



Tompkins
LOCAL PLAN

JULY 1, 2017 - JUNE 30, 2021

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Strategic Planning Elements

LWDB and Regional Demand Lists are now maintained online at:

<https://labor.ny.gov/workforcenypartners/lwda/lwda-occs.shtm>. Changes to Demand Lists can be made by following the directions on the webpage.

I attest that the priority ranked list of the local area's demand occupations was last updated on [specify date in the below text box].

8/31/17

How is this information shared with the Board? What was the last date on which it was shared?

The information was shared with the One Stop Operations and Oversight Committee on July 6, 2017. The full Tompkins Workforce Development will further discuss at its meeting on February 27, 2018.

a. Provide an analysis of regional economic conditions, including:

i. Existing and emerging in-demand sectors and occupations; and

A few of the large sectors in the regional economy include manufacturing, education, health services. Growing sectors include technology. We continue to see growth in the Hospitality and Tourism Sector as well. The Southern Tier REDC has identified Advanced Manufacturing, Healthcare/Social Assistance, Agriculture, Clean Energy and Tourism as sectors of focus for the Southern Tier. Occupational groupings with the largest number of current online job ads include retail sales workers, postsecondary teachers, computer occupations and health diagnosing and treatment practitioners.

ii. The employment needs of businesses in those sectors and occupations.

Businesses across all sectors report a need for talent. Difficulty in finding talent dominates our discussion with local employers. In addition, the need for professional skills/soft skills/communication skills is reported across all sectors. In manufacturing the need for both production and non-production positions are reported with employee retirements due to an aging workforce being a top concern.

b. Describe the knowledge, skills, and abilities needed to meet the employment needs of businesses, including those in in-demand sectors and employing individuals in demand occupations.

Across the board employers are reporting the need for workers with professional and communication skills. Frequently these are reported as the need for "soft skills". The knowledge, skills and abilities needed for the occupations with the highest number of current openings include but are not limited to:

Customer Service and Personal Service Skills, Oral Expression , Oral Comprehension, Mathematics, Mechanical, Production and Processing, Operation Monitoring, Critical Thinking, Manual Dexterity, Computer and Electronics, Telecommunications, Complex Problem Solving, Medicine and Dentistry, Psychology, Social Perceptiveness

c. Provide an analysis of the regional workforce, including:

i. Current labor force employment and unemployment numbers;

Tompkins County has continued to see growth in overall population with an average annual growth rate of .5% and a total population of 104, 871 in 2016. In 2016 the average unemployment rate for Tompkins County was 4.1%. For the first nine months of 2017 we have seen a slight increase in the average unemployment rate to 4.25%. In comparison NY States unemployment rate in 2016 was an average of 4.8% and for the first nine months of 2017 has seen a slight decrease in the average unemployment rate to 4.6%.

The labor force participation for ages 16 and older is 58.3% compared to 68.3% for both New York State and the US. The lower labor force participation rate than in the state and nation in large part reflects the community's large student population. Among those ages 20-24, only 49% were in the labor force, compared with 70-80% in most counties among that age range. By contrast, for all age ranges beginning 35 and up, Tompkins work participation rates are considerably higher by several percentage points than in the rest of upstate.

ii. Information on any trends in the labor market; and

Increase in population unlike other areas, increase/decrease in different ages

iii. Educational and skill levels of the workforce in the region, including individuals with barriers to employment.

Tompkins County has a highly educated population with over 50% of the population 25 years and older hold a Bachelor's Degree or higher. 25.6% of the population 25 years and older have a high school diploma or less. Add ACS data on poverty from word doc

d. Provide an analysis of workforce development activities, including education and training, in the region.

i. Identify strengths and weaknesses of these workforce development activities.

Strengths are the number of quality providers of entrepreneurial skill training with the addition of a downtown incubator that has services designed to assist early stage companies realize success. In addition, we have a robust SBDC programs and a small business training program through one of our local credit unions. Additional strengths are a strong partnership of local workforce development providers and multiple grass roots training programs. One of the Tompkins Workforce Development Area challenges has been a lack of in-depth occupational training programs and a supply of individuals to enter the ones we do have. Significant investment is needed to get the word out regarding the opportunities that are available in this labor market. This will be a focus for the duration of this plan.

ii. Does the local area have the capacity to address the education and skill needs of the local workforce, including individuals with barriers to employment, and businesses? Please explain.

The Tompkins Workforce Development area has multiple quality programs designed to serve individuals with barriers to employment. These programs include partners identified in the Workforce Innovation and Opportunity Act as well as many additional partners that receive funding from primarily state and local resources. The lack of a full time, dedicated New York State Department of Labor Business Services Representative dedicated to Tompkins County continues to hamper our ability to provide robust services to businesses. Regional staffs that work out of an office an hour away call businesses on the phone intermittently but creating relationships is a critical component of serving businesses in the area. Creating relationships with businesses is about personal interactions, understanding their culture and understanding their workforce needs and that is difficult to do from a desk an hour away. Despite this challenge Workforce Development Board staff, WIOA Title I staff, economic development staff and other partner agencies collaborate in the provision of services to businesses.

- e. Describe the local board's strategic vision and goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment.

The Tompkins County Workforce Development Board's mission is to enhance the productivity and competitiveness of Tompkins County by developing and coordinating resources that meet employer workforce needs and facilitate employment and development opportunities for Individuals.

Our vision is a living, interdependent workforce development system that: Flourishes in an environment rich in talent, is leveraged by diverse and flexible strategies and readily adapts to changing times.

The elements of our strategy include 6 key goals.

- 1). Increase the number of work-ready , basic-skilled workers
- 2). Retain and attract more young adults
- 3). Prepare for the wave of baby-boomer retirements
- 4). Facilitate and enable the recruitment of workers for specialized occupations
- 5). Reduce underemployment and its accompanying underuse of talent
- 6). Increase the workforce system 's capacity to manage near-term challenges and opportunities

- i. How do the local area's workforce development programs, including programs provided by partner agencies, support this strategic vision?

All of the local area's workforce development programs, including partner agencies identified in WIOA as well as other partners, exist and provide programs in support of one of these six key goals.

- ii. How will the local area, working with the entities that carry out the core programs, align available resources to achieve the strategic vision and goals?

The local area has utilized the MOU process to strengthen relationships and collaboration with partners. Through these efforts, additional resources are being identified and we have increased collaboration and the blending and braiding of resources.

- f. Describe the local board’s goals relating to performance accountability measures. How do these measures support regional economic growth and self-sufficiency?

It is the Tompkins County Workforce Development Board's belief that operating quality programs will result in meeting all WIOA performance goals. The provision of quality programming designed to assist customers to enter Career Pathways in demand occupations will support regional economic growth and to achieve self-sufficiency.

Local Workforce Development System

- a. Identify the programs, whether provided by the Career Center or any partners, that are a part of the local area’s workforce development system, including:

- i. Core programs;

All of the core programs are provided at the Tompkins Workforce NY Career Center by onsite partners with the exception of the NYS Commission for the Blind.

WIOA Title I Adult and Dislocated Worker Programs are operated by the Tompkins County Office of Employment and Training with oversight and direction provided by the Tompkins County Workforce Development Board and their One Stop Operations and Oversight Committee.

WIOA Title I Youth Programs: competitively bid and operated by the Tompkins County Office of Employment and Training

WIOA Title II Adult Ed: Competitively bid by the New York State Education Department, locally the Title II programs are operated by Tompkins Seneca Tioga BOCES

WIOA Title III Wagner Peyser : New York State Department of Labor

WIOA Title IV ACCES-VR and New York State Commission for the Blind

- ii. Programs that support alignment under the Carl D. Perkins Career and Technical Education Act of 2006; and

Tompkins Cortland Community College is the grant recipient for the Perkins funds and currently has active programming. The Tompkins County Workforce Development Board Executive Director is a member of the Perkins Advisory Committee and provides feedback on their plan.

- iii. Other workforce development programs, if applicable.

Migrant and Seasonal Farmworker Programs - Pathstone Corporation

Job Corps

Trade Adjustment Assistance (TAA) and Unemployment Insurance (UI) Programs - New York State Department of Labor

Senior Community Service Employment Programs (SCSEP) National Grantee: Associates for Training and Development

Senior Community Service Employment Programs (SCSEP) State Office for the Aging - Tompkins County Office for the Aging

Temporary Assistance for Needy Families Employment and Training - Tompkins County Department of Social Services

Housing and Urban Development Employment and Training - Tompkins Community Action

- b. Describe how the local area will ensure continuous improvement of services and service providers.

We will ensure continuous improvement of services and service providers by measuring improvement in the way one-stop partner programs work together to serve job seekers, workers and businesses. A key element will be blending and braiding of resources where appropriate and co-enrollments/referrals between partner programs to or more partner programs to achieve success with harder to service participants with multiple barriers to employment. Additional measures of success will include an increase in the number of participants with barriers to employment, including customers with disabilities and other special populations. Continuous engagement of customers will be a key measure as well as keeping customers engage with services until they are successful in meeting their employment goals.

- c. Describe how eligible providers will meet the employment needs of local businesses, workers, and jobseekers.

The board will provide clear and understandable information and guidance on career pathways, sector strategies, local demand occupations, growing industries and skill sets to eligible providers of WIOA services. Local providers will be encouraged to utilize this information when designing services as well as training programs.

- d. Describe the roles and resource contributions of the Career Center partners.

WIOA Title I Adult, DW and Youth provided by the Tompkins County Office of Employment and Training

WIOA Title II Adult Education provided by Tompkins Seneca Tioga BOCES

WIOA Title III Wagner-Peyser, TAA, Veterans and UI staff provided by the New York State Department of Labor

WIOA Title IV provided by NYSED ACCES-VR and New York State OCFS/Commission for the Blind

The Infrastructure Funding Agreement (IFA), a separate document, will describe how infrastructure costs are shared among co-located career center partners.

Workforce Development and Career Pathways

- a. Describe how the board will facilitate the development of career pathways, including co-enrollment in core programs when appropriate.

The Tompkins County Workforce Development will facilitate the development of career pathways by continuing to focus on sector initiatives in growing sectors. The TCWDB hosts roundtable discussions with employers in growing sectors to identify specific skill needs, identify gaps in training, map career pathways and identify appropriate credentials and will develop tools for use by job seekers, employment program providers, high schools and other stakeholders in the workforce development arena. Co-enrollment of participants in core programs to assist individuals in moving along career pathways and creating opportunities for blending and braiding funds to achieve success will be an integral component.

- b. Describe how the board will improve access to activities leading to recognized postsecondary credentials.

The TCWDB will focus on activities that meet the needs of local businesses, include postsecondary credentials with an emphasis on advanced manufacturing, healthcare and hospitality/tourism. We will encourage the incorporation of necessary supports to assist individuals with disabilities, youth with barriers to employment and individuals with low literacy skills from entry level skills/employment to achieving a recognized post secondary credential and advancement along career pathways. We will increase staff training among workforce development programs to encourage more cross-referrals, co-enrollment and blending of resources.

- i. Are these credentials transferable to other occupations or industries (“portable”)? If yes, please explain.

Most credentials are specific to a particular industry or occupation. Accredited post-secondary degree and certificate credentials are portable. Certifications by national industry associations are portable and while many state licenses and credentials are not portable many states have reciprocity agreements that allow for temporary and/or permanent licensing between states.

- ii. Are these credentials part of a sequence of credentials that can be accumulated over time (“stackable”)? If yes, please explain.

Stackability is lacking in some of our available local offerings. A large portion of this is due to state certification and licensing requirements. For example, it is logical that a LPN credential should stack on top of a CNA credential and a RN should stack on top of a LPN

credential it does not. In New York State these challenges are due to the credentialing being controlled by different state agencies. However, we do see advanced manufacturing an area of opportunity for stackable credentials as well as increased articulation agreements between community colleges and local BOCES programs.

Access to Employment and Services

- a. Describe how the local board and its partners will expand access to employment, training, education, and supportive services for eligible individuals, particularly individuals with barriers to employment.

The LWDB and the Career Center Manager will coordinate efforts of partner programs, both partner programs identified in the WIOA legislation as well as local Community Based Organizations. It is critical that those programs with expertise/connections in serving special populations be coordinated to help employers identify, hire and train qualified workers with disabilities, limited English proficiency, criminal backgrounds, and other populations that are underrepresented in the workforce. The Memorandum of Understanding between partner programs identifies the need for cross-training and has each partner program identifying liaisons to increase staff collaboration, increase staff referrals and utilize partner staff expertise in services to customers.

- b. Describe how the local area will facilitate access to services through the One-Stop delivery system, including remote areas, through the use of technology.

Increasing access to one stop services utilizing technology will include increased use of our website to provide information on services provided remotely, the use of online training and resources, and encouraging partner agencies to utilize existing internet based resources (JobZone and CareerZone)

- c. Describe how Career Centers are implementing and transitioning to an integrated technology-enabled intake case management information system.

Much of the use of technology enabled case management information systems in New York State is decided on at the state agency level. Until state agencies are required to utilize common case management information systems progress in this area will be limited. That being said we will encourage local partners to utilize the One Stop Operating System due to OSOS being the only system that allows multiple partners access.

- d. Provide a description and assessment of the type and availability of programs and services provided to adults and dislocated workers in the local area.

All of the required WIOA Title I employment and training activities are provided. Such activities include the following career services: Eligibility for Title I services; outreach, intake and system orientation; initial assessment; labor exchange services; referrals to programs; labor market information; information on local workforce system performance; information on performance and program cost of eligible providers; referrals to supportive services; UI information and assistance; financial aid information; comprehensive assessment; individual employment plan development; career planning and counseling;

short-term pre-vocational services; internships and work experiences; out of area job search and relocation assistance; financial literacy services; English language acquisition and integrated education; workforce preparation; and follow-up services. All staff-assisted customers are offered an initial assessment. Other career services are provided based on the assessment of barriers to employment, occupation and employment goals, and education and skill levels.

- e. Describe how workforce activities will be coordinated with the provision of transportation, including public transportation, and appropriate supportive services in the local area.

Tompkins County Area Transit provides bus services to many areas of Tompkins County but there are challenges with reaching the more rural areas especially for people who work outside of a 9-5 Monday - Friday schedule. Transportation to/from work is addressed with customers during their assessment and supportive services are provided either through WIOA or through referral to other partners. Customers are also referred to rideshare and carshare programs as a component of their assessment and employment plan.

- f. Describe the replicated cooperative agreements in place to enhance the quality and availability of services to people with disabilities, such as cross training of staff, technical assistance, or methods of sharing information.

The Service Delivery MOU completed in 2017 includes ACCES-VR and the NYS Commission for the Blind as partners. The MOU partners commit to providing customers with disabilities with physical and programmatic accessibility to facilities, programs, services, technology and materials, including appropriate staff training and support. In addition, the Tompkins Workforce New York Career Center a full time Disability Resource Coordinator that trains staff, coordinates services and provides services to customers with disabilities both onsite at the career center as well as through partner agencies.

- g. Describe the direction given to the One-Stop System Operator to ensure priority for adult career and training services is given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

The operator is provided a Priority of Service Policy that complies with WIOA. All Adult files will include gathered data regarding receipt of public assistance, low income, and /or basic skill deficiency. All data will be entered into OSOS. Program monitoring will be conducted to ensure that the operator is complying with the Priority of Service Policy.

- h. Describe how One-Stop System Operators and One-Stop partners will comply with the nondiscrimination requirements of WIOA (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding:

- i. The physical and programmatic accessibility of facilities, programs, and services;

Accessibility to the services provided by the Tompkins Workforce NY Career Center and all partner agencies is essential to meeting the requirements and goals of the Tompkins County Workforce Development Board. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations as well as in virtual spaces, regardless of sex, gender identity or expression, sexual orientation, age, race, color,

religion, marital status, domestic violence victim status, familial status (including pregnancy), national origin (including limited English proficiency), predisposing genetic characteristics, disability, military status, prior arrest or conviction record or on the basis of any other classification protected under local, state or federal law.

Physical Accessibility

The Tompkins Workforce New York Career Center will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design. Services will be available in a convenient, high traffic, and accessible location, taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an "equal and meaningful" manner providing access for individuals with disabilities.

Programmatic Accessibility

The Tomkins Service Delivery MOU requires that all partners will not discriminate in their employment and internship practices, advertising, subcontracting, or in the provision of their services on the basis of age, religion, race, color, national origin, sex, sexual orientation, gender identity, gender expression, marital status, disability, military status, prior arrest record, prior conviction record, familial status, domestic violence victim status, predisposing genetic characteristics, or on the basis of any other classification protected under local, state or federal law.

ii. Technology and materials for individuals with disabilities; and

Technology and materials for individuals with disabilities is assessed regularly with the Disability Resource Coordinator taking the lead. The DRC solicits feedback from staff and community agencies and explores potential technology and/or materials and determines cost as well as availability.

iii. Providing staff training and support for addressing the needs of individuals with disabilities.

During quarterly meetings of one-stop system partners, the one-stop system operator will facilitate the planning of cross-training of partner program staff. Cross-training will include the training of system partner staff in addressing the needs of individuals with disabilities. The partner agencies have agreed that cross-training efforts will be regularly revisited to ensure that we are reaching the appropriate staff with appropriate efforts.

iv. Describe the roles and resource contributions of the One-Stop partners related to the nondiscrimination requirements of WIOA (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

After thorough review of access to facilities and program services any needed assistive technology, assessment products, or service needed will be discussed among the parties to

the Infrastructure Funding Agreement (IFA).

Business Engagement

- a. What strategies and programs, including training programs, will be used to facilitate engagement of businesses, including small businesses and businesses in in-demand sectors and occupations?

There are existing sector-based initiatives that were created based on information on growing industries, Regional Economic Development Council priorities and sectors strategic to the growth and quality of life in Tompkins County. These initiatives are a primary method of employment engagement. In addition, economic and workforce development create yearly schedules to rotate joint business retention and expansion visits in key sectors to ensure we are regularly talking to businesses about both their economic and workforce development needs. In addition to business retention/expansion and sector based initiatives, programs such as OJT, TANF funded Summer Youth Employment Programs, WIOA Youth Work Experience programs include employer engagement as a component of training programs.

- i. If applicable, describe the local area’s use of business intermediaries.

N/A

- b. What strategies or services are used to support a local workforce development system that meets the needs of businesses in the local area?

Job Fairs
Job Postings
Employer Matching
On-The-Job Training and Referral to Chamber-The-Job Training Program
On-Site Recruitment
Job Screening
Referrals
Provision of Labor Market Information
Collaboration and Referrals To/From Economic Development
Assistance With Accessing Available Incumbent Worker Funding
Assistance with Recruitment Strategies for Diversifying Workforce

- c. Describe how the local area’s workforce development programs and strategies will be coordinated with economic development activities.

The Tompkins Workforce Development Board has been co-located with Tompkins County Area Development (the local economic development agency) for 13 years. Joint Business Retention and Expansion Visits, joint staff meetings, joint initiatives, joint calendaring and joint labor market research are just a few of the areas that we coordinate and collaborate on.

- i. Describe how these programs will promote entrepreneurial skills training and microenterprise services.

There are local economic development entities providing both entrepreneurial skills training and microenterprise services. Tompkins Workforce New York frequently refers individuals for assistance in these areas and economic development entities refer people to the Tompkins Workforce New York Career Center when assistance is needed with hiring/training employees as businesses begin to grow.

- d. Describe how the local board will coordinate its workforce investment activities with statewide rapid response activities.

The Tompkins Workforce Development Board works closely with the regional rapid response teams. Joint presentations are conducted to laid off workers so that workers see the continuum of services offered to them. Jointly planned recruitment events for rapid response customers have been coordinated successfully utilizing local board and career center business relationships.

We will continue to work with rapid response as the goal of rapidly reemploying laid off workers is in the best interest of everyone.

Program Coordination

- a. How do the local area’s programs and strategies strengthen the linkages between the One-Stop delivery system and unemployment insurance programs?

Wagner-Peyser and WIOA Title I staff are co-located and functionally aligned. Services are provided to UI customers by both staff in a seamless manner with continuous engagement until job placement as the goal.

- b. Describe how education and workforce investment activities will be coordinated in the local area. This must include:

- i. Coordination of relevant secondary and postsecondary education programs;

Coordination of relevant secondary and postsecondary education programs will be coordinated through existing Workforce Development Board committees and the one - stop system operator. Quarterly meetings of partners will focus on maximizing and coordinating resources. Key partners in our efforts to coordinate and align workforce investment activities are WIOA Title I, WIOA Title II, CTE Perkins, local businesses and high

school programs with career pathways in key industry sectors.

- ii. Activities with education and workforce investment activities to coordinate strategies and enhance services; and

Education and workforce investment activities will be coordinated through existing Workforce Development Board committees and the one-stop system operator. Quarterly meetings of partners will focus on maximizing and coordinating education and workforce investment activities.

- iii. A description of how the local board will avoid duplication of services.

The local board will use board committees, MOU partner meetings, and one-stop system operator meetings to identify duplication of services and develop plans to reduce and eliminate duplication. Plans to eliminate duplication will include regular assessment of progress.

- c. Describe plans, strategies, and assurances concerning the coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), to improve service delivery and avoid duplication of services.

The Tompkins Workforce New York Career Center has been functionally aligned and integrated since 2006. Functional alignment includes common processes, seamless services and a common data entry system to eliminate duplication and coordinate services. Functionally aligned staff conduct an initial assessment and provide services to all customers.

- d. Provide a list of executed cooperative agreements that define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local Career Center system. This includes agreements between the LWDB and entities that serve individuals eligible under the Rehabilitation Act. If no such agreements exist, provide an explanation why this is the case and/or progress towards executing such agreements.

We completed a Service Delivery MOU with all one stop system partners in 2017. The MOU describes applicable career services coordination and delivery, referral of system customers and system access.

Youth Activities

- a. Provide contact details of Youth Point of Contact for your local area:

- i. Name of Youth Point of Contact

Amy Brown

- iii. Name of Organization

Tompkins County Office of Employment and Training

- ii. Email Address

abrown@ Workforce Development Coordinator

- iv. Title

v. Phone

607-272-7570, ext. 141

vi. Address

171 East State/MLK Jr. Street,
Ithaca, NY 14850

b. Provide the number of planned enrollments in PY 2017 for:

i. Out-of-School Youth

Carryover-50
New-22

iii. Carry-Over In-School Youth

12

iv. Work Experience

30

ii. New In-School Youth

4

*Please note that PY 2017 enrollments will provide the baseline estimate for the remaining three years of the Plan.

c. Who provides the WIOA Youth Program Design Framework, which includes Intake and Eligibility, Objective Assessment, and the Individual Service Strategy (ISS)?

Competitively procured contractor staff (Tompkins County Office of Employment and Training)

i. Describe how career pathways is included in the ISS.

Transition Workforce Specialists meet with youth to conduct an assessment and complete an Individual Service Strategy (ISS). A component of the assessment and the Individual Service Strategy is identification of a career goal. Discussion regarding how that career goal fits into a larger career pathway, including training required, opportunities for advancement and increased wages. In addition, youth are supported in utilizing Career Zone to learn about additional career pathways. The ISS has both short term and long term goals designed to assist youth in moving through career pathways. In addition, the ISS has continually updated, modified, etc... based on the learning that occurs as youth move along career pathways.

d. In Attachment G, Youth Services, located on the NYSDOL website at <https://labor.ny.gov/workforcenypartners/wioa/workforce-planning.shtm> under the Local Planning section, identify the organization providing the 14 Youth Program Elements and whether the provision of each element is contractual, with a Memorandum of Agreement (MOA), or provided by the LWDB.

e. Explain how providers and LWDB staff ensure the WIOA elements:

- i. Connect back to the WIOA Youth Program Design Framework, particularly Individual Service Strategies; and

Tompkins County procures all components of the WIOA Youth program. Providers are responsible for ensuring that the assessment and ISS incorporate the 14 youth elements to ensure that there is a framework of services to

- f. Identify successful models for youth services.

Successful models for youth services incorporate work based learning, education and training, mentoring and utilize a career pathways approach.

- g. If you plan to serve In-School Youth (ISY) and/or Out-of-School Youth (OSY), using the “Needs Additional Assistance” criteria, please attach a policy that defines reasonable, quantifiable, and evidence based specific characteristics of youth needing additional assistance.

Administration

- a. Identify the entity responsible for the disbursement of grant funds as determined by the Chief Elected Official or Governor.

Tompkins County Workforce Development Board/Tompkins County Office of Workforce Development

- b. Describe the competitive process to be used to award sub grants and contracts for WIOA Title I activities in the local area.

WIOA Title I Adult and DW contracts are awarded to the Tompkins County Office of Employment and Training to provide all career services, training services, placement and follow up. WIOA Youth contracts are competitively procured through a Request for Proposals (RFP) process. The Workforce Development Board Youth Oversight Committee with board staff assisting create the RFP, seek board permission to release the RFP, evaluate proposals, and make recommendations to the full board regarding the award of contracts.

- c. Provide the local levels of performance negotiated with the Governor and Chief Elected Official 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 (when applicable), eligible providers, and the One-Stop delivery system, in the local area.

As submitted to NYSDOL and subsequently approved, we will negotiate all goals when baseline data is available.

- d. Describe the actions taken toward becoming or remaining a high-performing board, consistent with factors developed by the SWIB. A board will be defined as high performing if it meets the following criteria:

- i. The board is certified and in membership compliance;

- ii. All necessary governance actions and items have been accomplished, including executing a local MOU, selecting a One-Stop System Operator, and implementing all required local policies, etc.;
- iii. All One-Stop Career Centers in the LWDA have achieved at least an 80% score in the Career Center Certification process; and
- iv. The LWDA meets or exceeds all performance goals.

We are in compliance with all of the above with the exception of the Career Center certification process of which we are awaiting a soon to be released NYSDOL Technical Advisory regarding the Career Center certification process.

In addition, as per our above answer to question c we are awaiting baseline data from the NYSDOL prior to negotiating WIOA performance goals.

Training Services

- a. Describe how training services will be provided in the local area.

Training services will be delivered through the Tompkins Workforce New York Career Center. Training services will include classroom/occupational skills training, On-the-Job Training, Customized Training and when funds are available Incumbent Worker Training. Staff and the customer complete an Initial Assessment, Comprehensive Assessment, Career Research including Demand Occupation List review, training program and provider research, any required applications, any pre-training assessments necessary and the ISS.

- b. Describe how contracts will be coordinated with the use of ITAs.

Individual Training Accounts are issued for approved training in demand occupations and provided by Eligible Training Providers. Contracts are utilized for On-The-Job Training, Customized Training and Incumbent Worker Training.

- c. Describe how the local board will ensure informed customer choice in the selection of training programs regardless of how training services are provided.

After a thorough assessment of skills and needs customers are directed to the local Demand Occupation list in addition to the Eligible Training Provider list. Utilization of a customer centered process ensures customer choice.

Public Comment

- a. Describe the process used by the local board to provide a period of no more than 30 days for public comment and input into development of the plan by representatives of business, labor organizations, and education prior to submission.

A notice will be posted on the website, www.tompkinsworkforceny.org on November 21 for a 15-day comment period and a legal notice will be posted in the Ithaca Journal.

List of Attachments:

Please complete all attachments.

Attachment A – Units of Local Government

Attachment B – Fiscal Agent

Attachment C – Signature of Local Board Chair

Attachment D – Signature of Chief Elected Official(s)

Attachment E – Federal and State Certifications

Attachment F – Youth Services Chart

Attachment G – Local Plan Budget 2017

Original signature pages (Attachments C, D, and E) must be delivered to NYSDOL in one of the following two ways:

- Electronic signature (if the board has the capability for it) – Note that electronic signature must follow the requirements and guidelines of the Electronic Signature and Records Act (ESRA). Further information on ESRA standards and requirements can be found at <https://its.ny.gov/nys-technology-law#art3>. Boards choosing to submit signature pages via electronic signature may submit these pages via email with the Local Plan.
- Mail original versions – Hard copies of traditional signature pages may be sent to:

Attn: Local Plan
New York State Department of Labor
Division of Employment and Workforce Solutions
Building 12 – Room 440
W. Averell Harriman Office Building Campus
Albany, New York 12240

All other attachments must be submitted along with the LWDB Local Plan Template via email.

In addition to these attachments, LWDBs must provide copies of the agreements listed in the Program Coordination section of this template under (d). If possible, it would be preferable to provide a list of hyperlinks to these agreements made available on your LWDB website.