

**EMPLOY**  
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**Workforce Development Board 21 Meeting**

November 17, 2016  
Location: Baton Rouge Coca-Cola Bottling Company

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**CALL TO ORDER**

- Greetings by Robin Heath, WDB Chairperson
- Introduction of Board Members Staff and Guests
  - *Board Members are encouraged to bring an employer guest to each meeting.*
- Approval of Minutes-September 7, 2016

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**Action Items**

- WIOA Adult and Dislocated Worker Follow-up Services Policy
- 2017 Meeting Calendar
- One Stop Operator Procurement

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Slide 1

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c1 cdouglas, 11/16/2016

### WIOA Adult and Dislocated Worker Follow-Up Services

- In response to the PY 2015 on-site programmatic review, conducted April, 2016.
- LWDA 21 must update policies to include guidance on documenting follow-up services for Adult and Dislocated Workers.

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### Follow-up services may include, but are not limited to:

- Additional career planning and counseling,
- Contact with the participant's employer, including assistance with work-related problems that may arise,
- Information about additional educational opportunities,
- Referral to supportive services through WIOA and community resource partners, and
- Other services as deemed appropriate.

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### One-Stop Operator

- WIOA 121(d)(1)
- Local WDBs select the One-Stop Operator, but they must have the agreement of the CLEO.

References:

- 20 CFR 678, subpart D
- 34 CFR 361.600 - 361.635
- 4 CFR 463.600 - 463.635

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### Timeline One Stop Operator Procurement

- August 19 Final Regulations Published
- September 29 Conference call with Arapahoe/Douglas Board Director (Colorado WDB)
- October 13 Meeting with BRGOV Parish Attorney
- October 24 Meeting with BRGOV Human Resources
- November 1 Director's Association technical training on procuring OSO (Rochelle Daniels)
- November 14 Meeting with BRGOV Procurement Department
- November 15 Meeting with Board Chair (Robin Heath)

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### The Requirement for One-Stop Operator Procurement

- WIOA 121(d)(2)(A) requires that local WDBs competitively procure One-Stop Operators
- Effective July 1, 2017, One-Stop Operators selected under the competitive process must be in place and operating the One-Stop System.
  - To promote efficiency and effectiveness
  - To assure regular consideration of operator performance and costs
  - To assure continuous improvement by evaluation of operator performance

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### The Law Requires.....

- The Local WDB must select the One-Stop Operator through a competitive process at least once every 4 years.
- States may require, or a Local WDB may choose to implement a competitive selection process more than once every 4 years.
- Local WDBs must prepare written documentation explaining the determination concerning the nature of the competitive process followed in selecting a One-Stop Operator.
- There must be internal controls to prevent conflicts of interest throughout this entire process.

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**Who May Operate the One-Stop?**  
678.600

- A single eligible entity
- A consortium of entities
- A Single One-Stop partner
- Nontraditional public secondary schools such as night schools, adult schools, or area career and technical education schools

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**Who May Not Operate the One-Stop?**  
678.600

- A one-stop operator may not be
  - Elementary schools
  - Secondary schools are not eligible to be one-stop operators

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**The Role of the One-Stop Operator**  
678.620(a)

At a minimum, the One-Stop Operator must coordinate the service delivery of required One-Stop partners and service providers.

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### The Role of the One-Stop Operator

*A Vision.....*

- Local Areas should consider a One-Stop Operator who:
  - Serves in a manner similar to that of an Intermediary with all the One-Stop partners
  - Knows and understands the parameters under which the partners provide services and each partner's required performance
  - Can make recommendations on referral criteria that will improve services for individuals and the performance for the partners
  - Attends individual One-Stop partner meetings and is knowledgeable regarding upcoming community events and assures all appropriate partners are informed and participate
  - Is an ambassador for the One-Stop System to the community
  - Provides a bridge to business services
  - Assures compliance with State and local WDB certification criteria, which is essential for receipt of infrastructure funding
  - Tracks and Implements the negotiated One-Stop partner Memoranda of Understanding

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### One-Stop Operators MAY NOT...

- Convene system stakeholders to assist in developing the local plan
- Prepare and submit local plans
- Be responsible for oversight of itself
- Manage or significantly participate in the competitive selection process for One-Stop Operators
- Select or terminate One-Stop Operators, career services, and youth providers
- Negotiate local performance accountability measures
- Develop and submit a budget for activities of the Local WDB in the local area

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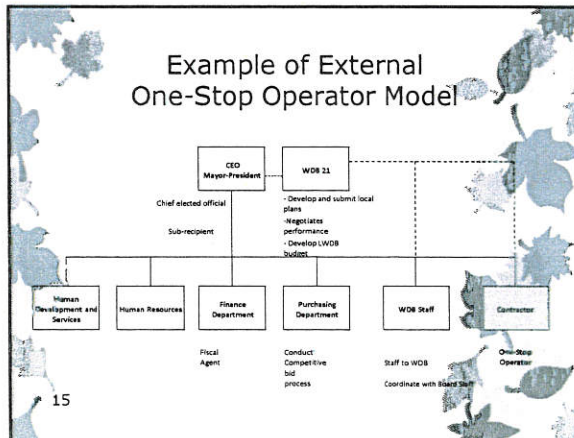
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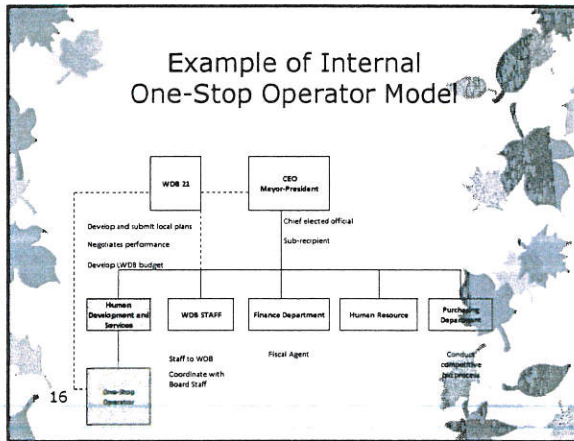
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- ### A One-Stop Operator Should Have
- Experience in coordination
  - Knowledge of One-Stop partner programs
  - Knowledge of anti discrimination laws
  - Knowledge of accessibility requirements
  - Experience in mediation
  - Experience negotiating agreements
  - Ability to implement continuous improvement strategies
  - Knowledge of WIOA / WIA
  - Management experience
  - Facility management experience
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- ### Procurement Process
- LWDB 21 will draft and submit the RFP request to the City of Baton Rouge Purchasing Department for official release.
  - A five (5) member independent Evaluation Committee will be selected and provided instructions for the evaluation process.
  - The Evaluation Committee members will conduct an independent evaluation of each proposal based on the criteria defined in the RFP's scoring matrix.
  - The Evaluation Committee members will make a recommendation to LWDB 21 for the One-Stop Operator .
  - LWDB 21 will approve the selected One-Stop Operator to move forward for EBR Metro Council approval.
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### RFP Timeline (Draft)

- November 17, 2016 WDB Meeting
- January, 2017 RFP Public Notice
- February-March Deadline for RFP Proposals
- March-April Evaluation Committee Evaluates Proposals
- April-June WDB Meets to Vote on recommendation  
City/Parish Metro Council Approves Contract  
Mayor Signs Contract
- July 1, 2017 One-Stop Operator in place and operating

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### RFP Evaluation Committee Criteria

- Must be individuals with no conflict of interest
- Individuals whose organizations have not submitted an RFP
- Business representative (non-board member)
- Five (5) member Evaluation Committee

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### Examples of Selection Criteria

- Knowledge of WIOA/WIA and/or similar programs
- Experience in coordination
- Performance results by targeted population
- Leveraged funding or a pledge for matching funds
- Oral presentation
- Cost

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