



## **WIOA POLICY WORKGROUP MEETING MINUTES**

**MAY 14, 2015 – ROOM 108 – 1100 N. EUTAW STREET 9:00 AM – 11:00 AM**

### **ATTENDEES:**

Angeline Huffman, Barbara Martin, Bruce England, Chris MacLarion, Diane Pabich, Dianne Guy, Donni Turner, Erin Roth, Elizabeth Smith, Fran Trout, Jim Rzepkowski, Kari Pompilii, Lloyd Day, Lyn Farrow, Mary Keller, Matt Jackson, Michelle Day (phone), Pat Tyler (phone), Patty Keeton, Sara Muempfer, Sharon Plump, Sonia Sochia, Valerie Edwards, Willis Gunther

### **INTRODUCTIONS**

- Each workgroup participant was given the opportunity to give their name, title, agency/organization and a description of their first job.

### **GREETING (JIM RZEPKOWSKI, ASSISTANT SECRETARY, DWDAL)**

- Jim thanked everyone for participating in the kickoff of this workgroup meeting.

### **OVERVIEW OF WIOA WORK GROUPS (Erin Roth & Fran Trout)**

- Great opportunity to re-evaluate the policies that we have now and how we are doing things. Current policies will need updates for WIOA.
- Erin asked the other WIOA workgroup chairpersons who were present to share information about their specific workgroups.
  - The American Job Center (AJC) Operations and Partnerships group has five subcommittees within its workgroup and if any participants are interested in joining that workgroup, they can contact Barbara Martin or Laurie Holden to participate.
  - Diane Pabich's workgroup is looking at Governance and their first meeting is June 3rd.
  - Angie's workgroup is looking at Fiscal Issues and has several sub-committees.
  - Pat Tyler's group is looking at Adult Education and Career Pathways. At their next meeting, they will look at a successful Pilot Program from a few years ago in the Upper Shore.
- Policy development will require time to assess existing policies, determine priorities and develop new policies. It is projected that this will be an eighteen (18) month commitment.
- A request was made to have a roster that lists job titles and also create name tags for the attendees.
- A listing of resources to assist in policy development was explained by Fran Trout. This will be updated and shared with the Policy Workgroup.

### **PROCESS FOR POLICY DEVELOPMENT (Erin Roth)**

- Erin went over the process for policy development, as defined in pages 8-11 of DWDAL's policy: <http://www.dllr.state.md.us/employment/mpi/mpi1-15.pdf>
- Fran led a discussion about what other agencies are doing for WOIA and we learned:
  - DHR established an internal steering committee that is working on what they want the policies to look like.
  - DORS is finalizing internal workgroups.



- Adult Education will be working towards educating the field providers to prepare for changes to the instructional requirements next. Also, they will be coordinating with the One Stops.

### **BRAINSTORMING (Erin Roth & Fran Trout)**

- The workgroup chairpersons asked the group to come up with a list of policies that will need to be developed. Then, each group member was asked to denote his/her top 3 priorities by placing a sticker near the policy.
- Top Policy Priorities
  - MOU/RSA
  - Eligibility
  - Designation of Local/WIA
  - TANF
  - Board Composition
- Policy needs that were listed during brainstorming:
  - Reporting Response and Consequences of non-compliance/sanctions
  - MOU/RSA
  - Youth
    - Funding switch to 75% out of school
    - Age change
    - Reminder: Adult Ed serves Out of School Youth (OSY) too
  - Eligible Training Provider List
  - Program eligibility and acceptable documentation
    - Adults, Dislocated Workers, Youth
    - When to enroll, participation date
  - Employer participation/Business Services
    - New performance standards
  - Performance Standards/M Measurement (Accountability)
  - Collaboration
    - What do want to require?
  - Funding Accountability
    - Guidance for OMB federal funds managed from a fiscal perspective for each agency.
  - Cost Allocation
  - Mandatory and Core Partners
    - What policies
    - How will it work
    - TANF - How will the Governor's decision of whether to include TANF as a mandatory partner impact policy?
    - Standardization across the state
    - Issuing joint policies may help with effectiveness and efficiencies as we work closer together and have improved understandings of how we all connect
  - Intake Process
    - Should there be a common intake process for core and/or mandatory partners?
  - Designation of local workforce investment areas
  - Board Composition (State/GWIB + local/LWIB)



- Sunshine provision for boards
- Signatory authority
- Information Sharing and Integrating Data systems
- Use of Labor Market Information
- Board Appeals Process
- Rapid Response
- TRADE
- EARN/sectors and interfaces
- REA/RESEA & EI
- Use of funds (braiding and leveraging)
- AJC customer flow
- Use of technology
- Reasonable Accommodations & Accessibility
  - Including language accommodations
- GED/NEDP and alternatives to these tests
  - Performance measures
- Assessment process
  - Workforce, Adult Ed, etc.
  - Performance
- Common intake policies
  - Who/what is included
- Monitoring (*added to list after meeting*)
- PII and Confidentiality/Ethics (*added to list after meeting*)

#### **NEXT STEPS**

1. Erin and Fran will draft a form to be used by all 9 WIOA Work Groups to identify policy needs. Erin and Fran will share draft with WIOA Policy Group to solicit feedback before disseminating to all.
2. Erin and Fran will email out meeting minutes, WIOA timeline, contact information for group, and all handouts from kickoff meeting
3. The entire WIOA Policy Work Group will convene as needed. The majority of work will take place via email and smaller, topical, sub-group meetings. Sub-group policy meetings will be specific to a policy need. Group members will be determined based on expertise from Policy Work Group and other Work Groups. The entire WIOA Policy Work Group will be included in the Review and Comment period for all policies moving forward.
4. Name tags will be provided at next large WIOA Policy Work Group meeting

#### **CLOSING**

In closing, Erin and Fran thanked everyone for their attendance. The meeting adjourned at 11:00 AM.