


**Workforce Innovation and Opportunity Act
(WIOA)**

Policy Task Force

Meeting Minutes

Note: You can view an index which will display all meeting minutes by clicking on the bookmark icon  on the left side of the document. Then simply click on the page you wish to view. If the pane with the bookmark icon does not display (you are viewing the document in your browser window instead of Adobe Reader), right-click on the document and click “Show Navigation Pane Buttons”.

WIOA Policy Task Force

Meeting Minutes

October 2, 2014

1. Welcome

Jutta Ulrich, DES/EA, Sheryl Hart, Adult Ed, and Kristen Mackey DES/VR are the Policy Task Force Leads

Jutta and Sheryl developed the agenda, but it is open for anyone to make suggestions/comments

2. Logistics

- a. Sheryl will e-mail a couple of options for meeting times to the group for a group consensus of when most folks can meet most of the time

The group proposes that meetings are bi-weekly to occur prior to the statewide meeting

- b. WIA page will have a page for each taskforce to share resources and information
Jutta to send the link

3. Suggestions for additional task force members

Invite community based organizations

- Local areas can speak with their local organizations
- Goodwill Industries
- Private Representatives
- Amy Graybeal is the EA/TANF rep
- ABIL
- Title I and Title II reps
 - Paul suggests Lillian Miller (LaPaz) and Mauricio Chavez (Santa Cruz)
 - Members should make a personal connection with individuals and then send information to Sheryl Hart who will add them to the email distribution list

4. Review of readiness tool and clarification of task force purpose

One-page summary for core titles to include:

- Current core administrative policies/regulations
- Current target populations, if any
- Current services
- Current partnerships

Designated to complete summary by 10/16

- RSA/VR – Kristen Mackey
- EA/Jobs – Amy Graybeal
- WIA/local areas – Gabe Loyola/Lisa Lane
- MCC – Jennifer Kaufman Fourness/Karen Poole
- ADE/Adult Ed – Sheryl Hart/Paul Franckowiak

- Community Based – will be open for future input if needed

5. Discussion: WIOA impact on existing and future policy

- Need to review the local readiness tool – each section to see which items have policy implications
- Will need to coordinate with other taskforces so work is not duplicated
- What in the new laws will influence each area to modify policies
- How will we best integrate policies

After a review of the summaries by each title, we may be able to better answer these questions

6. Review of Assignments

- Send link to WIA web page for resources and taskforce page
 - Jutta
- Send out potential meeting times to group
 - Sheryl
- Update group email
 - Sheryl
- Take notes for meetings and send out for review
 - Kristen
- Design template for one-page summary
 - Kristen
- Complete one-page summary by 10/16
 - RSA/VR – Kristen Mackey
 - EA/Jobs – Amy Graybeal
 - WIA/local areas – Gabe Loyola/Lisa Lane
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 - ADE/Adult Ed – Sheryl Hart/Paul Franckowiak
 - Community Based – will be open for future input if needed

Workforce Innovation and Opportunity Act (WIOA)

Policy Task Force

Meeting Minutes

October 15, 2014

1:00 p.m.-2:00 p.m.

1. Welcome

Roll Call

2. Review of actions / tasks

a. Summary from agencies/programs (using template) to identify existing policies (due 10/16)

Focus on programmatic information

Due on 10/16/14 – send to Sheryl

Reviewed assignments

- RSA/VR – Kristen Mackey
- EA/Jobs – Amy Graybeal
- WIA/local areas – Gabe Loyola/Lisa Lane
- MCC – Jennifer Kaufman Fourness/Karen Poole
- ADE/Adult Ed – Sheryl Hart/Paul Franckowiak
- Community Based – will be open for future input if needed

b. Suggestions for additional task force members

- Friendly House
- Centers for Independent Living (CIL)
 - ABIL
- One-Stop Operators

3. Identify WIOA sections that pertain to this task force

Put the WIOA table of contents into an excel spreadsheet with columns, members to fill in the spreadsheet (consensus was to use a spreadsheet for sorting capabilities)

- WIOA section headings
- Existing policies
- Comment section
- Identify the most appropriate task force

a. WIOA sections to be analyzed by Policy Task Force members

Identified the WIOA sections which the policy task force will need to review

b. WIOA sections that pertain to policy but assigned to other task forces

Identified the WIOA sections which other task forces will need to review

4. Comments or questions to be added to the readiness tool; report to Statewide

Implementation Team

Add a policy section to local planning tool – Kristen to add

5. Action steps / assignments

a. Create a list of existing policies identified (need to assign)

Jutta to put the WIOA table of contents into a spreadsheet so that the policy task force can begin to fill in the information

b. Review the list and add/correct as needed (all task force members)

On-going by all task force members

c. Create a list of WIOA sections to be analyzed and draft work plan

On-going by all task force members

Workforce Innovation and Opportunity Act (WIOA)

Policy Task Force

Meeting Minutes

October 29, 2014

1:00 p.m.-2:00 p.m.

Conference Call

Toll free: 1-877-820-7831

Access Code: 988813

1. Welcome

- Approximately 17 individuals on the call
- All partners represented

2. Review of program summaries

a. Discussion / learn about each other's programs

- Sheryl sent a compiled WORD document summary of each of the partner programs
 - Taskforce members to use this summary to become familiar with partner programs
 - This document will be used as a guide and will be posted for others to view
 - This document will be modified as necessary to reflect updated information
 - Several taskforce members liked the "possible policy" topics on the Title 1B summary
 - Other partners may begin to include this information on their summaries

b. Additional information needed

- A suggestion was made that if any of the partners receive technical guidance from their Federal entity that this information be shared and made available to the group.
 - Taskforce members will email the guidance documents and/or the link to the guidance documents to Jutta Ulrich who will have the information posted on the Policy Task Force page.
- Another suggestion was offered that we minimize the use of color blocking (thick colored bars) on documents as this makes documents difficult to read and uses a lot of ink.

3. Review WIOA outline and assignments to Policy Task Force

a. Is the Policy TF assigned to the proper sections?

- Task Force members asked to review the WIOA excel document and add other Task Forces as appropriate
 - Jutta to add the purpose and definitions information to the excel document
 - Add Policy (along with Performance Accountability) to Section 205 in Title II dealing with transition and co-enrollment
 - Task Force has identified that Policy is listed for 47 of the 80 sections (with above change)

b. Setting priorities: where to start?

- Programs to identify top 3 priority sections in their Title
- Jen Miles stated that all local workforce areas submitted a readiness consultation tool to USDOL. Jutta will discuss with Joel Millman if this information can/should be compiled.

4. Action steps / assignments

- The following assignments were made:
 - Title I – Pat Romant and Gabe Loyola
 - Title II - Sheryl Hart and Paul Franckowiak
 - Title III – Amy Graybeal, Moriah Blomfield
 - Title IV – Kristen Mackey
- Task Force members will review their sections and provide the following information:
 - Current state level policy
 - Identify if the policy should be left to state or local level
 - Set a priority for that section (identify top 3)
 - Identify any gaps/concerns/barriers

• This assignment is due by 11/7 to Jutta Ulrich

• Jutta to will compile the information into a single document

• Sheryl to send out meeting cancellation for 12/24/14

• Website link for WIOA Task Force

page: <https://www.azdes.gov/main.aspx?menu=322&id=15167>

• Website link for WIOA on the DES internet:

<https://www.azdes.gov/main.aspx?menu=322&id=14583>

Workforce Innovation and Opportunity Act (WIOA)

Policy Task Force

Meeting Notes

November 12, 2014

1:00 p.m.-2:00 p.m.

- 1. Welcome** (12 participants by phone)
- 2. Top three priorities for worksheet**
 - a. Priorities chosen: One Stop procurement, infrastructure funding, data sharing, ETPL, and Youth Program out-of-school requirement (see also the priorities document).
 - b. The group recognizes that some priorities may apply to more than one task force; any issues mentioned repeatedly could then be recognized as needing attention. Five priorities were chosen for that reason: the first three are most important and are being addressed by other task forces, and the other two may be addressed only by the Policy Task Force.
 - c. For priorities that affect several task forces, a collaborative process should be worked out.
 - d. Regarding the out-of-school youth requirement, several suggestions were shared: Yuma is focusing recent high-school graduates, who may need a little attention before entering college. Mohave has strengthened its relationship with the probation department.
 - e. Technical assistance from DOL may not be needed, but sharing of information within the state would be beneficial.
- 3. Specific topics:**
 - a. Effect of Vocational Rehabilitation, possibly TANF population, now being a core partner → what will change?** Tabled until next meeting.
 - b. Unemployment / wage data needed for reporting → which policies need to be reviewed?**
 - i.** The Department of Education needs this data to meet goals, specifically the data that is required by WIOA, including disaggregated data.
 - ii.** There are discussions now between DES and DOE and local areas have data sharing agreements with DES, renewed annually. We need to ensure that current negotiations and future needs are coordinated and other task forces reviewing this issue need to be brought together.

iii. Agreements need to work for all partners; possibly different agreements for different partners are needed.

- c. **Eligible Training Provider List (ETPL): ETPL provisions implemented by July 22, 2015 (see key dates) → which provisions need review?** At the town hall in California the issue of colleges having to report on all students was raised as an area of concern. DES staff will research what needs to be done by July 22, 2015, one of the key dates on the implementation timeline.

4. Action steps / assignments

- a. Add priorities to the priorities document and send to Policy Task Force for review (Jutta)
- b. Compile the information sent by Task Force members on the four titles of WIOA and send to all members (Jutta)
- c. Research what needs to be done regarding ETPL provisions by July 22, 2015 (Moriah, Jennifer, Jutta)
- d. Agenda for next meeting (November 26)
 - i. Updates from each core program about what they have heard from their respective funders
 - ii. Review of the existing policies added to the WIOA spreadsheet (Jutta to send compilation)

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Workforce Innovation and Opportunity Act (WIOA)

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Meeting Notes

November 26, 2014

1:00 p.m.-2:00 p.m.

1. Welcome

- Sheryl welcomed group
- Sheryl will send out updates and attachments to meeting notices, no need to accept or send a response to each of these updates

2. Work groups for top priorities

- Purpose of work groups discussed and clarified
 - Meant to be a smaller group of individuals (4-6 people) who will do an initial review of WIOA requirements and decide what possible actions need to be taken
 - Need to make sure to include participants from the local areas
 - Then the work group will report out to the statewide group and to the policy group
 - Jutta to send out a summary list of various participants
- a. Out of School Youth (75% Requirement) – identify members for this workgroup and key issues
- b. ETPL Requirements – identify members and key issues; with initial focus on community colleges (previously identified: Moriah, Jennifer, Jutta)
- Include private post-secondary providers
 - This has an implementation deadline of 7/1/15
 - Needs to cross over with performance as there are special concerns for performance data
- c. Identify members for work groups led by other task forces:
- i. Infrastructure Costs (Fiscal)
 - ii. One-Stop Operator Procurement (Governance)
 - iii. Data Sharing (Performance)

3. Update from each core program about what they have heard from their prospective funders

- Sheryl attended a three day meeting in San Francisco
 - Dept of Ed gathered information from audience with regard to what needs to be in regulations
 - Provided a draft tool similar to the DOL checklist – Sheryl to send initial document to group and then will send updated version when her group has worked on answering the questions
- VR Letitia Labrecque and Kristen Mackey met with the WIB directors last week
 - Discussed having the core programs meeting regionally

4. Review spreadsheet WIOA Sections matched to task forces

- a. Additions or corrections
- b. Review existing policies added to the spreadsheet
- Suggestion - add date to the footnote if it isn't already there
- Capture questions in the comment section so that those questions can be forwarded to Dept of Ed or DOL as appropriate
- If updating – highlight the sections that were updated and use the most recent version available to update

5. Meeting schedule (one more call is scheduled for December 10)

- Cancel 12/24 meeting
- After 12/10 meeting, meet next on 1/7
- May meet on an ad hoc basis if necessary

6. Action steps / assignments

- Sheryl to send out updates to schedule and bi-weekly notice
- Jutta to compile work group data
- Send any work group information or contacts to Jutta

Workforce Innovation and Opportunity Act (WIOA)

Policy Task Force

Meeting Minutes

December 10, 2014

1:00 p.m.-2:00 p.m.

Conference Call

Toll free: 1-877-820-7831

Access Code: 988813

1. Welcome

- Brief introductions of all on the call

2. Update from ETPL Workgroup

- ETPL Workgroup has met once to brainstorm what are the questions and issues surrounding the new ETPL requirements
 - Burden of keeping AJC updated and current – “monster workload”
 - What does “in demand” really mean?
 - How do we get a list together
 - The list would be always changing
 - Will there be criteria or standards to determine what is “in demand”
 - How can LMI be used
 - Possible changes to how AJC assigns eligible provider lists
 - Each local area will upload the “in demand” areas and then AJC will disseminate provider list to those areas who identified that they needed that type of training
 - Comments from the policy task force are that restricting the list to only those in certain areas might preclude individuals who may move to participate in training or relocate for training and employment
 - A suggestion was made to have a filter by county or area (regionalism)
 - What about data entry?
 - Will Adult Ed, Community Colleges have to double enter information?

- How will students be tracked? It has traditionally been difficult to track students once they leave the training programs
- Suggested that students in WIA programs can enter their resume and information into AJC as part of their training
 - It was brought up that the current process is cumbersome and lengthy
 - Smaller counties are doing this but seems daunting for larger counties
- If community colleges don't use AJC they would need to develop their own tracking system
- Several individuals on the taskforce are researching how other states are currently collecting data
 - What are the data collection requirements vs. reporting requirements
 - Suggest to Mike Riley from Kentucky; he presented on data collection processes during a webinar

3. Initial Discussion of Youth Programs

- 75% out of school youth requirement
- Questions about certification or credential requirements, need more clarification
- Involve other programs/entities
 - Private and community based programs are appropriate
 - Submit names and emails to Jutta Ulrich
 - Use criminal justice system
- Identify other ways to re-engage
 - Do service work/volunteer in work based centers
 - Use WIA programs as re-entry programs for those involved in criminal justice system

4. Action steps / assignments

- A few folks are reviewing Section 122 on ETPL to determine what existing policies might need to change
- Others are reviewing Section 126 on Youth requirements as well
- Suggested that all become familiar with Adult and Dislocated Worker Section
- Task Force needs to submit a Summary of Results
 - Many of the ideas that all the task force is working on is a result of policy task force recommendations – Jutta to review and compile information including
 - List of priorities
 - Section out of Act
 - Workgroups

- We have been active and consistent
 - All of our meeting notes are posted
- Local level directories are complete...still waiting on some information to complete the statewide directory
- Next meeting is Jan 7
 - Discuss unified state plan

Workforce Innovation and Opportunity Act (WIOA)

Policy Task Force

Meeting Notes

January 21, 2015

1:00 p.m.-2:00 p.m.

1. Welcome

- Sheryl welcomed group

2. Key Dates and Decisions

- Updates needed
 - 7/1/2015 - One-Stop Operator designated (questions about if this was the correct date)
 - 7/1/2015 – RSA Annual State Plan due to Dept. Ed
 - 9/30/2015 – RSA Programmatic/Fiscal Data Report due to Dept. Ed
- Regs delayed until “Spring 2015” (maybe closer to June?)
- DOL states that there is enough information in the law in order to continue working on transitioning
- July 1, 2016 – WIOA performance measures are to be implemented
- Confirmation from others in group that Out of School Youth provisions will be implemented by 7/2015

3. Work Plan

- Begin to look at policies that were adopted by Workforce Arizona Council last year to make changes or address potential changes. Four policy sections are:
 - Governance – ask Governance task force if they will be reviewing
 - One-Stop Certification
 - One-Stop Delivery System
 - Service Integration
- Policy task force to begin looking at the Service Integration policy section
 - Initial thoughts are that Title II and VR information will need to be added
- Other areas which will need to be address throughout the polices are as follows:
 - Title I – programmatic policies
 - Youth – 75% “rule”
 - Local areas will appreciate guidance
 - Local areas developing strategies for outreach to this population

- Local areas may be asked to gather demographic information in order to request a waiver/exception
 - Changes in performance standards will need to be addressed
 - Reporting categories
 - There is now an overlap between adult and youth ages – where to report? How to capture information uniformly?
- In general if workgroups or task forces exist for certain areas of policy – that workgroup or task force will be the “experts” in developing the policies and the policy task force will review all policies and provide guidance/feedback
- Provide information to Adult Education to assist in development of transition plan

4. Unified State Plan

- Tom Colombo reported at LWIB meeting that the Unified State Plan will reflect an integration of the “core partners”
- Core partners still waiting on guidance regarding how the plan should look
- Governor to decide if TANF will be included by 7/15 which will then designate the plan as a Combined State Plan

5. Meeting schedule

- Continue to meet 2x/month – same date/time
- Next meeting will be 2/4/15 to work on Service Integration policy via web link