

Local Board Standards Review Process Update

Local Board Standards Update

January 26, 2010

Timeline for Standards Implementation

- **Local Board Standards adopted by the State Workforce Investment Board – Nov 2007**
- **Local Boards completed self-assessments with respect to adopted standards– Sept 2009**
- **Local Board Chairs Committee convened to develop standards review process – Nov 2009**
- **Process tested in one local area – Spring 2010**
- **Process refined and presented to the State Board for approval - June 2010**
- **Process documents issued for general application – early Summer 2010**
- **Review team training conducted for all potential review team members - Summer 2010**
- **Initial phase of strategic plans review completed - Summer 2010 through early 2011**
- **On-site review schedule drafted (based on availability and readiness) and appropriate review team members aligned (4 each) -June 2010**
- **Review documentation provided to review team members (ten days prior to review)**
- **On site reviews conducted- Summer 2010 – June 2011**
- **On-site reviews results presented to the State Board – late 2010 through Fall 2011**
- **Incentive funds (tied to achieving standards) distributed – Fall 2011**

Guiding Principles of Review Process

- **Local Board Chairs/Members Committee drives the process.**
- **Local Boards are reviewed against the standards not each other.**
- **Local Boards either “meet” or “did not meet” the standards.**
- **“Meets and “Does not meet” determinations will be made at the standard level rather than the subtask level**
- **All standards must be passed to receive a “meets” designation.**
- **All standards are of equal weight.**
- **Review process is primarily focused on continuous improvement.**
- **Expectations of Local Boards are defined and communicated as early and often as possible.**
- **Simplicity rules.**
- **Consistency is maximized throughout the review process.**
- **Process includes opportunities for re-submittal from Local Boards before final action is taken.**
- **Process subject to refinement, primarily through a pilot review, to ensure it is a feasible one.**
- **SWIB is final decision maker on standards reviews. There is no appeal process.**
- **There will be ample opportunity for technical assistance.**

Review Team Key Elements

- **Each review team consists of 4 members – one State Board member and 3 representatives from business, economic development, and education – designated by Local Board Chairs.**
- **Designees form review team pool.**
- **SC Commerce liaison works with pool to schedule team members for site visits.**
- **Maximum of 2 reviews for any team member.**
- **SC Commerce liaison provides logistical support on-site for all reviews and may provide input on consistency but will not participate in decision making.**
- **Review team members will be trained and provided with review manual.**
- **Review team members must agree on recommendation to the State Board.**

I. Strategic Planning

The LWIB has a clear strategic plan that goes beyond meeting minimal WIA metrics.

A. The LWIB has a strategic plan covering at least a five year period that outlines and establishes its goals and actions, and includes:

- **A comprehensive local labor market analysis;**
- **Community input;**
- **Feedback to the community;**
- **Alignment with the SWIB's plan;**
- **Metrics for success;**
- **Elements that address the needs of all businesses – small, medium, and large;**
- **Annual updates, at a minimum, to keep the plan current.**

Strategic Planning (cont'd.)

- B. The LWIB has completed a publicly available and widely disseminated workforce report, which includes an up-to-date analysis of workforce and labor market issues for its area, and has translated the issues into key workforce themes that can be understood by the general public.
- C. The LWIB has sought input on its strategic plan and goals from major stakeholders and has communicated the final plan and goals to them to maintain buy-in.
- D. There is evidence of LWIB collaboration with stakeholders that can help advance the strategic direction.

II. Resource Alignment

The LWIB has aligned with relevant resources such as local workforce, education, economic development programs and initiatives to develop solutions to the unique workforce challenges facing the area.

- A. The LWIB set its strategic direction and mapped relevant local workforce resources against the key workforce challenges identified in the strategic plan.
- B. The LWIB coordinates, aligns, and leverages resources from other partners in the workforce system, as well as local and regional educational institutions; e.g., technical colleges, state universities, private universities, local school boards, and career and technical education programs, that can support its strategic direction.
- C. Non-WIA resources, including private sector, foundation, and other public sources, are leveraged by the LWIB to support local initiatives and strategic direction.

III. Support of a Quality One-Stop System

The LWIB ensures that its South Carolina One-Stop system provides excellent and fully accessible services to both employers and job seekers.

**Note: This is a placeholder standard for now. It will be implemented when the One-Stop chartering criteria and process are in place. There may be changes to these One-Stop standards to align with the One-Stop chartering plan. LWIBs should be taking steps to align their service delivery with their strategic intent, but such actions will not be evaluated until the chartering process is in place and may be done in the context of the chartering process rather than the LWIB standards. The following elements are provided as indicators of actions LWIBs might consider in the interim to be positioned to meet the chartering criteria.*

- A. The South Carolina One-Stop system fits into the LWIB's overall strategic plan to address the area's human capital needs.
- B. The LWIB has successfully chartered all of its South Carolina One-Stop system locations.
- C. The LWIB has fully informed the South Carolina One-Stop system operators of the LWIB priorities; the LWIB monitors the operators on a regular basis to ensure that staff are being educated and trained to fulfill the requirements of the LWIB.

IV. Support for Youth

The LWIB has established a youth strategy that includes an analysis of the needs of the area's youth population in general, aligns with the local labor market analysis and the state's EEDA and K-16 priorities, and has taken action to implement a relevant strategy for youth in the area. Such action may be to act as convener for local stakeholders or to identify a key focus area that will make a measurable difference for all youth or selected segments of the youth population.

- A. The LWIB's Youth Council has a comprehensive strategic plan that aligns with both the LWIB's and the state's strategic plan.
- B. The LWIB Youth Council articulates its youth strategy to local education providers, youth services provider(s), and other potential partners and stakeholders, and has a working plan to advance the strategy in the area.
- C. The LWIB's Youth Council uses the WIA youth funds it oversees to leverage other funding for a wider impact on the local workforce investment area's youth population.

V. LWIB Funding Oversight

The LWIB ensures that local funding decisions reflect the priorities outlined in its strategic plan.

- A. The LWIB is knowledgeable of all options for investing available funds and makes strategic decisions for their use.
- B. The LWIB is involved in the process to allocate available funds, and other monies when appropriate, in accordance with its and the SWIB's strategic direction.
- C. The LWIB receives appropriate feedback on financial investments to ensure its strategic direction is followed and funds are being properly expended.
- D. The LWIB leverages and influences other workforce investment streams outside of funds it controls.

VI. Fiscal and Performance Accountability

The LWIB maintains sound fiscal and performance practices and achieves its required outcomes.

The LWIB has met the following compliance requirements:

- A. Has met the requirement of the common measures.
- B. Has resolved all outstanding audit exceptions and/or other monitoring issues, has a plan in place to resolve them, or has an appropriate appeal in process.