*
- *permits the tracking of program income, stand-in costs, and leveraged funds.*
- *is adequate to prepare financial reports required by the State.*

The Region 1 Workforce Development Board utilizes numerous processes to ensure that all WIOA funds are handled properly. These processes begin with our accounting system and software package. Said software package is QuickBooks Premier Plus Nonprofit Edition.

This software package is designed to track multiple funding streams and systematically generate financial statements in accordance with accounting principles generally accepted in the United States (GAAP). From these statements, proper accurate information can be obtained to complete required state reports. The accuracy of reported financial information can be traced, vouched, and evidenced by the systematic audit trail created and maintained by the QuickBooks software. Also, transaction origination is supported by source documentation such as purchase orders, invoices, packing slips and various proofs of service.

(U) An identification of key staff who will be working with WIOA funds.

The following is a list of key staff who work with WIOA funds:

Angela Henson-Executive Director
 Barbara Dawes-HR/Office Manager
 Bridgit Scruggs-Programs Manager
 Bruce Battaile- Fiscal and Grants Manager
 Ethan Fox- Fiscal and Grants Assistant
 Joanna Bare- Youth Program Coordinator
 Robin Morgan- Business Services Manager

(V) A description of how the Local Board's (or fiscal agent's) financial system will permit tracing of funds to a level adequate to establish that funds have not been used in violation of WIOA standards or DOL regulations.

The staff of Region 1 works together as a team to ensure information pertaining to WIOA and DOL standards is communicated in an efficient manner and prevent violations of said standards. This practice is part of our obligation control system which consists of the Fiscal department communicating spending limits to the Programs Manager, monitoring spending and alerting the Programs Manager again once a spending limit is near. Also, all spending is subject to the approval of the Executive Director.

(W). Provide a brief description of the following:

- *Fiscal reporting system*
- *Obligation control system*
- *ITA payment system*
- *Chart of account system*
- *Accounts payable system*
- *Staff payroll system*
- *Participant payroll system*
- *Participant stipend payment system*

ITAs are paid only upon submission of required invoices and / or timesheets to the Programs Manager who forwards them electronically to the Fiscal department which in turn enters the

information into the Accounts Payable system and notifies the Executive Director to review and approve the newly entered bills. Upon approval, payments are distributed to the proper parties.

The Accounts Payable system functions within our QuickBooks software. In this software, the Fiscal department enters bills received from vendors. Each bill is then reviewed and approved or rejected by the Executive Director. Upon approval of the Executive Director, payments are distributed to the proper vendor(s).

QuickBooks systematically creates a chart of all accounts created in our accounting files. This chart tracks all accounts created in the system whether new or old.

For payroll purposes, Region 1 utilizes Intuit Full Service online payroll system. In this system the Fiscal department enters payroll information received from timecards collected by the HR department. Once hours worked, vacation, and sick leave information is entered, it is reviewed for accuracy both by the Fiscal department and Executive Director. Upon approval, payroll is submitted and the Intuit service handles the rest of the process.

The participant stipend payment system functions exactly like the ITA payment system.

(X) A description of the Local Board's (or fiscal agent's) cash management system, providing assurance that no excess cash will be kept on hand, and that procedures are in place to monitor cash.

Cash management occurs through QuickBooks. Keeping excess cash on hand is avoided by obligating funds before requesting them from the state level.

(Y) A description of the Local Board's cost allocation procedures including:

- ***Identification of different cost pools***
- ***Procedures for distribution of staff costs between cost categories (Administrative cost, program cost and indirect cost).***
- ***Procedures used for distribution of funds from each cost pool.***
- ***Description of funds included in each cost pool.***
- ***Description of cost allocation plans for American Job Centers.***

(Z) A description of the Local Board's (or fiscal agent's) procedure for collecting debts involving WIOA funds

For information regarding cost allocation and debt collection procedures, please see our Cost Allocation Plan and Methodology.

2016-2020 Local Plan Assurances

Check the following boxes to accept the assurances listed below.

	Assurance	References
<input checked="" type="checkbox"/>	1. The Local Board has processes and timelines, consistent with WIOA Section 108(d), to obtain input into the development of the local plan and provide the opportunity for comment by representatives of business, labor organizations, education, other key stakeholders, and the general public for a period that is no less than 30 days.	WIOA Sections 108(d); 20 CFR 679.550(b) <i>Local Plan made available within timeframes established by electronic copy on website, hardcopy in office, and notification to interested parties by email.</i>
<input type="checkbox"/>	2. The final Local Plan is available and accessible to the general public.	20 CFR 679.550(b)(5) <i>Hard copy in office and website.</i>
<input checked="" type="checkbox"/>	3. The Local Board has established procedures to ensure public access (including people with disabilities) to board meetings and information regarding board activities, such as board membership and minutes.	WIOA Section 107(e); 20 CFR 679.390 and 679.550 – <i>Refer to WV WIOA Guidance Notice 02-16</i>
<input checked="" type="checkbox"/>	4. The Local Board makes publicly-available any local requirements for the Local Area, such as policies, including policies for the use of WIOA Title I funds.	20 CFR 679.390 <i>local policies are available on website and in hard copy format at WDB office.</i>
<input checked="" type="checkbox"/>	5. The Local Board has established a written policy or procedure that identifies circumstances that might present conflict of interest for any local workforce investment board or entity that they represent, and provides for the resolution of conflicts.	WIOA Section 107(h) <i>Region 1 WDB Policy Letter #2 Conflict of Interest</i>
<input checked="" type="checkbox"/>	6. The Local Board has copies of memoranda of understanding between the Local Board and each American Job Center partner concerning the operation of the American Job Center delivery system in the Local Area, and has provided the State with the latest versions of its memoranda of understanding.	WIOA Section 121(c); 20 CFR 678.500-510 <i>Partner MOU 2015-2018</i>
<input checked="" type="checkbox"/>	7. The Local Board has written policy or procedures that ensure American Job Center operator agreements are reviewed and updated no less than once every three years.	WIOA Section 121(c)(v) <i>Partner MOU 2015-2018</i>
<input checked="" type="checkbox"/>	8. The Local Board has procurement policies and procedures for selecting One-Stop operators, awarding contracts under WIOA Title I Adult and Dislocated Worker funding provisions, and awarding contracts for Youth service provision under WIOA Title I in accordance with applicable state and local laws, rules, and regulations, provided no conflict exists with WIOA.	WIOA Sections 121(d) and 123; 20 CFR 678.600-615 and 681.400 <i>Region 1 WDB RFP Request for Proposal Guidelines Policy #6</i>
<input checked="" type="checkbox"/>	9. The Local Board has procedures for identifying and determining the eligibility of training providers and their programs to receive WIOA Title I individual training accounts.	WIOA Sections 107(d)(10), 122(b)(3), and 123; 20 CFR 679.370(l)- (m) and 680.410-430 <i>Utilize State Process - Region 1 ITA Policy Letter #4</i>

<input checked="" type="checkbox"/>	10.	The Local Board has written procedures for resolving grievances and complaints alleging violations of WIOA Title I regulations, grants, or other agreements under WIOA and written policies or procedures for assisting customers who express interest in filing complaints at any point of service, including, at a minimum, a requirement that all partners can identify appropriate staff contacts and refer customers to those contacts.	WIOA Section 181(c); 20 CFR 683.600 Region 1 WDB Policy Letter #8
<input checked="" type="checkbox"/>	11.	The Local Board has established at least one comprehensive, full-service American Job Center and has a written process for the local Chief Elected Official and Local Board to determine that the center conforms to the definition therein.	WIOA Section 121(e)(2)(A); 20 CFR 678.305 Region 1 has at least one established comprehensive full- service AJC.
<input checked="" type="checkbox"/>	12.	All partners in the local workforce and education system described in this plan ensure the physical, programmatic and communications accessibility of facilities, programs, services, technology and materials in the Local Area’s American Job Centers for individuals with disabilities.	WIOA Section 188; 29 CFR parts 37.7-37.9; 20 CFR 652.8(j) WV WIOA Guidance No 3-16 EO Assurance 188
<input checked="" type="checkbox"/>	13.	The Local Board ensures that outreach is provided to populations and sub-populations who can benefit from American Job Center services.	WIOA Section 188; 29 CFR 37.42 Local Plan Section 2
<input checked="" type="checkbox"/>	14.	The Local Board implements universal access to programs and activities to individuals through reasonable recruitment targeting, outreach efforts, assessments, service delivery, partner development, and numeric goals.	WIOA Section 188; 29 CFR 37.42 Local Plan Section 3
<input checked="" type="checkbox"/>	15.	The Local Board complies with the nondiscrimination provisions of Section 188, and assures that Methods of Administration were developed and implemented.	WIOA Section 188; 29 CFR 37.54(a)(1) WV Guidance Notice 3-16; 188, and Local Plan Section 3 and Section 9
<input checked="" type="checkbox"/>	16.	The Local Board collects and maintains data necessary to show compliance with nondiscrimination provisions of Section 188 of WIOA.	WIOA Section 185; 29 CFR 37.37 WV Guidance No-3-16 / WIOA Sect. 188
<input checked="" type="checkbox"/>	17.	The Local Board complies with restrictions governing the use of federal funds for political activities, the use of the American Job Center environment for political activities, and the Local Board complies with the applicable certification and disclosure requirements	CFR Part 230 Appendix B; 48 CFR 31.205-22; RCW 42.52.180; TEGL 2-12; 29 CFR Part 93.100 2017 Cost Allocation Plan – Allocation of Costs - Section Q
<input checked="" type="checkbox"/>	18.	The Local Board ensures that American Job Center staff, along with the Migrant and Seasonal Farmworker program partner agency, will continue to provide services to agricultural employers and MSFWs that are demand-driven and consistent with ESD’s mission.	WIOA Section 167 Local Plan Section 2
<input checked="" type="checkbox"/>	19.	The Local Board follows confidentiality	WIOA Sections 116(i)(3)

		requirements for wage and education records as required by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, WIOA, and applicable Departmental regulations.	and 185(a)(4); 20 USC 1232g; 20 CFR 677.175 and 20 CFR part 603 <i>R1WDB Confidentiality Agreement</i>
<input checked="" type="checkbox"/>	20.	The Local Board has a written policy and procedures to competitively award grants and contracts for WIOA Title I activities (or applicable federal waiver), including a process to be used to procure training services made as exceptions to the Individual Training Account process.	WIOA Section 108(b)(16); 20 CFR 679.560(a)(15); WIOA Title I Policy 5601; WIOA Section 134(c)(3)(G); 20 CFR 680.300-310 <i>R1WDB RFP Request for Proposal Guidelines Po. #6</i>
<input checked="" type="checkbox"/>	21.	The Local Board has accounting systems that follow current Generally Accepted Accounting Principles (GAAP) and written fiscal-controls and fund-accounting procedures and ensures such procedures are followed to insure proper disbursement and accounting of WIOA adult, dislocated worker, and youth program and the Wagner-Peyser Act funds.	WIOA Section 108(b)(15), WIOA Title I Policy 5230; WIOA Title I Policy 5250 <i>Local Plan Section 9 and R1WDB Cost Allocation Plan</i>
<input checked="" type="checkbox"/>	22.	The Local Board ensures compliance with the uniform administrative requirements under WIOA through annual, on-site monitoring of each local sub-recipient.	WIOA Section 184(a)(3); 20 CFR 683.200, 683.300, and 683.400-410 <i>Local Plan Section 9</i>
<input checked="" type="checkbox"/>	23.	The Local Board has a written debt collection policy and procedures that conforms with state and federal requirements and a process for maintaining a permanent record of all debt collection cases that supports the decisions made and documents the actions taken with respect to debt collection, restoration, or other debt resolution activities.	WIOA Section 184(c); 20 CFR Part 652; 20 CFR 683.410(a), 683.420(a), 683.750 <i>Local Plan Section 9 Accounting & Financial Policies and Procedures Manual</i>
<input checked="" type="checkbox"/>	24.	The Local Board has a written policy and procedures for ensuring management and inventory of all properties obtained using WIOA funds, including property purchased with JTPA or WIA funds and transferred to WIOA, and that comply with WIOA, and, in the cases of local government, Local Government Property Acquisition policies.	WIOA Section 184(a)(2)(A); 20 CFR 683.200 and 683.220; OMB Uniform Administrative Guidance; (GAAP) <i>Inventory Procedure and Salvaging Capital Assets</i>
<input checked="" type="checkbox"/>	25.	The Local Board will not use funds received under WIOA to assist, promote, or deter union organizing.	WIOA Section 181(b)(7); 20 CFR 680.850 <i>Accounting & Financial Policies and Procedures Manual</i>
<input checked="" type="checkbox"/>	26.	The Local Board has a written policy and procedures that ensure adequate and correct determinations of eligibility for WIOA-funded basic career services and qualifications for enrollment of adults, dislocated workers, and youth in WIOA-funded individualized career services and training services, consistent with state policy on eligibility and priority of service.	20 CFR Part 680 Subparts A and B; 20 CFR Part 681 Subpart A <i>WV Guidance Notice Notice No 6-16: R1WDB Operational Procedure Eligibility Under Development</i>
<input checked="" type="checkbox"/>	27.	The Local Board has a written policy and procedures for awarding ITAs to eligible adults, dislocated	WIOA Section 134(c)(3)(G); 20 CFR

		workers, and youth receiving WIOA Title I training services, including dollar and/or duration limit(s), limits on the number of times an individual may modify an ITA, and how ITAs will be obligated and authorized.	680.300-320 R1WDB Policy Letter #4
X	28.	The Local Board has a written policy and procedures that establish internal controls, documentation requirements, and leveraging and coordination of other community resources when providing supportive services and, as applicable, needs-related payments to eligible adult, dislocated workers, and youth enrolled in WIOA Title I programs.	WIOA Sections 129(c)(2)(G) and 134(d)(2); 20 CFR 680.900-970; 20 CFR 681.570 Local Plan Sec 9; R1WDB Cost Allocation Plan and Accounting and Financial Management Plan
X	29.	The Local Board has a written policy for priority of service at its American Job Centers and, as applicable, affiliate sites and for local workforce providers that ensures veterans and eligible spouses are identified at the point of entry, made aware of their entitlement to priority of service, and provided information on the array of employment, training and placement services and eligibility requirements for those programs or services.	Jobs for Veterans Act; Veterans' Benefits, Health Care, and Information Technology Act; 20 CFR 1010; TEGL 10-09; Veterans Program Letter 07-09 WV WIOA Policy No 2-16; WIOA Guidance No. 4-16; R1WDB Policy Letter #1
X	30.	The Local Board has developed plans and strategies for maximizing coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) and services provided in the Local Area through the American Job Center delivery system, to improve service delivery and avoid duplication of services.	Local Plan Sec: 2, 3, 5
X	31.	The Local Board will provide reasonable accommodation to qualified individuals with disabilities unless providing the accommodation would cause undue hardship.	Local Plan Sec 2 and 9 WIOA 188 WV Guidance Notice 3-16

The Local Workforce Development Board for Region 1, certifies, that it complies with all required components and assurances of the Workforce Innovation and Opportunity Act plan development guidelines issued by the State of West Virginia. The Local Board also assures that funds will be spent in accordance with the Workforce Innovation and Opportunity Act, Wagner-Peyser Act, and their regulations, written U.S. Department of Labor guidance implementing these laws, Office of Management and Budget circulars, and all other applicable federal and state laws, regulations, and policies.



 Local Chief Elected Official(s)

1.27.17

 Date



 Local Workforce Development Board Chair

1.27.17

 Date

EQUAL OPPORTUNITY NON-DISCRIMINATION ASSURANCE

WORK4WV-Region 1 Inc., dba The Region 1 Workforce Development Board, as a recipient of Workforce Innovation and Opportunity Act (WIOA) financial assistance, shall provide initial and continuing notice that it does not discriminate on any prohibited ground, to: registrants, applicants, eligible applicants/recipients, participants, applicants for employment, employees and members of the public, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients.

ASSURANCE

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws, and will remain in compliance for the duration of the award of federal financial assistance:

Section 188 of the Workforce Innovation and Opportunity Act, (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

TYPED NAME OF AGENCY OFFICIAL: Angela M. Henson

TITLE: Executive Director

SIGNATURE: 

DATE: 01-23-2017