

**TO: Executive Committee**

**DATE: 11/01/10**

**FROM: Staff**

**For Discussion**

**For Action**

**For Information**

**SUBJECT: Department of Workforce Investment Funding Reduction and Subsequent Changes**

**PROPOSED MOTION(S): For Discussion only**

**DISCUSSION: At the WIB Executive Meeting held on October 4, 2010, the Executive Committee asked staff to supply information that denotes the basic services required by the Workforce Investment Act that a designated One-Stop Operator must provide. In addition, the Committee asked staff to provide a list of basic functions/tasks that staff need to perform for the Workforce Investment Board. The reason for this request is to determine what services and functions can be altered, deleted or restructured to help better utilize department and staff resources.**

**Attached are two lists which were provided to the Quality Employment and Development (QUED)) Ad Hoc Committee. The first is a list of basic core services from the Workforce Investment Act that must be provided to customers. The second is a list of required Workforce Investment Board functions as stated in the Workforce Investment Act.**

**On November 17, 2010, all staff and managers will participate in a formal process to review for recommendation to the WIB, the most effective and efficient methods to service customers with limited resources.**

**In addition, WIB Staff will review the current WIB Strategic Scorecard and determine changes that can be made to its elements in order to most effectively utilize staff resources while maintaining and improving mandated WIB functions.**

**Staff will return to the Executive Committee at a future date with recommendations for the committee to review and consider.**

**ATTACHMENT(S): List of required core services and required WIB functions**

### **Core Services Shall Be Available**

1. Determinations of whether the individuals are eligible to receive assistance under this subtitle
2. Outreach, intake and orientation to the information and other services available through the One-Stop
3. Initial Assessment
4. Job search and placement assistance and where appropriate...career counseling
5. Provision of employment statistics information
6. Provision of performance information and program cost information on eligible providers of training services
7. Provision of information regarding how the local area is performing on the local performance measures
8. Provision of accurate information relating to the availability of support services
9. Provision of information regarding filing claims for unemployment compensation
10. Assistance in establishing eligibility for Financial Aid Assistance
11. Follow-up services

### **Local Workforce Investment Board Functions:**

1. Local Plan
2. Selection of Operators and Providers
3. Budget Administration
4. Program Oversight
5. Negotiation of local performance Measures
6. Employment Statistics System
7. Employer Linkages
8. Connecting Brokering and Coaching