



Planning Guidelines  
for the  
Comprehensive Five-Year Local Plan  
under  
Title I of the Workforce Investment Act of 1998  
July 1, 2000 to June 30, 2005

Submitted for \_\_\_\_\_ St. Lawrence County \_\_\_\_\_  
Local Workforce Investment Area

Submit by: 2/28/00

Submit to: Margaret M. Moree, Director  
Workforce Development and Training Division  
New York State Department of Labor  
State Office Building Campus  
Building 12, Room 450  
Albany, New York 12240

## **GENERAL INTRUCTIONS**

The Comprehensive Five-Year Local Plan (Local Plan) must be submitted by **February 28, 2000**, in accordance with these Planning Guidelines issued by the New York State Department of Labor on behalf of the State Workforce Investment Board and the Governor. The plan must be developed by the local Workforce Investment Board (Local Board) in partnership with the Chief Local Elected Official(s). The Labor Department's Workforce Development and Training Division has assigned "State Representatives" to provide technical assistance to Local Areas on Plan development as needed.

### **PLANNING GUIDELINES:**

Attached is a print copy of the Planning Guidelines. The Planning Guidelines are available and can be downloaded from New York's Workforce Development System web site at [www.wdsny.org](http://www.wdsny.org).

### **PUBLICATION:**

The Local Board must make copies of the proposed Local Plan available for public comment through such means as public hearings and the local news media. The general public must have access to the proposed plan and has 30 days from the date of publication in which to comment on the proposed plan. When the Local Plan is submitted for approval, any comments received in disagreement with the plan must be attached. In addition, the plan must reflect how those disagreements were addressed.

### **SUBMISSION:**

The Local Plan (the original and 2 copies) must be received by the New York State Department of Labor by 5:00 p.m. on **February 28, 2000**. The plan should be addressed to:

Margaret M. Moree, Director  
Workforce Development and Training Division  
New York State Department of Labor  
State Office Building Campus  
Building 12, Room 450  
Albany, New York 12240

Ms. Moree will make copies available to Workforce Development and Training State Representatives and central office staff for review and recommendation.

### **PROCEDURE:**

The following procedures are requested:

1. all copies of the plan (including its attachments and subsequent addenda and/or revisions) should be submitted on 8½" by 11" 3-hole punched white paper
2. organize the plan by sections (using the same order as the Planning Guidelines); begin each section on a new page
3. within each section, organize according to the outline format of the Planning Guidelines
4. paginate the entire document
5. print the question to be answered (along with its corresponding numeric/alphabetic outline designation) before each answer

6. should any question not apply, do not skip it. Print the question followed by “N/A” and, where not self-explanatory, provide a brief explanation for not answering.
7. include the “Index to Plan Attachments” at the beginning of Section V. Assign the respective letter designations to the attachments and arrange them alphabetically. Wherever possible, sequentially number each page of each attachment ( A-1, A-2, B-1, etc.).
8. be sure to enter the name of the local Workforce Investment Area at the top of each and every page.

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(and Plan Outline)**

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## I. LOCAL AREA OVERVIEW

### A. VISION/GOALS

1. Provide in a few paragraphs the Local Area's strategic economic and workforce investment vision for the next five years.\* What specific goals have been identified that are necessary to achieve this vision? (Provide descriptions of these goals rather than specific numbers). What do you anticipate the Local Area's economy and workforce investment system will look like at the end of the five-year period? How will the local workforce investment system adapt to changing needs and conditions?

*Improve and enhance the economic health of St. Lawrence County by developing an integrated network of employment, educational and training services for the employer community; those in need of training for the sake of economic independence; and those looking for work whether it be a first job, an improved job or a job for those who want to be in the labor force, but have not been able to find or retain employment. The St. Lawrence County Workforce Investment Area's One-Stop System should be the First Stop and need be the Only Stop for those looking for work, training or employees.*

*All parties agree that the vision of the St. Lawrence County Workforce Investment System and its One-Stop Career Center (located in Canton, New York) and affiliate sites in Gouverneur, Ogdensburg, Massena, Norwood and Star Lake, is to provide workforce development activities, labor market information, business services and career development opportunities for its customers – the job seeker and employer community. Customers will benefit from an integrated network of partnership services that understand and respond to their needs to improve and enhance the economic health of St. Lawrence County by increasing employment, retention, earnings and occupational skills of our local workforce.*

*To accomplish the vision of the St. Lawrence County Workforce Investment System, the following goals have been identified as being among the most important to ensure that the full integrity of the system we are developing comes to fruition over the next five (5) years:*

- a. universal access to training and employment opportunities for all*
- b. assist employers in meeting their present and future workforce needs*
- c. empower jobseekers to actively achieve and maintain meaningful employment and long-term self-sufficiency*
- d. create and/or enhance the "Critical Pathways" between employers, workers, and jobseekers*
- e. provide information and services in the most effective and efficient manner possible through a Workforce Investment System that is fully integrated and user friendly*
- f. develop a system which listens to and modifies delivery of services based on customer feedback.*

*By the end of this initial five-year WIA funding period, the local area's economy and workforce investment system will have enhanced economic conditions and provided opportunities for economic growth. By implementing the six goals, the St. Lawrence County Workforce Investment's One-Stop Systems will be recognized throughout the local area as the "first" stop and "only" stop for access for all customers' workforce development needs.*

*Adaptation to the changing needs and conditions of the local workforce investment system is the cornerstone that ensures that the “system” responds to such needs. Adaptation means the continuous improvement of the “system” and accountability for service performance and customer satisfaction measures. As with any system change it is necessary to ensure that user needs are being met and to that end, the local workforce investment system has and will continue to respond to the system’s ever-changing environments.*

2. Describe the local workforce investment system vision as related to increased customer choice, non-duplication of services, and universal access via the One-Stop system.

*Universal access, customer choice and non-duplication of services are key principals in the local Workforce Investment System vision to promote and enhance a seamless system of services that provides information and services across agency lines through the use of common definitions, goals and databases to share information. These ensure uniform skill outcomes that lead to employment and customer satisfaction outcomes. We envision a fully integrated system of services that is universal to all while allowing for more extensive technological integration and expanding participation in the system by partners and key stakeholders.*

3. Indicate how the Local Area’s vision relates to that of New York State and how the Local Area’s goals contribute to those of the State.

*It has always been the vision of the local Workforce Investment System to support and be part of the development of a statewide Workforce Investment System. The local Workforce Investment System also recognized that it was critical that a support system for New York’s workforce respond to its customers’ expectations, both employer and jobseeker alike. In response, the local system has developed an integrated system of services whose foundation was based on the principles set forth in New York’s Workforce Development system: A Report to Governor George E. Pataki; that ensures skilled workers are available to employers, help jobseekers and the underemployed to find work, foster economic development, and enable local and New York’s workers and employers to compete successfully in the global economy.*

4. Provide in a few paragraphs how you believe the WIA statewide workforce investment system will help the Local Area attain its strategic vision.

*We believe the WIA statewide Workforce Investment System will help the local area attain its strategic vision through efforts by both parties to collaborate and cooperate in partnership with one another. We have experienced these efforts through receipt of both Demonstration and Implementation Grant awards that have enabled us to establish a local one-stop system throughout St. Lawrence County. The Workforce Investment Area has an operational full-service franchise in Canton, New York with ancillary franchise locations in Gouverneur, Ogdensburg, Massena, Norwood, and Star Lake. The local system partners are co-located and electronically connected to provide a seamless system of service that ensures universal access, choice, and non-duplication of services. Regardless of physical location or electronic access points, there is “no wrong door.” The working relationship between the statewide Workforce Investment System and the Local Area bring together a cadre of partners, services and information with an electronic information system that will connect and support our local area efforts in attaining our strategic vision.*

**B. EMPLOYER NEEDS**

1. Describe the process/resources that will be used to identify and meet the needs of local employers. To the extent possible, identify the needs that currently exist.

*Personal contact by Employment Counselors (DSS, JTPA, VESID), and Employer Services Representatives (DOL) will ascertain first-hand the needs of employers. Staff from each agency participate in the One-Stop Business Services Unit and share this information for dissemination to other staff. Other means of securing information on employer needs and expectations include use of employer focus groups, surveys conducted by One-Stop partners, surveys conducted by NYSDOL Division of Research and Statistics and feedback from Department of Labor's Job Service Employer Committee. To further meet the needs of local employers, the local One-Stop system is establishing a dedicated area of its One-Stop Career Center specifically for business services. This location will afford the employed community with meeting space, audio/video capability for training, and a full menu of employer resource information and electronic connectivity to the Employer Service System of the New York State Department of Labor in Ogdensburg and Massena. The Business Services Area will also include a download site, giving us the conferencing capability to further employer needs both regionally and nationwide.*

*Existing employer needs currently include the on-going need for speedy referral of ready-for-work job seekers, vocational skills training beyond the high school level for both entry level new hires and incumbent workers, access to labor market information, access to pertinent government regulations, access to information on available tax credits and financial incentives.*

2. What are the key existing industries in the local employment base (part of this description should include a listing of the largest industries in the Local Area, and those industries where the largest number of employment opportunities are anticipated). What are the key occupations within these industries?

*\*In St. Lawrence County, key industries include Agri-business, Aluminum reduction and paper manufacturing, Higher Education, Health Care and Sales/Marketing. Employment opportunities exist in all key industries. Key occupations within the above industries include Teachers, Health Care professionals, Computer Programmers and Analysts, Food and Beverage Service workers, Retail Sales and Blue Collar jobs in various industries.*

*\*Sources: New York State Department of Labor Division for Research & Statistics: Occupational Outlook & Wages in the North Country (12/98); New York State Department of Labor Division for Research & Statistics North Country Job Vacancy Survey (10/99); and St. Lawrence County Profile 1997.*

3. Indicate what existing industries are expected to experience above average growth during the five years of the Local Plan. What are the occupations related to these growth industries? To what extent will that growth affect employer demand on the local labor force?

*\*Above average growth is anticipated in Service Industries (gain of 2,300 jobs between 1996 and 2006), Health Care (gain of approximately 800) and Education (gain of approximately*

2,000). Occupations related to this growth include sales persons, healthcare professionals and non-professionals, teachers and non-professional education support positions. St. Lawrence County will face challenges in providing sufficient professional level entrants to the labor market to meet demand. Many new service jobs are part-time and may be difficult to fill for this reason.

*\*See Sources, Section B, No. 2, above.*

4. Within the context of your economic development efforts, what new industries will be targeted to be attracted to the area? What are the occupations related to these new industries?

*As a labor surplus area, the St. Lawrence County Economic Development efforts will target businesses in the United States who are having difficulty finding employees. Special attention will be placed on the following business groups: plastics, wood products, electronics, call centers and medical instruments in addition to food products. The County will continue its marketing outreach into Eastern Ontario and Western Quebec attempting to attract Canadian firms interested in the US market.*

5. Describe the job skills necessary to obtain the employment opportunities cited in #1, #2, and #3 above.

*Skills necessary to obtain jobs in employment opportunities listed in #1-3 above include ability to problem solve, math and reading skills, computer software skills, communication and teamwork skills, the ability to follow instructions and reliability. Classroom training in health sciences, mathematics, writing, education and computer sciences will be required for many new jobs in the Twenty-first Century.*

6. Describe how the skill demands of local businesses are changing, and how the local workforce investment system plans to address these changes.

*Local businesses increasingly seek new employees who possess ability to work in teams, who demonstrate the ability to continue learning by their participation in post-high school training, who are computer literate, who have strong communications and math skills. In several industries, health care for example, technical training is required as a condition of hire.*

*The local workforce investment system will continue to test job seeker interests and aptitudes; provide job seekers with relevant Labor Market Information to enable the customer to make informed career choices; assist the job seeker in finding suitable training when no immediate work is available within the customer's existing skill range; and provide follow-up support when the customer secures employment in a new occupation.*

7. Describe how the Local Board will engage employers in the One-Stop system.

*Having ascertained employer needs as described in #1 above, the local board will inform employers of One-Stop activities of interest to them by newsletter, by personal and telephone contact, through focus group activity and by local media sources. Satisfaction surveys will indicate whether employer needs have been fully met and where areas for improvement exist.*

### C. WORKER NEEDS

1. Describe the needs of local adult job seekers, which may include those who are underemployed, unemployed and/or those who are considered dislocated workers. How does the local workforce investment system plan to meet these needs?

*Local adult job seekers first need employment. Secondly, they need skills and training to secure wages high enough to allow for self-sufficiency. Local Workforce Investment system will first attempt direct referral to area job vacancies. Secondly, assessment of the worker's current skills and career goals will allow the Workforce Investment system to offer advice on training which will enhance the worker's earnings potential.*

2. Describe the needs of incumbent workers in the Local Area and how the local workforce investment system will identify those incumbent workers in need of training. How does the local workforce investment system plan to meet these needs?

*The primary need of the incumbent worker is to secure employment that first provides self-sufficiency and secondly provides upward mobility. By addressing employer specific training needs of incumbent workers and tying this training to apprenticeship programming, individuals will progress upward in both wages and skills. This will open up entry level positions which the Local System can fill directly or indirectly through On-The-Job training. The Workforce Investment system will recognize these workers through Public Assistance records, through marketing efforts to reach workers who wish to better themselves economically, through employers who wish to utilize the system for incumbent worker training. The Workforce Investment system links with the private sector, BOCES and area colleges to provide skills training necessary for the 21<sup>st</sup> century workforce.*

3. Describe the employment and training needs of individuals with disabilities, and what strategies the local workforce investment system has developed to meet these needs.

*Individuals with disabilities need the same skills as the general population to compete for jobs. Workforce investment partners work to educate employers on principles of reasonable accommodation under ADA and to demonstrate examples of how individuals with disabilities can be as reliable and productive as the general population.*

4. Describe other segments of the local population that can be identified as key customers for the workforce investment system including, as appropriate, displaced homemakers, low income individuals (such as migrant and seasonal farmworkers, public assistance recipients), women, minorities, individuals training for non-traditional employment, veterans, and individuals with multiple barriers to employment (including older individuals and people with limited English-speaking ability). What are the needs of these workers? How will those needs be addressed?

*Any individual who is unemployed or under-employed is a key customer. Low income individuals, PA recipients, veterans and people with multiple barriers to employment are the groups hardest to place in self-sufficient employment. These individuals may need help in identifying their marketable skills, identifying employers who seek these skills and marketing themselves to these employers. Staff assisted core and intensive services will aid these customers in achieving their employment goals.*

5. Indicate if the funds made available through WIA Title I are sufficient to meet the customer needs described in C. #1, #2, #3, and #4. If not, what resources has the Local Board identified to bridge the shortfall?

*Anticipating that WIA Title I funds may not be sufficient to meet the customer needs described in C. #1, #2, #3, and #4, the area stakeholders and One-Stop partners have agreed to supplement staff, time and financial resources as needed to ensure sufficient funding. Melding of various other resources such as: employer apprenticeship and related instruction dollars, Empire State Development Corporation funds, higher education financial assistance (PEL, TAP, SEOG, HEOP), VESID and WtW as well as fee for services, etc. These additional resources should render sufficient funding to bridge any unforeseen shortfall.*

6. If the funds available to the region for adult employment and training activities under WIA are limited, what is the current, local process by which any priority of services will be applied. State guidance will be provided if warranted.

*One-Stop partners will establish priority service delivery goals and revisit policy regarding service delivery on a periodic basis. State guidance, to establish State-wide service delivery standards, is expected. First, the local system will act to meet the needs of local employers. Within that framework, special emphasis will be placed on helping individuals with low income, dislocated workers, veterans, and individuals with disabilities.*

7. Describe how the Local Board will engage organized labor or other representatives of labor in the One-Stop system.

*Members of organized labor will be represented on the Workforce Investment Board and will have the opportunity to shape the system. Workforce Investment Board staff will meet with representatives of organized labor on a regular basis to elicit concerns and identify issues.*

8. Define “requires assistance to complete an educational program,” “to secure and hold employment” and “self sufficiency” as they will be used in the local workforce investment system.

*“Requires assistance to complete an educational program” means the enrolled individual needs financial help through Pell Grant, supplemented in some cases by Unemployment Insurance and/or an Individual Training Account.*

*“Secure and hold employment” means to be offered and accept unsubsidized employment and retain the job for at least six (6) months.*

*“Self-sufficiency” means the individual secures employment that pays at least the Lower Living Standard Income Level. For dislocated workers, self-sufficiency means securing employment which pays at least 80% of former wages.*

## D. YOUTH NEEDS

1. Describe the needs of local youth. In particular, examine the needs of low-income youth in terms of the changing educational and skill requirements of the local economy. How well are low-income (i.e., WIA eligible) youth currently being prepared for the projected job openings and skill demands identified for adult job seekers? How well are youth with the following characteristics being prepared for these job openings and skill demands:
  - deficient in basic literacy skills
  - school dropout
  - homeless, runaway, or foster child
  - pregnant and/or parenting
  - offender

Describe how the local workforce investment system will improve services to these youth.

*Due to the changing educational and skill requirements for employability in the local economy it has become necessary to address a number of issues in an effort to enhance the skills of youth. Currently, low-income youth suffer a hardship in obtaining the educational/occupational skills needed for successful entry into the job market. The enrollment into alternative education classes is anticipated to increase with the implementation of the Regents Competencies. Older out-of-school youth who have not obtained a high school diploma lack financial and programmatic support to participate in existing GED instruction. Post secondary schooling or occupational training is limited and, for youth with scarce resources and lack of support, may be unattainable.*

*The advances and affordability of technology have forever changed the labor market. Youth graduating or leaving an educational component find difficulty in securing a job in the local economy. Employers' expectations for minimum qualifications for entry-level positions far surpass the same positions ten years ago. Low-income youth not only have difficulty attaining these minimal skills needed but also in enhancing their skills to where employers want them to be.*

*There are many at-risk factors that may be considered when predicting youth success; deficiency in the basic literacy skills of computation, reading and writing English, dropping out of school, being homeless, runaway or in foster care, pregnant and or parenting, or being a legal offender. Any of these factors impact the development of youth, therefore the Local Board has taken the opportunity to define the sixth eligibility criterion for youth who require additional assistance to complete an education program, or to secure and hold employment through the administration of pre-tests for WIB approved youth competencies in basic skills, work readiness and occupational goals. These measurements will determine which eligible youth need "additional assistance." These factors will further indicate that the youth no longer is participating or is having trouble participating in an established institution of education. Intervention strategies, counseling or supportive services may be needed. Alternatives to meet the needs of these youth are limited and scattered throughout the local area. Many at-risk youth find difficulty remaining in or re-entering the educational system. They decide not to continue but to seek employment instead. These new job seekers unfortunately have not dealt with their barriers and for the most part do not possess the basic*

*pre-employment skills necessary to get a job nor the work maturity skills necessary to keep one.*

*The local workforce investment area has a chance to create a system that will enable youth, low income and at-risk, to obtain the necessary basic, pre-employment, work maturity, and occupational skills needed to be successful in today's job market.*

*The needs of local youth will be met through creating a system that knits the collaborative efforts of many existing agencies and programs together into a unified synergistic response and builds bridges of connectivity through the creation of a full array of services and elements of youth programming. **The Local Board is in the process of ensuring that appropriate links to entities that will foster the participation of targeted eligible youth are established with local area justice and law enforcement agencies, public housing authorities, local education agencies and other area youth initiatives, including those that serve homeless youth. In meeting the legislative mandate in establishing their Youth Council, the Local Board is recommending membership appointment of local entities and individuals who are specifically involved in the delivery of youth services, i.e. Seaway Valley Council for Alcohol/Substance Abuse Prevention, Inc., VESID, Potsdam and Massena Housing Authorities, SUNY Canton, BOCES Adult and Continuing Education, BOCES Vocational Education, St. Lawrence County Probation Department, St. Lawrence County Department of Social Services, St. Lawrence County Youth Bureau, Norwood-Norfolk Central School, and parent/youth representation. This diverse group of service providers and representatives will ensure that the local youth program design and elements required by law are met through an integrated and collaborative delivery system of improved services to meet the needs of eligible youth who are deficient in basic skills, school dropouts, homeless, runaway or foster child, pregnant and/or parenting, or an offender. WIA Subpart D, sec 664.400 through 664.470 will be the foundation for these improved services to eligible youth.***

*It is the desire of the local workforce investment area not only to identify, outreach and assist youth in need, but to create and implement a local employment and training policy and practice that will incorporate youth development.*

## **E. COMMUNITY/CUSTOMER INPUT**

1. Describe how the Local Board will involve the community in discussions and ensure broad input in establishing system goals.

*The Local Board has over the last three (3+) years engaged itself with ensuring the involvement of the community in discussions and ensured board input in establishing system goals through numerous committees of the Local Board representing topics on governance, business services, partnership agency services and contributions, post-employment issues and jobseeker and employers focus groups meetings throughout the local Workforce Investment area. Information has been gathered and each committee has reported back to the Local Board their recommendations on system-wide issues, infrastructure and operations found to be critical to effectiveness of service delivery desired by our local community.*

2. Describe how the Local Board plans to use customer satisfaction feedback to improve local workforce investment system services. Indicate what parts of the local system will be covered by the feedback.

*The Local Board has been measuring customer satisfaction using various survey instruments and compiling and reporting data via its WIA Quarterly Report Card. Customer satisfaction feedback is reviewed by the partnership agency committee and agreement is reached on how to best use customer satisfaction feedback to improve local workforce investment system services. Presently, many parts of the local system are covered by the feedback. Changes in system-wide performance and accountability as well as management information system reporting requirements will effect additional changes to our customer satisfaction feedback process and procedures, especially as it pertains to electronic data platforms that will streamline access to said data, thus ensuring better efficiency and less lag in response time to effect changes desired by our customers.*

3. a. Describe efforts made, in compliance with Section 118 (c) of WIA, to make available copies of the proposed Local Plan to the public through such means as public hearings AND local news media AND to allow members of the Local Board and members of the public, including representatives of business and representatives of labor organizations, to submit their comments.

*In compliance with Section 118(c) of WIA, copies of the proposed Local Plan have been made available to the public, members of the Local Board and representatives of business and labor organizations to submit their comments through public notice in the two local newspapers as of January 28, 2000 to February 27, 2000, as well as a public hearing scheduled for February 8, 2000 at 10:00 AM in Room 3A of the One-Stop Career Center in Canton, New York. We also scheduled a formal plan review by the local Workforce Investment Board on January 26, 2000. The Partnership Planning Committee to the Local Board for plan development and review has been meeting monthly. The two most recent meetings were held on January 28, 2000 and February 4, 2000. Final plan review by the Local Board will be held on February 23, 2000, then submitted to the New York State Department of Labor on February 28, 2000.*

- b. Attach a copy of a certification of publication for each public notice published. **ALSO** attach a list showing dates and locations of public hearings held. These attachments should be labeled “**ATTACHMENT A**” and inserted in Section V of the Plan.
- c. Respond here to comments received from the public during the 30-day review period. Indicate how the Local Area is dealing with any expressed concerns.
- d. Attach a copy of all comments received which were in disagreement with the plan. These attachments should be labeled “**ATTACHMENT B**” and inserted in Section V of the plan.

## II. LOCAL AREA GOVERNANCE

### A. ROLES, RESPONSIBILITIES, RELATIONSHIPS

#### 1. Chief Local Elected Official(s)

- a. Describe the role of the Chief Local Elected Official(s) in the governance and implementation of WIA in the Local Area (including oversight responsibilities).

*The Chief Local Elected Official (CLEO) in the local area will serve as the local grant recipient and shall be liable for any misuse of the grant funds allocated to the local area. The CLEO may designate an entity to serve as a local fiscal agent – in this case the CLEO has designated the St. Lawrence County Office of Economic Development as such. The CLEO shall disburse funds for workforce investment activities at the direction of the Local Board, and the CLEO may employ staff. The CLEO, in partnership with the Local Board, shall conduct oversight with respect to local programs authorized under section 129 and 134 of the Workforce Investment Act, and the One-Stop delivery system in the local area. The CLEO and the Local Board shall negotiate and reach agreement on local performance measures as described in section 136(c) of WIA with the Governor. The CLEO, in cooperation with the Local Board, shall establish as a subgroup within each local board, a Youth Council for the local area. To ensure the highest levels of cooperation and coordination, the St. Lawrence County Administrator will be a member of the local Workforce Investment Board.*

- b. Describe the collaborative process for decision making by Chief Local Elected Officials if the Local Area consists of more than one unit of local government.

*Not applicable*

- c. For a Local Area with more than one unit of local government, attach a copy of the agreement between the Chief Local Elected Officials concerning Workforce Investment Act governance. This attachment should be labeled “**ATTACHMENT C**” and inserted in Section V of the plan. If not applicable, insert a page so indicating (labeled “**Attachment C**”).

*Not applicable – See Attachment C*

- d. Describe the relationship between the Chief Local Elected Official(s) and the Local Board.

*The relationship between the Chief Local Elected Official and the Local Board is one of governing and oversight of the local Workforce Investment System. The CLEO appoints the members to the Local Board. The CLEO and the Local Board will enter into a Workforce Investment Act Operational Agreement which will define in more detail this obligation and responsibilities of each party. The CLEO approves the local Plan. The CLEO designates, certifies or terminates One-Stop operators on*

*recommendation of the Local Board. The CLEO approves the Local Board's budget. The Local Board in cooperation with the CLEO, appoints members of the Youth Council. The CLEO and the Local Board develop MOUs with partners.*

- e. Describe the process used by Chief Local Elected Official(s) to solicit and select members of the Local Board.

*The Chief Local Elected Official (CLEO) solicits nominations for private sector membership to the Local Board from the St. Lawrence County Chamber of Commerce, local Chambers of Commerce, other business organizations and business trade associations. Public sector membership to the Local Board is solicited by the CLEO based on required membership needs from nominations made by local educational entities, labor organizations, CBO's, economic development agencies, each of the One-Stop partners and may include the individuals or representative of entities as the CLEO may determine to be appropriate. Said nominations are brought to the full Board for approval.*

- f. **EITHER:**

- (1) Attach a copy of the agreement between the Local Board and the Chief Local Elected Official(s).

This attachment should be labeled “**ATTACHMENT D**” and inserted in Section V of the Plan.

**OR:**

- (2) Attach a statement (as a temporary “**Attachment D**”) describing the process by which a Local Board/Chief Local Elected Official Agreement will be developed; list the key issues to be included in said agreement, and indicate the date by which a signed copy of the agreement will be submitted to the State for inclusion in the plan. Please note that funds can not be released in the absence of a Local Board/Chief Local Elected Official Agreement.

- g. Inasmuch as the federal regulations encourage inclusion of local TANF (Temporary Assistance to Needy Families) agencies as an optional local One-Stop partner, please indicate, how/if the local TANF agency will be involved in the local One Stop system.

*The local TANF agency is and has been involved in the local One-Stop system. Their Employment Unit is co-located at the One-Stop Full Franchise Career Center and its affiliate sites throughout the County. The Commissioner of the St. Lawrence County Department of Social Services is a member of the Workforce Investment Board and actively participates in the partnership agency committee of the Workforce Investment Board.*

## 2. LOCAL WORKFORCE INVESTMENT BOARD (LOCAL BOARD)

- a. Describe the process for convening and organizing the Local Board.

*The Local Board approves a meeting schedule at the beginning of the calendar year and has established the fourth Wednesday of the month as the meeting date. The chairman, or a group of members as provided by the by-laws, may call additional meetings as necessary. The Chairman appoints members to committees. Organization of the Board is provided through its committees and the vision of the Board Chairman. The Office of Economic Development, designated as staff to the Board, provides services to the Board as needed and requested by the Board.*

- b. Describe the role of the Local Board in:

- (1) developing and submitting the Local Plan

- (a) this year

*The staff to the Board is tasked to write a draft Local Plan and present it to the Board for their review, correction and final approval in partnership with the CLEO.*

- (b) future years

*It is anticipated that the above stated process will remain for future years. The Board will conduct a yearly review of the plan based upon customer input and make modifications as necessary.*

- (2) selecting One-Stop operators

*The Local Board recommended a consortium of partners to the Board of Legislators in the form of a legislative resolution. These and other entities met over a period of months to clearly define the roles of each agency in the Partnership and establish goals for the One-Stop Operation.*

- (3) selecting providers of youth activities

*The Youth Council, as organized and appointed by the Local Board, in cooperation with the Board of Legislators, will recommend youth service providers using Section 123 of the law, State, and local criteria for selection.*

- (4) identifying eligible providers of training services

*The staff, using Section 122 (b) of the law, and the State list of eligible providers, State supplied criteria, and local criteria as determined by the Local Board, will identify and recommend eligible service providers to the Local Board.*

- (5) identifying eligible providers of intensive services

*The consortium of partners, as One-Stop operators physically located at the only full-service franchise center, by design will be identified as providers of intensive services both on-site and throughout the County. Other agencies and businesses will be identified through customer feedback and need.*

- (6) developing the Local Board's administrative budget

*The staff will develop a draft Administrative budget for review by the Local Board.*

- (7) directing the disbursement of funds by the local Fiscal Agent

*The Local Board will accomplish this task through the passage of general program resolutions at its monthly meetings.*

- (8) soliciting grants and donations

*The Local Board will direct its staff to accomplish this task as availability or need arises, and report back to them about these activities.*

- (9) providing program oversight for:

- (a) youth activities

*This will be done through its cooperation with and oversight of the Youth Council.*

- (b) employment and training activities (under Section 134 of WIA)

*The Local Board through its staff will provide oversight of these activities.*

- (c) One-Stop delivery system (including continuous improvement efforts)

*The partners, who are the appointed operators, are also members of the WIB. In this dual capacity, they will, in cooperation with the staff, create processes to ensure supervision of the system and provide for continuous improvement efforts.*

- (10) negotiating local performance measures

*Using baseline data provided by the State and local data supplied by the System Partners, the Board will, with the State and CLEO, negotiate final performance standards.*

- (11) assisting the Governor in developing the statewide employment statistics system

*The Board has and will continue to implement coordinating processes for the receipt of information from all aspects of the system by the State Department of Labor.*

- (12) coordinating workforce investment activities with economic development strategies and developing other employer linkages

*The County Office of Economic Development's Director is also the Administrative Director of the St. Lawrence County Industrial Development Agency and Executive Director of the Workforce Investment Board ensuring close coordination.*

- (13) promoting the participation of private sector employers in the statewide workforce investment system

*Through promotion of the One-Stop to the private sector, and the use of its Business Services Unit housed at the full franchise Center, the Board has been and will continue to aggressively recruit the private sector into the system.*

- (14) ensuring the effective provision of connecting, brokering and coaching activities to assist employers in meeting hiring needs

*Through marketing, the Business Services Unit, and interactive technology, the WIB plans to accomplish this task.*

- (15) meeting the "Sunshine Provision" of the Workforce Investment Act [Section 117(e) of WIA]

*WIB meetings are advertised each month and open to the public. The procedures, policies, and actions of the Board are a matter of public record and as such are available at any time for review. Formal minutes are taken at every meeting and also are available upon request.*

- c. Describe how the Local Board will be staffed, the functions of the staff and the related reporting structures.

*The Local Board has designated the Office of Economic Development personnel as their staff. The staff will accomplish the functions as outlined in various sections of this plan with oversight by the Board. The staff reports to the Board on a monthly basis at their meetings or upon request.*

- d. Describe the process for dealing with actual and perceived conflicts of interest by Local Board members.

*When an actual or perceived conflict of interest arises within the Board, the Board member will absent himself/herself from decision making and/or voting privileges.*

- e. **EITHER:**

- (1) Attach a copy of the Local Board's By-laws showing date enacted. This attachment should be labeled "ATTACHMENT E" and inserted in Section V of the plan,

**OR:**

- (2) Attach a statement (as a temporary "ATTACHMENT E") describing the process by which the Local Board's By-laws are to be developed; list the key issues to be included and indicate the date by which a signed/dated copy will be submitted to the State for inclusion in the plan.

### **3. YOUTH COUNCIL**

- a. Describe how the Youth Council coordinates and interacts with the Local Board, Chief Local Elected Official(s), and other partners.
- b. Describe how the Youth Council will carry out its functions including recommending eligible providers and conducting oversight, coordinating youth activities, and other appropriate duties.
- c. Discuss how the Youth Council provides leadership to the local youth programming system (ensure business input).
- d. Describe how responsibilities for oversight, monitoring and corrective action for the Local Area's youth programs are addressed by the Youth Council.

*The Youth Council will act in an advisory capacity to the Local Board providing expertise in youth workforce development policy. Members on the Council will be appointed by the Local Board in cooperation with the CLEO and will consist of:*

*Members of the Local Board with special interest or expertise in youth policy; representatives of youth service agencies, including juvenile justice and local law enforcement; representatives of local public housing authorities; parents of eligible youth seeking assistance under WIA Title I; individuals, including former participants and representatives of organizations that have experience in relating to youth activities; and other individuals as the Chair of the Local Board, in cooperation with the Chair of the County Board of Legislators, determines to be appropriate.*

*The Youth Council will elect a Chairperson who will act as their representative to the Local Board. The Council will meet bimonthly or on an as-needed basis. Duties of the Council will be to assist in the development of the Local Plan, regarding those portions related to eligible youth and other duties as determined by the Board or its Chairperson, and set forth in a memorandum of agreement. The Local Board will designate staff to the Council, who will coordinate meeting times and agendas and assist the Council in the completion of their tasks. The Council will undertake a collaborative planning effort for local youth workforce development activities. It will coordinate and recommend to the Board a Youth Development System for the local area.*

*Concern will be shown for employability, post-secondary educational opportunities, community and service learning projects and peer-centered activities as well as skill enhancement of youth to include positive social behaviors and citizenship, decision-making and leadership skills.*

*It will be the goal of the Council to establish a network of collaboration and integration of services to youth that will not only streamline existing available youth services, avoid duplication and create new programs but will initiate and enhance the positive developmental skills of our local youth population. The Council will work to provide solutions to their needs and assist them with avoiding or escaping the effects of barriers or at-risk factors in their lives.*

### III. LOCAL AREA SERVICE DELIVERY STRATEGIES

#### A. ONE-STOP SYSTEM

##### 1. Partners

- a. Discuss the actions that have been taken to establish the local One-Stop system prior to WIA implementation.

*St. Lawrence County, in anticipation of pending WIA legislation regarding workforce development, initiated its own local efforts during the Fall of 1994 when management and line staff of the local human service system created workgroups to address various issues pertinent to said pending legislation. On November 6, 1995, the St. Lawrence County Board of Legislators appointed members of the St. Lawrence County Private Industry Council to the Workforce Development/One-Stop Task Force (Steering Committee) to make recommendations to the Board on an integrated workforce development system.*

- b. Provide a brief description of the One-Stop delivery system in your Local Area including a description of how resources and staffing will be pooled to provide comprehensive services as well as the locations at which services will be provided.

*On February 3, 1997, the St. Lawrence County Board of Legislators passed a resolution designating 101 Main Street, Canton, New York as their locally owned and operated One-Stop Career Center. Member agencies of our local workforce development system received agreement, support and commitment of our local elected officials, public and private entities including community based organizations. Canton's One-Stop Career Center is the Workforce Investment System hub with connectivity to Department of Labor Service Center offices in Gouverneur, Ogdensburg and Massena; with similar capacity at BOCES Access sites in Gouverneur, Ogdensburg, Massena and Norwood. A system-wide partnership was established by the New York State Department of Employment Services, St. Lawrence-Lewis BOCES, St. Lawrence County Department of Social Services, New York State VESID, St. Lawrence County Veterans' Services, St. Lawrence County Office for the Aging, St. Lawrence County Youth Bureau, and St. Lawrence County Office of Economic Development (Title I). Staffing, resources and cost-sharing have been pooled to assure a true system of seamless service and customer assessibility. This has been accomplished by providing multiple levels of service at the One-Stop Career Center and access sites throughout the County.*

- c. Describe the intended roles of the required and optional partner(s) in the One-Stop system. Realizing that partner roles may still be under negotiation, provide, to the extent possible, a broad description of the roles, and the local vision for how the partners will work together to provide services to the customers of the One-Stop system.

*The following are the extended roles of the required partners to provide programs and services in a One-Stop seamless system:*

1. *St. Lawrence County Office of Economic Development – Title I (Workforce Investment System)*
2. *St. Lawrence-Lewis BOCES – Title II (Adult Education and Literacy)*
3. *New York State Department of Labor - Subpart A (Wagner-Peyser)*
4. *New York State VESID – Title IV*
5. *St. Lawrence County Department of Social Services – TANF/WtW*
6. *St. Lawrence County Veterans’ Services – Title I/Subpart A (Wagner-Peyser)*
7. *St. Lawrence County Office for the Aging – SCSEP*
8. *St. Lawrence County Youth Bureau – Youth Council*

*Each required or optional partner has already brought their programs and services to the Workforce Investment System either through co-location or electronic connectivity. Core services are being provided by the New York State Department of Labor and St. Lawrence County Office of Economic Development at both the One-Stop Career Center and affiliate site locations previously mentioned. Intensive services are primarily the responsibility of St. Lawrence-Lewis BOCES, the St. Lawrence County Office of Economic Development, and the St. Lawrence County Department of Social Services. All partners are contributing in the assessment and case management processes – elements of the system. Training services may be provided by partners, and others as necessary. All partners have been designated as the One-Stop operator and because of co-location and electronic connectivity all are working together to provide a seamless system of services to our customers.*

- d. Describe the consultation process between the Chief Local Elected Official(s) and the Local Board in the event additional partners are desired or conflicts arise.

*This is specific to the WIA legislation. If additional partners are desired or conflicts arise between the CLEO and the Local Board as the two principal governing bodies of the local workforce investment system, then each partner is expected to negotiate in good faith, and if resolve can't be reached, then State assistance would be sought. Then, if neither party can reach accord, Federal assistance would be sought with either an agreement being reached by both parties or the partners on the WIB are asked to leave the Board.*

- e. Describe how the One-Stop system will ensure the continuous improvement of eligible providers of services and ensure that such providers meet the employment and training needs of employers, workers, and job seekers in the Local Area.

*The One-Stop system will ensure continuous improvement of eligible providers of services and ensure that such providers meet the employment and training needs of employers, workers, and jobseekers in the local area by defining measures to which participating customers are satisfied with the core, intensive and training services provided by the system service providers; and the employer customer is satisfied with the informational labor exchange and special services provided by the system service providers as well. Satisfaction and performance through a continuous improvement process will be expressed in an objective, quantifiable, and measurable form. Customer satisfaction is both a process of identifying and listening to customers, as*

*well as an outcome for measuring program success. Determining a customer's expectations and satisfaction is an integral part of our continuous improvement strategy.*

## **2. Operator**

- a. Describe the process that was used to select the One-Stop Operator within the Local Area. Identify whether the designation was the result of a competitive selection process or an arrangement between the Local Board and a consortium of at least three of the mandated partners.

*Upon acceptance of the St. Lawrence County Board of Legislators to be designated as a Workforce Investment Area and having instructed its officers and staff to officiate such designation, the Board of Legislators join with the St. Lawrence County Workforce Investment Board in designating a consortium of the following One-Stop partners: St. Lawrence County Office of Economic Development, St. Lawrence-Lewis BOCES, New York State Department of Labor, VESID, St. Lawrence County Department of Social Services, St. Lawrence County Office for the Aging, St. Lawrence County Youth Bureau, and the St. Lawrence County Veterans' Services Department as the One-Stop operators for St. Lawrence County. The aforementioned said designation was an arrangement agreed to by all parties involved and not as a result of a competitive selection process.*

- b. Identify the One-Stop Operator at each site within the Local Area. If the operator has not been selected, identify the process that will be used for selection within the Local Area and the target date for that designation.

*There is only one (1) full-service franchise site in the local Workforce Investment Area located in Canton, New York operated by the One-Stop partners mentioned in 2 (a) above.*

### 3. Access/Referrals

- a. Define what “access” means within your local One-Stop system. Describe how access to appropriate services from each of the partners will be achieved (e.g. telephone or paper referral, technology links, out stationing of staff, cross training of staff, etc.) within your One-Stop system, and through your One-Stop center(s).

*Access within the One-Stop means that every job seeker and employer who contacts any point in the One-Stop system will have complete availability of all services provided by each of the partners: Department of Labor, Office of Economic Development, BOCES, VESID, Department of Social Services, Office for the Aging. It means all partner staff are sufficiently cross-trained allowing this full access to services be achieved. It further means that access is available and provided in (or near) the job seekers' community. There are multi-agency outstations in Ogdensburg, Massena, and Gouverneur, BOCES Tech centers in Norwood and Fowler, Department of Labor and Office of Economic Development outstations in Star Lake, Potsdam, and as needed, other locations. Many of the Neighborhood Centers and public libraries across the County have Job Clubs, and access to One-Stop job listings on a regular basis. The North Country Public Library System now runs the Employment Information System in conjunction with Department of Labor and Office of Economic Development. EIS provides Internet access, America's Job Bank, Labor Market Information, Career Exploration opportunities, and provides evening access to One-Stop information, with sites in Massena, Canton, Potsdam, Ogdensburg and Gouverneur. Within the One-Stop there is a “paper” referral system used for referrals among agencies. Among the outstations/other offices, telephone or fax referrals are routinely used. E-mail is being used for referral and inter-agency communication. There is a system-wide commitment for each agency to refer customers to the appropriate partner agency. The goal is a “seamless” system, where the customer gets no “run around” and doesn't need to be concerned with what agencies are involved in services.*

- b. Describe the process for making referrals and conducting follow-up to determine that appointments are kept and services are provided. What are the guidelines for determining when referrals are appropriate or necessary? Include a description of the case management system. If not centralized, how will the partners determine case management responsibilities?

*Job orders are received by staff at the One-Stop, as well as the Ogdensburg and Massena Department of Labor offices, and by Office of Economic Development Job Developers. All job order information is placed on the WINS system and is available to all One-Stop system staff for appropriate referral. Staff (of all partner agencies) are cross-trained to ensure that referrals to job orders are suitable and may meet employer needs. Follow-up calls are made to employers at appropriate intervals (48 hours, 1 week) to ensure satisfactory service and get feedback on referrals made. Case management will be centralized using the WINS/OSOS system, which facilitates ongoing tracking of both employers and job seekers. Lead case managers will be staff of the partner agency which has primary responsibility for the area of greatest need to the customer. All One-Stop partners will have access to the WINS/OSOS system, and*

*will be able to share case information as needed (and appropriate) in this centralized system. Confidentiality issues will be worked out among all agencies to ensure customer protection. Partners will also work out individual case management responsibilities, where there is customer overlap, to avoid duplication of services.*

- c. How will services be made available within the Local Area to individuals who do not have easy access to a comprehensive One-Stop center?

*Services will be made available County-wide for individuals who do not have easy access in a number of ways. In addition to the existing access centers (Ogdensburg, Massena, Gouverneur, etc.), neighborhood centers, and libraries, One-Stop staff will make arrangements to meet with customers as needed in any location in the County. An example of this is the Newton Falls (paper mill layoff) outreach that has been in operation recently, serving dislocated workers/job seekers, approximately 30 miles from Gouverneur, the nearest regular access point. Such “as needed” outreach stations will be regular part of the One-Stop system. The Internet will be another aspect of making One-Stop services available to job seekers unable to get to one of the access centers. Job information, resumes, other career resources can all be sent via Internet, where a job seeker has Internet access nearby, (i.e. local library, school, home computer, etc.). The One-Stop system works closely with local libraries, providing WDSuite, a statewide job listing program, and other resources. Job seekers are able to access an increasing variety of One-Stop information resources in their local community, and even on their home computer.*

#### **4. Memoranda of Understanding (MOUs)**

- a. As required in *Section 121(c)* of the WIA statute, MOUs must be developed between the Local Board and each of the One-Stop partners concerning the operation of the One-Stop delivery system in the Local Area. A copy of each of these MOUs must be attached, labeled as “**Attachment F**” and inserted in Section V of the Plan.
- b. A copy of the cost allocation plan developed by the Local Board and the One-Stop partners must be included in or attached to each MOU.
- c. MOUs will specify which partners will provide which specific core, intensive and/or support services.

#### **5. Services**

- a. Core

Identify each of the Core Services to be provided through the One-Stop system. Indicate whether these services are informational, self accessed, or staff assisted. Identify to which partner(s) these services are attributable and how coordination among partners will be achieved for those services that are shared. A matrix is an acceptable format to utilize in meeting this requirement.

*The core services provided by the One-Stop Center are essentially:*

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- ✓ to provide up-to-date job listings, civil service listings, and other job information (including WDSuite, America's Job Bank (AJB) jobs, labor market info, and a menu of other One-Stop services);
- ✓ to refer jobseekers, (as appropriate) to local employers, as well as statewide and AJB job referral; to provide employers with accurate jobseeker profiles and other info;
- ✓ to introduce jobseekers to PC programs such as Careerzone and Choices, which are career guidance tools that can be self-accessed.
- ✓ to facilitate the filing of Unemployment Insurance claims
- ✓ to provide access to information on the availability on support services
- ✓ **to assist customers in establishing eligibility for Welfare-to-Work activities available in the local area, as well as programs of financial aid assistance for training and education programs that are not funded under this Act and are also available in the local area.**

*Job information services are primarily provided by Department of Labor staff at the One-Stop Center, the Ogdensburg and Massena Department of Labor offices, and the Gouverneur Access Center. Each of these locations have both paper job listings on bulletin boards/notebook binders, and Job Search PC's available for public use, that have WDSuite, a statewide job listing program with up-to-date job information from Department of Labor offices and One-Stops across New York State. America's Job Bank, as well as other Internet resources are also available. This job information is self-accessed or staff assisted (depending on the customer's needs and abilities). Often such services alternate between self-accessed and staff assisted and are best operated in a "help, as needed" fashion. Many jobseekers will need just a few pointers in WDSuite or AJB/Internet use, for instance. Office of Economic Development, BOCES, and Department of Social Services' employment staff also provide this information service at the One-Stop, and many of the other locations. It can also be accessed at local public libraries, through the North Country Library Employment Information System (EIS), and some community neighborhood centers. Partners have all provided PC's and workspace to facilitate this information exchange at the various locations. Generally, after finding a job through the above services (or WDSuite/AJB), a jobseeker will contact the Department of Labor at any of the above locations in order to actually apply for the job.*

*Job referral, the step of giving the jobseeker the full details of a job and allowing them to actually apply, has been and is currently performed primarily by Department of Labor staff. The plan for fully integrated One-Stop operation is to have all partners fully cross-trained and with complete access to job order information, so that a jobseeker can be assisted by any designated One-Stop staff. The critical issue here is making appropriate referrals to meet employers' needs; and "ownership" of job orders, i.e. who is responsible to the employer for quality of referrals. These issues are being addressed by the One-Stop partners, so that both employers and jobseekers can be served in the most effective way possible.*

*Workshops and jobclubs, at the "core" service level, are conducted primarily by Department of Labor or Office of Economic Development staff. Other partner staff often contribute, and regularly refer customers to them.*

*Jobclubs are conducted regularly all over the county by Office of Economic Development and Department of Social Services' employment counselors. Jobclubs often include a variety of jobseekers including Veterans, Welfare-to-Work customers, Dislocated Workers, etc. The jobseekers themselves are often a great resource in these*

*jobclubs. They routinely assist each other in PC use, internet use, and all aspects of job search. With continuous cross training, a mix of One-Stop staff are providing such workshops on an ongoing basis at all One-Stop system locations, including outstations, “as needed” arrangements for layoffs, or other special circumstances. In addition to the regular (where jobseekers sign up ahead of time) workshops and jobclubs, the plan is to provide “walk in” workshops at various times during the week (posted in local paper, library, etc) at the One-Stop (and outstations as desirable) to enhance access to this service. For instance, every Tuesday at 10:00 AM there might be an LMI writing workshop at the One-Stop, so that any jobseeker could show up and participate. Jobseekers are able to contact the One-Stop system at any location, and can either participate in or sign up for any of the above workshops or jobclubs.*

*Careerzone and Choices are career guidance PC/Internet programs that are available at the One-Stop Center, and some of the outstations. They can be self-accessed, with a little help in most cases. Introducing jobseekers to these programs can readily lead to intensive services, but should be mentioned here, as they are available as core services.*

#### b. Intensive

Identify each of the Intensive Services that will be made available through the One-Stop system. Indicate the partner(s) to which these services are attributable. A matrix is an acceptable format to utilize in meeting this requirement.

*Intensive services provided within the St. Lawrence County One-Stop system will be at a minimum as outlined in the Act. However, through customer feedback these services will not only be improved, but expanded as well. How an agency staff person provides the intensive services will be determined to a large extent by the customer and his/her point of entry into the system.*

- ✓ *Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers are to include:
 
  - a. *diagnostic testing and other assessment tools, when deemed necessary for proper employment counseling of the customer (VESID, BOCES, and local mental health and substance abuse professionals will be the primary source of this service)*
  - b. *in-depth interviewing and evaluation to identify employment skills and barriers with use of individual counseling and use of available Interest and Skills Inventories (Employment counselors from the Office of Economic Development, Department of Labor, Department of Social Services, Youth Bureau, and Office for the Aging will be the primary source of this service).**
- ✓ *Development of an Individual Service Strategy to include employment and career goals, customer plan to satisfy support service needs, timelines for achievement of objectives, spectrum of services and agencies involved in the plan. (The agencies listed in item b above will primarily deliver this service.)*
- ✓ *Group counseling/facilitation is seen as a major service in that it provides individuals to share and problem solve with each other from an involved “been there, done that” perspective. (The agencies listed in a and b above will primarily deliver this service as well as the County’s Veterans’ Services agency.)*

- ✓ *Case management for customers seeking training will be done by staff from any one or more of the partners, depending on the individual person's life situation and point of access. This at a minimum will include proactive facilitation and advisement to promote informed choice.*
- ✓ *Short term prevocational training services to include: communication skills, interviewing skills with resume and cover letter creation, personal maintenance skills (time management, money management, etc.), personal and career exploration, and college preparation workshop. These services will primarily be delivered by the Department of Labor, Office of Economic Development, and BOCES staff.*
- ✓ *Essential computer skills for the workplace.*

For those Adult and Dislocated Worker funded intensive services not being provided directly by the One-Stop operator, describe the procedure for procurement of these providers in accordance with *Section 134(d)(3)(B)(ii)* of WIA.

*Addressed in first paragraph of previous addressment.*

### c. Training

Define each of the training services that will be made available through the One-Stop system.

*The following training services will be made available through the One-Stop system. These services may be expanded in response to customer feedback and need.*

1. *Occupational skills training is formal training, as noted in the customer's ISS, needed to obtain employment and career goals. The training services will be expanded in response to customer feedback and need, as long as the availability of funds exists. This training is normally provided in a classroom setting, and may include training in the following areas: Health Occupations (RN, LPN, Nurse Aide, Radiology, etc.); Construction (Electrical, Carpentry, Plumbing and Heating, etc.); Other One-year Certificate or Two-year Vocational Degree programs in demand occupations leading to the obtaining of a customer's expressed employment or career goal.*

*Secondary education for youth with all its pre-requisites within WIA will also be provided.*

2. *On-the-job training is a hire first, subsidized employment generating program. The customer uses his/her OJT eligibility as a tool to seek and gain employment.*
3. *Apprenticeship and Cooperative Education programs are programs where the customer's educational classes are contextualized for their specific job.*
4. *Private sector training programs that include, but are not limited to the following: Dining services training (kitchen aide, food preparation, etc.); Tractor trailer driver; Hazardous Waste Management; Forklift Operator; Construction trades;*

*and Wood Harvesting and Tree Service.*

5. *Incumbent workers are seen as prime candidates for skills upgrading and retraining as well as others who may enter the system. This type of training will come in response to employer need and individual customer need. The training may come in many varied areas due to this type of reactive strategy. Many phases of computer training (beginner, intermediate, advanced) will be offered due to present demand for such training.*
6. *Entrepreneurial training is now and will continue to be available in collaboration with the Small Business Development Center at SUNY Canton.*
7. *Adult literacy and education are presently offered within the One-Stop system at the Center and a few of the satellite centers. This is accomplished by providing access to ABE, GED, GRASP, and EDP programs. Access to the Literacy Volunteer program is also available.*
8. *Customized employer-specific or industry-specific training when a commitment to hire is obtained. Being of a reactive nature, this type of training will be offered on an as-needed basis. Customized training is seen as an economic development tool, which often times results in a win-win situation for both employer and individual customer.*

Describe how the Local Board will maximize customer choice in the selection of training activities.

*The Local Board will make available in written form the State's list of eligible providers and Local Board additions to the list. Information on performance and cost for providers on the State list will be provided by the State and the Local Board will use State criteria in reporting this information for additional training providers.*

Describe the process used by the Local Board to include providers on the eligible provider list for training services (application procedure). Discuss the process for maintaining and making available the eligible provider list.

*The Local Board will use criteria supplied by the State for its application to become a provider and designation of eligible training providers. As stated previously, the Local Board will provide the list in written form to post at Centers, and will provide the information to the system's counselors on an as-needed basis. The list will be updated yearly at a minimum, and certainly as providers are added or deleted.*

Describe the information included in the consumer reports on eligible providers for the Local Area. Indicate any additional, verifiable, program specific performance information being required by the Local Board.

*The Local Board plans to use the format supplied by the State in consumer reports of its State-designated training providers. Any additional information will be specific for the trainer and the program offered, and negotiated through the RFP process.*

d. Individual Training Accounts (ITAs)

Provide a description of the locally developed ITA system including any limitation (dollar amount, duration, etc.) to be placed on the ITA.

Provide a description of any policy and/or procedures established to ensure that any exception to the use of ITAs is consistent with the exceptions contained in WIA at *Section 134(d)(4)(G)(ii)*.

Provide a description of any policy or procedures, in place or to be developed, to be used to competitively award grants and contracts for training activities and services other than ITAs, and the estimated level of use.

Provide a description of the payment arrangements between the Local Board and the eligible providers of training services for ITAs.

*Training services provided to eligible customers shall be provided in a manner that maximizes customer choice in the selection of an eligible provider of such services. Such training services shall be provided through the use of Individual Training Accounts (ITAs) and shall be provided to eligible individuals through the one-stop delivery system. Transition to the new WIA, ITAs from our present individual referral voucher system should flow quite smoothly. (Pending State procedures forthcoming.) The Local Board does not anticipate having to contract for services in lieu of an Individual Training Account. It feels there will be a sufficient number of eligible providers from the State list to warrant ITA usage. Should any exception arise, Section 134 (d)(4)(G) ii will be followed. Payment arrangements between the Local Board and the eligible providers of training services for ITAs is initiated by the WIA customer who has been issued an ITA voucher and presents it to the eligible provider for service. Said voucher verifies the customer's eligibility and approval to participate in their training program. The eligible provider must provide the One-Stop system with the student's line item budget (to include all tuition, fixed fees, and book costs), and a financial aid award letter showing all Federal Title IV and State grant in aid or loans to be received by the student (PELL, TAP, SEOG, HEOP, TRA, etc.). The ITA voucher certifies the One-Stop system will cover only the cost of tuition, mandatory fees, materials, supplies, equipment and required books for the course of study in which the student is to be enrolled.*

e. Support Services

Define each of the Support Services that will be made available through the One-Stop system (e.g. transportation, childcare, needs related payments, etc.). Identify which partners will provide which services.

*Funds allocated to the local area for adults and dislocated workers will, in part, be used for supportive services to enable individuals to participate in programs and activities authorized under the core, intensive, or training service provisions of the law. Supportive services will include, but are not limited to, the following: transportation*

*assistance to and from training or service activity; child care assistance per hour/child while participating in training or service activity; housing for out-of-county training or service activity at fair market value; and needs-related payments/Section 134(e)(3). The Local Board, in consultation with the One-Stop partners (See Section III, 1.) and other community service providers will coordinate resources, referral and payment for such services when they are not otherwise available from other sources. Information about the availability of supportive services in the local area, as well as referral to such activities, is one of the core services available to adults and dislocated workers through the one-stop delivery system.*

*Supportive services for youth for transportation, child care and housing needs are the same as previously mentioned above. Additional services authorized can include linkages to community services, referrals to medical services and assistance with uniforms or other work attire, and work-related tool costs. Supportive services for youth are one (1) of the ten (10) required program elements of the local youth program under WIA.*

## B. CUSTOMER SERVICE STRATEGY

### 1. Business

There is an increasing awareness of the importance of the business community as customers in the workforce investment system. Provide a general description of how services will be delivered to businesses in the Local Area as they relate to the following:

- a. Incumbent Worker Training - While there is not a statutory requirement for services to this population, New York State has placed a special emphasis on incumbent workers. Describe what services will be provided to current employees of local businesses (i.e., skills upgrade, retention etc.).

*Training for incumbent workers will be offered in basic computer skills and seminars on retaining employment. Referral of incumbent workers to appropriate post-secondary night classes will be available throughout the One-Stop system. Employer representatives from partner agencies may market incumbent worker training opportunities.*

- b. Recruitment - Describe the services available to businesses in recruitment of new employees. List all services available including those that go beyond the normal job posting, matching and referral procedures.

*The System's One-Stop Center and affiliate site locations are equipped to provide on-site recruitment space and support to employers. When requested, intensive screening, including documentation of required credentials, licenses and experience is provided by One-Stop staff on behalf of the recruiting employer. One-Stops will gather required information, deliver such information to employers, set up individual or group interview sessions on behalf of the employer, provide post-hire training seminars as desired by the employer and provide job coaching assistance as requested by the employer.*

- c. Labor Market Information(LMI) - List the resources available to provide LMI to local businesses based on their needs as listed in Section I(B), "Employer Needs."

*Available through the Department of Labor and through St. Lawrence County Office of Economic Development. Prevailing wages, data on local industries, availability of workers in various occupations and more, is available to employers.*

- d. Other Business Services - List any other services to businesses and a description of how those services will be delivered.

*Self-Employment Assistance Program is available to Dislocated Workers who are profiled as likely to exhaust Unemployment Insurance benefits. One-Stop partners liaison with Small Business Development Centers to provide business counseling to employers. Occupational Analysts are available to employer through the One-Stop to address Human Resources management concerns. Series of employer seminars such as Wage Tax Credit Programs and UI reform have been held in St. Lawrence and*

*neighboring counties through the Job Service Employers Committees, Gateways to Careers, Tech-Prep, Report Card Pride and other School-to-Work initiatives in St. Lawrence County are coordinated by One-Stop partners and provide employers the opportunity to have direct involvement in the education of our youngsters.*

## **2. Job Seekers**

Provide a description of the adult worker employment and training activities to be made available in the Local Area. This description should indicate how the proposed activities will help meet the goals and needs identified in Section I, Local Vision and Goals. The service activities provided must be consistent with those described in Section III(A)(5), One-Stop System Services. Also, provide planned registrants by level of service (core, intensive, and training). How will technology be used to enhance service delivery?

*Adult worker employment and training activities to be made available in the Local Area to meet the goals and needs identified in Section I “Vision and Goals,” as well as service activities which must be consistent with Section III (A)(5), One-Stop System Services beyond the core, intensive, training and supportive services previously addressed are: customized screening and referral of qualified participants in training services to employment; and customized employment related services to employers on a fee-for-service basis that are in addition to labor exchange services available to employers under the Wagner-Peyser Act. Planned level of registrations by level of service: Core – 322; Intensive – 242; Training – 97.*

*Technology is being used in numerous ways to provide core and intensive services throughout the One-Stop system. Within core services, the whole job information system (WINS) is PC based, with the information coming through the Department of Labor Intranet. Many of the other resources we make available (WDSuite, AJB/ATB, CareerZone) are accessed through the internet (World Wide Web) and are made available at all One-Stop system locations. The entire job referral/placement system is PC based, as well as reporting (performance tracking) systems, employer job order processing, and general communications (internal and with customers). Intensive services are increasingly technology based. Activities and workshops at the One-Stop include an ever greater proportion of PC and Web based resources, such as AJB, New York State Department of Labor page, and CareerZone information. The One-Stop and the satellite locations will be relying more and more on direct internet connections with employers, colleges and other continuing education facilities, and other One-Stop Centers across the State and country. The new “OSOS/WINS” case management tool will be facilitating all One-Stop case management and information management/reporting used throughout the system.*

## **3. Dislocated Workers**

Provide a description of the dislocated worker employment and training activities to be made available in the Local Area. This description should indicate how the proposed activities will help meet the goals and needs identified in Section I, Local Vision and Goals. The service activities provided must be consistent with those described in Section III( A)(5), One-Stop System Services. Also, provide planned registrants by level of service (core, intensive, and training).

*As indicated in the above addressment on Adult Job Seekers and in meeting the goals and needs identified in Section I, “Vision and Goals,” as well as service activities which must be consistent with Section III (A)(5), One-Stop system services beyond core, intensive, training and supportive services; the Local Board desires that these services be provided to dislocated workers as well. Planned level of registrants by level of service: Core – 335; Intensive – 251; Training – 100.*

- a. Rapid Response - Provide a description of how the Local Board expects to coordinate local activities with statewide rapid response activities.

*The Local Board expects to coordinate local activities with statewide rapid response/ Subpart C Section 665.300 of WIA. The Local Board concurs with the State that early intervention for dislocated workers, if provided in a comprehensive and systematic manner through collaboration between the State, One-Stop partners and other applicable entities is critical to enabling workers to minimize the duration of unemployment following layoff. The processes are in place that allow for core, intensive and training services to be an integral part of rapid response/ Section 665.310 and 665.320. Linkage to NAFTA-TAA is another important feature of the One-Stop delivery system/ Section 665.330.*

#### **4. Youth**

Describe the Local Area’s strategy for providing comprehensive services to eligible youth and indicate how those services will meet the goals and needs identified in Section I, “Local Vision and Goals.” Your description of youth activities should include descriptions of:

- a. key design components of the youth program (i.e., objective assessment, linkages, preparation for post secondary educational opportunities)
- b. incorporation of the ten required youth program elements (i.e., tutoring, study skills training; alternative secondary school offerings; paid and unpaid work experiences; occupational skills training; supportive services; etc.)
- c. means by which successful providers of these youth activities will be identified by the Local Board
- d. mechanisms for coordinating the youth program with other youth programs
- e. criteria used by the Local Board in awarding grants for youth activities
- f. number of planned enrollments by service type (i.e., summer, year-round, in school, out-of-school)
- g. established links with adult services to assure smooth transitioning of older youth to adult services
- h. plans to assure compliance with the statutory 30 percent expenditure requirement for out-of-school youth.

*Comprehensive services will be provided to eligible youth that will enhance their skill levels and employability. Upon registering for services each youth will be provided a full array of applicable services available through the local system. An objective assessment will be conducted that will review the academic and occupational skill levels as well as the service needs of each youth. Upon completion of the initial assessment an Individual*

*Service Strategy will be developed identifying a career goal and consideration of the assessment results.*

*The Strategy will outline a developmental plan to address the needs of the customer and will provide a plan for the following: preparation for post secondary educational opportunities; linkages between academic and occupational learning; preparation for employment; and effective connections to intermediary organizations that provide links to the job market and employers. Referrals will be made to address the objectives and goals of the plan. Linkages for program referrals will be made with other agencies and programs to foster the participation of local eligible youth. Customer referrals will be sought from: Secondary school systems; BOCES occupational training programs; Alternative education programs; Probation/Criminal Justice Departments; Children and Family Services of DSS; Local Public Housing Authorities; County Youth Bureau; NY State VESID Office; NY State Department of Labor; and other public and private referral sources.*

*Youth not meeting program eligibility or enrollment guidelines will be referred either for further assessment or to programs or services outside WIA Title I programs that can address their needs.*

*Program elements that will be offered to participants may include one or more of the following elements:*

- 1. Tutoring, study skills training, and instruction leading to secondary school completion, including drop out prevention strategies;*
- 2. Alternative secondary school offerings;*
- 3. Summer employment opportunities directly linked to academic and occupational learning;*
- 4. Paid and unpaid work experiences, including internships and job shadowing within either the public or private sector;*
- 5. Occupational skill training;*
- 6. Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, team work and other activities designed to enhance the developmental skills of youth;*
- 7. Supportive services that may include:*
  - A. Linkages to community services;*
  - B. Assistance with transportation costs;*
  - C. Assistance with child care and dependent care costs;*
  - D. Assistance with housing costs;*
  - E. Referrals to medical services;*
  - F. Assistance with uniforms or other appropriate work attire and work related tool costs.*
- 8. Adult mentoring for a duration of at least 12 months after program participation;*

9. *Follow up services that may include:*
  - A. *Leadership development and supportive services;*
  - B. *Regular contact with a youth participant's employer, including assistance in addressing arising work related problems;*
  - C. *Assistance in securing better paying jobs, career development and further education;*
  - D. *Work related peer support groups;*
  - E. *Adult mentoring;*
  - F. *Tracking the progress of youth in employment after training.*

*All youth enrolled into WIA-funded activities will receive follow up services of some form for a minimum duration of 12 months.*

*With the exception of the summer youth program, which will be operated by St. Lawrence County, the grant recipient... all nine other elements of youth programming will be bid out for operation. The Youth Council will receive and screen all bids and will make recommendations to the Workforce Investment Board. The Board will award contracts for services to be provided. The Council/Board will consider each bid for:*

1. *purpose and goal of delivery;*
2. *content and programmatics of operation;*
3. *cost of operation per youth served;*
4. *performance attainment measurements;*
5. *timeliness of operation;*
6. *recording and reporting mechanisms;*
7. *capacity to deliver service.*

*It is the intent of the Council that a system of integration and collaboration will be developed and enhanced between WIA I Youth Programs and existing youth initiatives. It is the desire of the Council through fostering a synergy of effect that the development/employability skills of participating youth will be enhanced to meet the demands of the local economy.*

*Older youth with interest to enroll in full-time post secondary education or who may benefit from other formal training will be referred via One-Stop Career Center to adult programming. Youth may be co-enrolled in youth and adult programming to effect a desirable mix and mingle of services to address the needs identified through the objective assessment and reach the established goals in the individual services strategy. Performance measures will be tracked and reported for each program.*

*The planned enrollments and expenditure levels by service type and In-School (I/S) and Out-of-School (O/S) status may vary in each fiscal year depending on service strategies supported by the Council and recommended to the Board and allocations budgeted.*

*The plan for fiscal year 2000:*

<i>Summer</i>	<i>200 youth</i>	<i>75 O/S</i>	<i>125 I/S</i>
<i>Year Round</i>	<i>75 youth</i>	<i>75 O/S</i>	<i>0 I/S</i>

*Compliance with the 30 percent expenditure requirement for out-of-school youth will be addressed by limiting the number of in-school youth accessing the summer program and conducting year round programming for out-of-school youth only.*

*The services made available to local youth will be provided as directed by the Workforce Investment Act of 1998 PL105-220 and the Department of Labor Interim Final Rule.*

## **C. ACCOUNTABILITY**

### **1. Reporting and Record Keeping**

- a. Identify the systems that will be used to capture required reporting information, assure accurate tracking, maintain individual training plan records, and provide overall case management.

*The OSOS (One-Stop Operating System) will be used to capture required reporting information, assure accurate tracking, maintain individual training plan records, and provide overall case management.*

- b. Describe how information will be shared among partners.

*The OSOS software will be loaded on a central network server, allowing all partners at the One-Stop System to have access to the information that they will need to serve the customers.*

- c. Discuss record availability to the public, standardization, confidentiality, and retention.

*Record availability will only be for those people who have registered on the system. For confidentiality, customers will be only able to access their own records. Staff will have limited access to records, depending on the service they are providing the customer. The OSOS software provides for a standardized collection of data, while allowing operating flexibility for the One-Stop partners*

### **2. Monitoring**

- a. Describe systems to ensure solid oversight and monitoring of administrative and programmatic systems and activities.

*St. Lawrence County, as the grant recipient, must continuously monitor grant-supported activities in accordance with the uniform administrative requirements at 29CFR parts 95 and 97, as applicable, including the cost principals indicated at 29CFR 97.22(b) or 29CFR 95.27, for all entities receiving WIA Title I Funds. The Local Board will conduct regular oversight and monitoring of its WIA activities and those of its subrecipients and contractors: (1) to determine that expenditures have been made against the cost categories and within the cost limitations specified in the Act and regulations; (2) compliance with the Department of Labor uniform administrative requirements; and (3) to ensure that program quality and outcomes meet the objectives of the Act and regulations. This includes the provision of services by One-Stop Centers,*

*eligible providers of training services, and eligible providers of youth activities and performance standards.*

- b. Describe oversight and monitoring roles and responsibilities, (both internal and with service providers) including areas such as documentation, regular evaluation of data and systems, appropriate policies and procedures, customer feedback evaluation, corrective actions and dealing with non-compliance.

*As fiscal agent and designated staff to the Local Board, the St. Lawrence County Office of Economic Development will have the oversight and monitoring responsibilities (both internal and with service providers) to include the areas of documentation, regular evaluation of data and systems, appropriate policies and procedures, customer feedback evaluation, corrective actions and dealing with non-compliance./ Part 667 Subpart A-H*

### **3. Procurement**

- a. Describe the Local Area's procurement process for any administrative or customer services or training not covered by Individual Training Accounts.

*The procurement process for administrative or customer services or training not covered by the Individual Training Accounts (ITAs) will be granted by contract when one of the following applies:*

- ✓ *The services provided are on-the-job (OJT) or Customized Training.*
- ✓ *When the Local Board determines that there are an insufficient number of eligible providers in the local area to accomplish the purpose of a system of ITAs, the Local Board will offer by Legal Notice, along with commercial advertisement a Notice of Solicitation of Proposals for Training. It will be stated in the Legal Notice and advertisement, interested providers will have 30 days to respond with a Request for Proposal.*
- ✓ *Upon determination by the local Board that there is a training services program of demonstrated effectiveness offered in the area by a community based organization (CBO) or another private organization. The CBO or private organization must meet the following criteria set forth by the Local Board:*
  - a. *Financial stability of the organization*
  - b. *Demonstrate performance measures by:*
    1. *Program completion rate*
    2. *Skills attainment*
    3. *Certificate or degrees granted upon completion*
    4. *Placement in unsubsidized employment upon completion*
    5. *Retention in unsubsidized employment for at least 9 months*
  - c. *The organization must provide a mix of employability development, training, and supportive services to the Local Board's customers. The organization will insure that all manpower and related services are best suited to develop job skills reasonably related to both the employment (occupational demand) and the needs of the target population.*
  - d. *The Local Board will recruit, screen, and select customers for*

*training who are low income, that face multiple barriers to employment, and are included in one or more of the following categories:*

- 1. Individuals with substantial language or cultural barriers*
- 2. Offenders*
- 3. Homeless individuals, and*
- 4. Other hard-to-serve populations as defined by the Governor.*

#### **4. Fiscal Checks and Balances**

- a. Describe systems that ensure fiscal control and timely accountability (both internally and externally).

*The One-Stop system has established procedures for fiscal control (including procurement, monitoring and management information), accounting, audit and debt collection to assure the proper accounting for funds under WIA per OMB Circulars A-21, A-87, and A-122.*

*The County's computer system (all payments are made using this system) has levels of access depending on the staff person's status. All payments are approved for payment by the Director of the St. Lawrence County Office of Economic Development for Title I expenditures, followed by authorization of payment by the Board of Legislators, and finally the County Treasurer makes payment. Each office has their own procedure of checks and balances in place for processing payments.*

*The Local Board will issue to the State, Financial Reports no less than 45 days after the end of each quarter, unless otherwise specified by the State. The One-Stop Title I Fiscal Unit will issue a monthly financial report for the One-Stop staff to check spending and percentage levels.*

*These reports will be used by the Local Board to check Administrative and Programmatic expenses against their cost category limits of percentages. Also, the reports will be used to determine the Balances and Funding available.*

**5. Performance Standards \***

- a. Provide negotiated levels of performance for the Local Area on each of the performance measures in the table below.
- b. Discuss goals and planned capacity building for continuous improvement of eligible service providers and the One-Stop system.\*\*

<u>Performance Measure</u>	<u>Negotiated Level of Performance</u>
<b>Adult</b>	
Entered Employment Rate	<u>70%</u>
Employment Retention Rate	<u>65%</u>
Average Earnings Gain	<u>2,900</u>
Credential Attainment Rate	<u>5%</u>
<b>Dislocated Workers</b>	
Entered Employment Rate	<u>76%</u>
Employment Retention Rate	<u>75%</u>
Earnings Replacement Rate	<u>80%</u>
Credential Attainment Rate	<u>5%</u>
<b>Older Youth (19-21)</b>	
Entered Employment Rate	<u>45%</u>
Employment Retention Rate	<u>50%</u>
Average Earnings Gain	<u>1,200</u>
Credential Attainment Rate	<u>5%</u>
<b>Youth</b>	
Skill Attainment Rate	<u>66%</u>
HS Diploma/GED Attainment Rate	<u>40%</u>
Placement and Retention Rate	<u>40%</u>
<b>Customer Satisfaction</b>	
Customer Satisfaction Score of Employers	<u>80.0</u>
Customer Satisfaction Score of Participants	<u>70.0</u>

*\* These measures have yet to be negotiated at the local level(Section 136 (c) (2)). Thus, where possible, “benchmark” measures, supplied by NYSDOL have been used. However, much guidance, negotiation, and work must be done by both the State and Local Board prior to the finalization of Performance Measures for this Workforce Investment Area.*

*\*\* Goals and planned capacity building for continuous improvement of eligible service providers and the one-stop system will be identified post-negotiation of performance standards.*

**IV. IDENTIFICATION, SIGNATURES, COMPLIANCE AND ASSURANCES**

**A. GOVERNMENTAL UNITS, GRANT RECIPIENT AND FISCAL AGENT:**

- List the names of each of the units of general local government (Counties, Cities, etc.) which make up the Local Area and indicate the entity that has been designated as the Grant Recipient under WIA (Title I):

NAME	WIA GRANT RECIPIENT	
	YES	NO
1. St. Lawrence County	X	
2.		
3.		
4.		
5.		
6.		

*A separate signature sheet (IV-C) is required for each unit of government listed.*

- Indicate the entity (if any) designated as the local “**Fiscal Agent**,” to assist in the administration of the grant funds:

N/A  
 \_\_\_\_\_  
 (Name of Entity Designated as Fiscal Agent)

- Indicate the entity (if any) designated as the local “**Grant Subrecipient**” to assist in the administration of the grant funds:

N/A  
 \_\_\_\_\_  
 (Name of Entity Designated as Grant Subrecipient)

**B. SIGNATURE SHEET – WORKFORCE INVESTMENT BOARD  
 COMPREHENSIVE FIVE-YEAR LOCAL PLAN  
 (JULY 1, 2000 – JUNE 30, 2005)**

In compliance with the provisions of the Workforce Investment Act of 1998 (the Act), federal regulations and planning guidelines and instructions developed by the Governor, this Comprehensive Five-Year Local Plan is being submitted jointly by the local Workforce Investment Board and the respective Chief Local Elected Official(s).

By signing below, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as with other applicable state and federal laws, regulation and policies
- affirm that the composition of the local Workforce Investment Board has been certified by the State (or that a corrective action plan to assure timely certification has been approved)
- affirm that the local Workforce Investment Board has participated in the development of this Comprehensive Five-Year Plan and has authorized its submittal jointly with the respective Chief Local Elected Official(s).

<b>(Date)</b>	<b>(Signature of Chair of Local Board)</b>	
<b>Prefix:</b>		
<input checked="" type="checkbox"/> <b>Mr.</b>		
<input type="checkbox"/> <b>Ms.</b>		
<input type="checkbox"/> <b>Other</b> _____	Lynn Blevins	
<b>(specify)</b>	<b>(Typed Name of Chair of Local Board)</b>	
	St. Lawrence County Workforce Investment Board	
	<b>(Name of Local Board)</b>	
	48 Court Street	
	<b>(Mailing Address, part 1)</b>	
	<b>(Mailing Address, part 2)</b>	
Canton	New York	13617
<b>(City)</b>	<b>(State)</b>	<b>(ZIP + 4)</b>
	(315) 379-2283	
	<b>(Phone)</b>	

**C. SIGNATURE SHEET – CHIEF LOCAL ELECTED OFFICIAL  
COMPREHENSIVE FIVE-YEAR LOCAL PLAN  
(JULY 1, 2000 – JUNE 30, 2005)**

In compliance with the provisions of the Workforce Investment Act of 1998 (the Act), federal regulations and planning guidelines and instructions developed by the Governor, this Comprehensive Five-Year Local Plan is being submitted jointly by the local Workforce Investment Board and the respective Chief Local Elected Official(s).

By signing below, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as with other applicable state and federal laws, regulations and policies
- affirm that the Grant Recipient possesses the capacity to fulfill all responsibilities for safeguarding funds received
- affirm that the composition of the local Workforce Investment Board has been certified by the State (or that a corrective action plan to assure timely certification has been approved)
- affirm that the indicated Chair of the local Workforce Investment Board was duly elected by that Board

<b>(Date)</b>	<b>(Signature of Chief Local Elected Official)</b>
<b>Prefix:</b>	
<input checked="" type="checkbox"/> <b>Mr.</b>	
<input type="checkbox"/> <b>Ms.</b>	
<input type="checkbox"/> <b>Other</b>	R. Shawn Gray
<b>(specify)</b>	<b>(Typed Name of Chief Local Elected Official)</b>
Chair	
<b>(Title of Chief Local Elected Official)</b>	
St. Lawrence County Board of Legislators	
<b>(Name of Unit of Local Government)</b>	
48 Court Street	
<b>(Mailing Address, part 1)</b>	
<b>(Mailing Address, part 2)</b>	
Canton	, New York
<b>(City)</b>	13617
<b>(ZIP + 4)</b>	

**NOTE: A separate signature sheet (IV-C) is required for each Chief Local Elected Official.**

**D. ONE-STOP PARTNERS**

Provide the following information (as appropriate) where indicated below:

- Name of organization/entity that represents each respective category/program as a One-Stop partner.
- If MOU is attached, as “**Attachment F**,” check box so indicating.
- If MOU is pending, show date MOU is anticipated to be submitted for inclusion in plan. Please note that Local Plan can not be approved and funds can not be released until all MOUs are signed and submitted.
- If organization/entity is represented by a member on the Local Board, check box so indicating.

<b>CATEGORY</b>	<b>NAME OF ORGANIZATION/ENTITY</b>	<b>MOU ATTACHED</b>	<b>DATE MOU DUE</b>	<b>WIB MEMBER?</b>
<b>WIA Adult Program*</b>	St. Lawrence County Office of Economic Development		4/3/2000	X
<b>WIA Dislocated Worker Program*</b>	St. Lawrence County Office of Economic Development		4/3/2000	X
<b>WIA Youth Program*</b>	St. Lawrence County Office of Economic Development		4/3/2000	X
<b>Youth Opportunity Grants*</b>	Does not exist in Local Workforce Investment Area			
<b>Job Corps*</b>	Does not exist in Local Workforce Investment Area			
<b>Native American Programs*</b>	Does not exist in Local Workforce Investment Area			
<b>Migrant and Seasonal Farmworker Programs*</b>	Does not exist in Local Workforce Investment Area			
<b>Veterans' Workforce Investment Program II*</b>	Does not exist in Local Workforce Investment Area			
<b>Wagner-Peyser Program (State Employment Service)*</b>	New York State Department of Labor		4/3/2000	X

<b>CATEGORY</b>	<b>NAME OF ORGANIZATION/ENTITY</b>	<b>MOU ATTACHED</b>	<b>DATE MOU DUE</b>	<b>WIB MEMBER?</b>
<b>Adult Education and Literacy Activities*</b>	St. Lawrence-Lewis BOCES		4/3/2000	X
<b>Vocational Rehabilitation Programs Under Title I of the Rehabilitation Act of 1973*</b>	New York State VESID		4/3/2000	X
<b>Welfare-to-Work Grants Program Under Section 403(a)(5) of SSA*</b>	St. Lawrence County Office of Economic Development St. Lawrence County Department of Social Services		4/3/2000	X X
<b>Senior Community Service Employment Program Under Title V of Older Americans Act*</b>	St. Lawrence County Office for the Aging		4/3/2000	X
<b>Post-Secondary Vocational Education Activities Authorized Under The Carl D. Perkins Vocational and Applied Technology Education Act of 1965*</b>	SUNY Canton		4/3/2000	X
<b>Trade Adjustment Assistance and NAFTA Under the Trade Act of 1974*</b>	New York State Department of Labor		4/3/2000	X
<b>Veterans' E&amp;T Services Under Chapter 41 of Title 38, United States Code*</b>	New York State Department of Labor		4/3/2000	X
<b>E&amp;T Services Under Community Services Block Grant Act*</b>	Does not exist in Local Workforce Investment Area			
<b>E&amp;T Activities Under HUD*</b>	Does not exist in Local Workforce Investment Area			
<b>Unemployment Insurance*</b>	New York State Department of Labor		4/3/2000	X
<b>TANF</b>	St. Lawrence County Department of Social Services St. Lawrence County Office of Economic Development		4/3/2000	X X
<b>Other</b>	St. Lawrence County Youth Bureau St. Lawrence County Veterans' Services		4/3/2000 4/3/2000	X X

\*Required if in Local Area. If organization does not exist locally, so indicate.

**E. CERTIFICATION REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG FREE WORKPLACE REQUIREMENTS**

**Background:** Federal regulations require that all Grant Recipients and subrecipients obtain certifications regarding Lobbying, Debarment, Suspension and Drug-free Workplace.

The form, “GM 50 (1-92)” has been provided to accommodate this requirement. Grant Recipients may want to refer to the specific federal regulations cited on the form, prior to signing it.

In order to avoid potential liabilities, the New York State Department of Labor, Grant Recipients for Local Workforce Investment Areas under WIA, and subrecipients must each obtain signed certifications from their prospective sub-tier grantees prior to approving a grant or contract.

**Action:**

1. A copy of form GM50 (1-92) must be signed by the Local Area Grant Recipient and attached to this plan.

This attachment should be labeled “**Attachment G**” and inserted in Section V of the plan.

2. Local Areas must require signed certifications from their respective subrecipients/contractors **and** must retain these certifications for review by authorized representatives of the New York State Department of Labor.

V. **INDEX TO PLAN ATTACHMENTS**

A. Public Hearings and Public Notices

B. Public Comments in Disagreement

*(Please indicate # of responses attached)*   0  

C. Agreement Between Chief Local Elected Officials (if more than one unit of local government is represented in Local Area)

*(Please check if not applicable)* **X**

D. Agreement Between Local Board and Chief Local Elected Official(s)

E. By-laws of Local Board

F. Memoranda of Understanding (Please list below and attach MOUs)

G. Certification Regarding Lobbying, Debarment, etc.

H. Other (Specify)