



LOCAL BUSINESS PLAN DEVELOPMENT

Work Session

LOCAL PLANS

Section 118 of the Workforce Investment Act requires Local Workforce Areas develop and submit local plans that are consistent with the State Plan. Arizona's State Integrated Plan calls for the local plans to be in the form of a business plan.

PLANNING PROCESS



TIMELINE

The planning process is comprehensive and the preparation, development, review, and acceptance requires an appropriate amount of time to complete.



TIMELINE

Task	Due Date
Local Business Plan Concept Papers due to State	Aug 30, 2013
Final Local Business Plan Guidance Sent to Local Workforce Areas	Sept 27, 2013
Local Business Plan Due to State	Dec 31, 2013
Local Business Plan Review	Jan – Mar 2014
Local Business Plan WAC Approval	Jun 2014
Current Local Plans Expire	Jun 30, 2014
Effective Date of Approved Plans	July 1, 2014



CONCEPT PAPER



- Work plan to be used to develop business plan

Stakeholder collaboration

Identify local team and specific contributions each member is expected to make toward plan development

Final guidance pending, however, the framework is not expected to vary much

LOCAL WORKFORCE SYSTEM TEAM

- *WIA Adults and Dislocated Workers*
- *Wagner Peyser*
- *Trade Adjustment Assistance*
- *Local Workforce Board Member*
- *Senior Community Service Employment Program*
- *Youth Program Providers*
- *Rapid Response Coordinators*
- *Veterans Program*
- *Youth Council*
- *Migrant Seasonal Farmworkers (if applicable)*
- *Others? (Business, Voc Rehab, Econ Dev, Public Officials)*

PLANNING GUIDANCE



- Follow the sequence
Follow the work plan created
Engage partners/stakeholders
Analyze what you do now, what you will change, how will it look, will it be gradual and a tiered process
It is a living document – you don't have to go from 0 to 100 at the start of the plan cycle

Local Business Plan Template

SECTIONS

- Cover Page
- Executive Summary
- Business Plan Narrative
 - Cross Program Strategies
 - Partnerships
- Planning Development
 - Service Access Sites
- Administrative Structure
 - Leadership Structure
 - Youth Councils
 - Procurement
 - Communication
- Equal Opportunity and Affirmative Action
- Evaluation and Market Analysis

SECTIONS

- Integrated Service Delivery
 - Workforce Area Program Alignment
 - Business Services
 - Training Services (Adult and Dislocated Workers)
 - Training Services (Eligible Training Providers)

SECTIONS

- Desired Outcomes
- Agreements, Policies and Procedures
- Complaints, Grievances

IN GENERAL

- Minimum requirements
 - Local Workforce Areas have flexibility in how and what they will do within the required elements
 - Local Workforce Areas are encouraged to “add to” the minimum requirements to provide their unique, creative, and innovative approaches

INTEGRATED SERVICE DELIVERY

- Required Functional Teams in Comprehensive Centers
 - Welcome Team
 - Skills and Career Development Team
 - Business Services Team
- You May Have Additional Teams in the Larger Centers.
- An Individual Staff/Partner May Serve on Multiple Teams.
- Additional Team Examples:
 - Follow-Up Team.
 - Job Development Team.
 - Business Development Team.
 - Resource Team.
 - Trainer Team.

INTEGRATED SERVICE DELIVERY

- Welcome Team
 - Entry
 - Resource Room
- Greets and Directs Customers
- Conducts a Triage Assessment
- Collects Registration Information
- Refers Internally or Externally

INTEGRATED SERVICE DELIVERY

- Skills and Career Development Team
 - Resource Room
 - Case Management
 - Pre-Employment Training
 - Individual Service Strategies
- Does Skills Analysis, Assessment and Testing
- Identifies Support Needs
- Provides Career Guidance
- Arranges for Soft Skills Training
- Refers to Program Specific Occupational Training

INTEGRATED SERVICE DELIVERY

- Business Services Team
- Provides Services to Job Ready Customers and Employers
 - Job Clubs
 - On-the-Job Training
 - Job Development
 - Business Development
 - Job Matching
 - Customized Recruitment Efforts

INTEGRATED SERVICE DELIVERY

- Workforce Area Program Alignment
- Identify Subject Matter Experts for Participating Partner Programs
- Description of Site Management
- Capacity Building
- Cross-Training
- Staffing Plan for Centers
- Single Points of Contact for Business Customers

TECHNICAL ASSISTANCE

- DES Guidance – Joel Millman and Connie Fraijo
- Each Local Area may request two days of technical assistance from MaryAnn Lawrence for whatever you believe will help:
 - Briefing your board or staff
 - Facilitating work sessions
 - Assisting with specific sections such as *Integrated Service Delivery*
 - Brainstorming action items
 - Evaluating current system
 - Reviewing and commenting on draft plan