

## Local Board Certification

### Self-Assessment

As part of the process to certify Arizona's LWDBs under WIOA, the Council has developed this self-assessment tool to measure the preparedness of each LWDB for carrying out its duties under the new law. In addition to examining the membership of each board for compliance, the Council expects this self-assessment to be submitted by each LWDB in a timely manner as part of the certification process and criteria. As Arizona advances in implementing WIOA, this tool may be used to show progress future recertification processes.

### Instructions

- Each row represents a responsibility of the LWDB as prescribed by WIOA and state policy.
- On a scale of 1-5, please rate the LWDB's preparedness in performing each duty.
  - 1-not prepared
  - 2-somewhat prepared
  - 3-prepared with some additional development
  - 4-adaquately prepared
  - 5-experienced, knowledgeable and able to fully carry out duty
- Provide evidence of the preparedness level through explanation and data where applicable.
  - o Please provide the data identified in the "Evidence" column by italics.
- The LWDB must approve a final draft of the self-assessment prior to it being sent to the Council.
- Provide assurance that information included in this assessment has been verified.
- The self-assessment is due no later than October 3, 2016 to be eligible for the Council's final certification vote.

*Any questions or concerns should be addressed through Kelsey Jahntz, Manager of the Workforce Arizona Council: [kelseyj@azcommerce.com](mailto:kelseyj@azcommerce.com), 602-845-1241.*

## Local Board Certification

Local Board Responsibilities	1	2	3	4	5	Evidence
<p><b>Local Plan:</b> Develop and submit a collaborative, 4-year local plan for the local area, <i>in partnership with the chief elected official</i> and consistent with WIOA section 108 and the State Unified Plan.</p>			X	X		<p>The MCWDB 2016-2020 local plan was submitted to the State of AZ on 12/5/16 and approved by the WAC on 6/1/17. The plan was adequately prepared. All mandated partners participated directly and the Chief Elected Official participated by proxy. Since the last self-assessment, the foundation for direct Chief Elected Official Involvement is now in place going forward. In addition, the board will engage in further strategic planning on an ongoing basis that may iterate and/or add more clarity for plan execution.</p>
<p><b>Labor Market Analysis:</b> In order to assist in the development and implementation of the local plan, conduct workforce research and regional labor market analysis to include:</p> <p>(a) Analyses and regular updates of economic conditions, needed knowledge and skills, workforce, and workforce development (including education and training) activities to include an analysis of the strengths and weaknesses (including the capacity to provide) of such services to address the identified education and skill needs of the workforce and the employment needs of employers;</p>				X	X	<p>In preparation of the MCWDB 2016-2020 local plan Office of Economic Opportunity provided LMI the Spring of 2016 to develop 2016-2020 local plan and again in 9/2017 as request by the WDB to inform WDB priorities.</p> <p>The MCWDB continues to receive updated labor market data from OEO for ongoing strategic planning. In addition, MCWDB is assessing and using various tools and partnerships to share labor market data (i.e. with LinkedIn, MCCCDC, industry associations, etc.). Finally, MCCCDC had Bart Hobijn, ASU Economics Professor and consultant to BLS and Doug Walls, OEO Economist, present to the Board and partners on “Making Sense on Labor Market Data” at our annual Board Retreat for development.</p> <p>The MCWDB has downgraded upon reflection of more depth on data for specific industries, positions, and skills is needed to continuously improve workforce services to job seekers and employers.</p>

## Local Board Certification

Local Board Responsibilities	1	2	3	4	5	Evidence
(b) Assistance to the Governor in developing the statewide workforce and labor market information system under the Wagner-Peyser Act for the region;	X	X				<p>A presentation by OEO to the MCWDB occurred on August 16, 2017 to build board member awareness on a potential solution from the Workforce Advisory Council and to invite feedback. We have a Wagner-Peyser representative on the MCWDB to keep us informed. The MCWDB overall would like to see a real-time dashboard of labor market statistics including demand and supply by industry sector, positions, and skillset available from the Workforce Arizona Council (WAC) for local area use. We respectfully request more information and opportunities to participate in formulation and development of a solution from the WAC.</p>
(c) Other research, data collection, and analysis related to the workforce needs of the regional economy as the board, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions.		X	X			<ul style="list-style-type: none"> <li>• Board Education, Paul Shannon, OEO Director</li> <li>• Board Education, Ron Painter, NAWB CEO</li> <li>• OEO Convening with DOL</li> <li>• Bart Hobijn ASU Economics Professor</li> <li>• Doug Wall, OEO Economist</li> <li>• .....Robin Project.....</li> </ul> <p>The MCWDB requests technical assistance from the WAC on this topic. As mentioned in (a) of this section, the MCWDB requires more depth on data for specific industries, positions, and skills is needed to continuously improve workforce services to job seekers and employers.</p>

## Local Board Certification

Local Board Responsibilities	1	2	3	4	5	Evidence
<p><b>Convening, Brokering, Leveraging:</b> Convene local workforce development system stakeholders to assist in the development of the local plan under WIOA section 108 and 20 CFR 679.550 and in identifying non-Federal expertise and resources to leverage support for workforce development activities. Such stakeholders may assist the Local Board and standing committees in carrying out, convening, brokering, and leveraging functions at the direction of the Local Board.</p>		X		X		<p>The MCWDB through workgroups played the lead convening role to develop to local plan, the local governance agreement with CEO, Core Partner MOU/IFA, OSO procurement and Adult Education application review.</p> <ul style="list-style-type: none"> <li>• Convening at retreat on partnering with workforce partners for development</li> <li>• Youth Chair and WDB Director attended the CTE Program to explore common needs for workforce development with K-12 CTE education</li> <li>• Board Members are partnering with the community college district to promote apprenticeship opportunities</li> <li>• The Youth Committee is holding meeting at service and training provider sites to educate members and staff on offerings, search for opportunities to enhance connections, etc. Recently, a meeting was held at Rio Salado College, College Bridge Pathways that led to action items to better connect GED graduates to ongoing apprenticeship and career certification programs.</li> <li>• The LWDA has recruited several new members from in-demand industries such as energy, education, IT Security, business/financial services, construction, etc. to continue to enhance connections with employers.</li> <li>• The MCWDB added the OSO with a scope of work that includes additional convening to bridge gaps in and develop new career pathways.</li> </ul>

## Local Board Certification

Local Board Responsibilities	1	2	3	4	5	Evidence
						The MCWDB would like to explore further opportunities through its 2017-2018 strategic planning process to perform mandated functions.
<p><b>Employer Engagement:</b> Lead efforts to engage with a diverse range of employers and other entities in the region in order to:</p> <p>(a) Promote business representation (particularly representatives with optimum policy-making or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the Local Board;</p>				X	X	<p>The MCWDB currently has 10 private industry representatives as of September 20, 2017.</p> <p>In 12/2016 the role of the Nominations Committee shifted to a support role to the Board of Supervisors who assumed WDB recruitment per the updated BOS/WDB Joint Governance Agreement</p> <p>The MCWDB uses labor market data to identify in-demand sectors and then seeks to have board members to represent those industries. This has been a successful model and the LWDA has recruited several new members from in-demand industries such as energy, education, IT Security, business/financial services, construction, etc. to continue to enhance connections with employers.</p> <p>MCWDB Staff and Nomination Committee are responsible for onboarding new appointees and supporting ongoing board member education/engagement to maintain the increased participation.</p>
<p>(b) Develop effective linkages (including the use of intermediaries) with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities;</p>		X	X			The MCWDB utilizes intermediary, Business Services functions from our contracted service providers and core partners, for day to day employer engagement on core workforce development services.

## Local Board Certification

Local Board Responsibilities	1	2	3	4	5	Evidence
						<p>The MCWDB added the OSO with a scope of work that includes additional convening to bridge gaps in and develop new career pathways.</p> <p>The MCWDB will be seeking additional partnership regionally and with the WAC on career pathway availability by industry, position, and skill set vs. demand data/employer needs in our local area to decide where we can best use resources to make the biggest impact for employers and job seekers.</p>
<p>(c) Ensure that workforce investment activities meet the needs of employers and support economic growth in the region by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers;</p>	<p>X</p>	<p>X</p>				<p>The MCWDB receives qualitative reports from service of provider staff on employer engagement.</p> <p>The OSO is currently assessing all services metrics.</p> <p>In conjunction with upcoming strategic, will be working with our OSO, service providers, and other stakeholders to development Business Services metrics that are meaningful gages of our employer engagement activities to ensure this requirement is being met.</p>
<p>(d) Develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships), that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations.</p>		<p>XX</p>				<p>The MCWDB has relied on operational staff for this in the past and would need further development and support to take on this responsibility.</p> <p>Formal guidance and assistance from the state is requested to establish a regional backbone organization(s) with staff to drive, sustain, and continuously improve linkages for each in-demand industry sector and derived career pathway development in Maricopa County.</p>

## Local Board Certification

Local Board Responsibilities	1	2	3	4	5	Evidence
<p><b>Career Pathways Development:</b> With representatives of secondary and post-secondary education programs, lead efforts to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.</p>	X		X			<p>The MCWDB added the OSO with a scope of work that includes additional convening to bridge gaps in and develop new career pathways.</p> <p>The MCWDB has partnered with the Arizona General Contractors Association, Arizona Builders Alliance, DOT, and ADOT to create a Heavy Highway Pre-Apprenticeship Program to meet the skilled labor demands of the booming construction industry.</p> <p>Opportunity Youth Manufacturing Pre-apprenticeship Program</p>
<p><b>Proven and Promising Practices:</b> Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers and jobseekers (including individuals with barriers to employment) in the local workforce system, as well as in providing physical and programmatic accessibility, in accordance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), to the one-stop delivery system.</p> <p>Identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs.</p>	X	X				<p>The MCWDB has been taken through/responded to training on proven and promising practices in the following way:</p> <ul style="list-style-type: none"> <li>• NAWB 2017 Annual Conference Attendance</li> <li>• Workforce Arizona Council WIOA Board Convening Attendance</li> </ul> <p>MCWDB awarded one of three national Kellogg Foundation awards made only to WDBs for 2 Generational Approaches</p> <p>MCWDB recognized by DOL with highest Apprenticeship utilization in the nation for 2016</p> <p>Spoke at Close IT Summit 2017 in Chicago, IL regarding how to better serve the multisided customers of workforce system in partnership with JP Morgan Chase Global Philanthropy, Code for America, Walmart Foundation and Innovate + Educate</p>

## Local Board Certification

Local Board Responsibilities	1	2	3	4	5	Evidence
						Represented the MCWDB as one of six workforce boards at a private October 2017 convening with Google, MIT and NAWB in Boston, MA to discuss strategies to help job seekers understand how lifelong learning is vital to workforce participation
<p><b>Technology:</b> Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers, by:</p> <p>(a) Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;</p>	XX					<p>There has been preliminary comment/conversations that will lead to exploration of technology opportunities through the MCWDB 2017-2018 strategic planning process to perform mandated functions.</p> <p>The MCWDB has relied on operational staff for items (a) – (d) in the past and would need further guidance and support from the state on these matters.</p> <p>There are deficiencies in the state's data system (AJC) that need to be addressed in order for the local workforce areas to accomplish this task.</p>
(b) Facilitating access to services provided through the one-stop delivery system involved, including access in remote areas;	X					The MCWDB will explore technology opportunities through its 2017-2018 strategic planning process to perform mandated functions.
(c) Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and	X					The MCWDB will explore technology opportunities through its 2017-2018 strategic planning process to perform mandated functions.
(d) Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.	X					The MCWDB will explore technology opportunities through its 2017-2018 strategic planning process to perform mandated functions.

## Local Board Certification

Local Board Responsibilities	1	2	3	4	5	Evidence
<p><b>Program Oversight:</b> Provide program oversight, <i>in partnership with the chief elected official</i> for the local area:</p> <p>(a) Conduct oversight of youth workforce investment activities authorized under WIOA section 129(c), adult and dislocated worker employment and training activities under WIOA sections 134 (c) and (d); and the entire one-stop delivery system in the local area; and</p>	<b>X</b>	<b>X – AD/DW</b>	<b>X - Youth</b>			<p>Per the terms and conditions of the 2017-2020 BOS/WDB Joint Governance Agreement this function will be accomplished.</p> <p>The youth committee is actively seeking feedback through a youth performance survey created by the youth performance workgroup from partners, vendors and associated groups through the ETPL.</p> <p>The MCWDB requests technical assistance from the WAC to fully carry out this responsibility.</p>
<p>(b) Ensure the appropriate use and management of the funds provided under WIOA subtitle B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area; and</p>	<b>X</b>	<b>X – AD/DW X – Youth</b>				<p>Per the terms and conditions of the 2017-2020 BOS/WDB Joint Governance Agreement this function will be accomplished.</p> <p>The MCWDB requests technical assistance from the WAC to fully carry out this responsibility.</p>
<p>(c) Ensure the appropriate use management, and investment of funds to maximize performance outcomes under WIOA section 116.</p>	<b>X</b>	<b>X</b>				<p>Movement has resulted/been made by 2017-2020 BOS/WDB Joint Governance Agreement.</p> <p>Per the terms and conditions of the 2017-2020 BOS/WDB Joint Governance Agreement this function will be accomplished.</p> <p>The MCWDB requests technical assistance from the WAC to fully carry out this responsibility.</p>
<p><b>Local Performance Accountability Measures:</b> Negotiate and reach agreement on local performance measures <i>with the chief elected official</i> and the Governor (WIOA section 116 (c)).</p>	<b>X</b>	<b>X</b>				<p>Per the terms and conditions of the 2017-2020 BOS/WDB Joint Governance Agreement this function will be accomplished.</p> <p>The MCWDB requests technical assistance from the WAC to fully carry out this responsibility.</p>

## Local Board Certification

Local Board Responsibilities	1	2	3	4	5	Evidence
<p><b>Selection of Operators and Providers:</b> <i>With the agreement of the chief elected official</i> for the local area, select the following providers in the local area, and where appropriate terminate such providers in accordance with 2 CFR part 200:</p> <p>(a) Providers of youth work investment activities through competitive grants or contracts based on the recommendations of the youth standing committee (if such a committee is established). However, if the Local Board determines there is an insufficient number of eligible providers in a local area, the Local Board may award contracts on a sole-source basis as per the provisions at WIOA sec. 123(b). The Local Board may terminate for cause the eligibility of such providers.</p>	<b>X</b>	<b>X</b>				<p>The MCWDB and Youth Committee formally acknowledged the Maricopa County Human Services Department, per BOS selection and BOS/WDB Joint Governance Agreement, as a current provider and youth contracts manager, plans to address this to ensure procurement compliance.</p> <p>The MCWDB seeks technical assistance and guidance through policy direction from the WAC to fully carry out this responsibility.</p>
<p>(b) Eligible providers of training services consistent with the criteria and information requirements established by the Governor and WIOA sec. 122;</p>	<b>X</b>	<b>X</b>				<p>WDB function has been delegated to the OSO, Maximus is being monitored via contract performance deliverables.</p>
<p>(c) Providers of career services through the award of contracts, if the one-stop operator does not provide such services (WIOA section 134(c)(2));</p>	<b>XX</b>					<p>The MCWDB formally acknowledged the Maricopa County Human Services Department as the current and only career services provider understanding this will be addressed by the WDB to ensure procurement compliance.</p> <p>The MCWDB seeks technical assistance and guidance through policy direction from the WAC to fully carry out this responsibility.</p>
<p>(d) Designate or certify one-stop operators as described in WIOA section 121(d)(2)(A), 20 CFR 678.600 – 678.635 and state policy 03-2016. Also, may terminate for cause the eligibility of such operators.</p>	<b>X</b>		<b>X</b>			<p>The MCWDB through a One Stop Operator workgroup successfully procured, selected and designated a OSO provider as mandated by WIOA for the Maricopa County Local Workforce Development Area</p>
<p>(e) Work with the State to ensure there are sufficient numbers and types of providers of career services and training services serving the local area, services are provided in a manner that maximizes consumer choice and provides opportunities that lead to competitive integrated employment for individuals with</p>	<b>X</b>	<b>X</b>				<p>WDB function has been delegated to the OSO, Maximus and is being monitored via contract performance deliverables.</p>

## Local Board Certification

Local Board Responsibilities	1	2	3	4	5	Evidence
disabilities. This includes eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities. (WIOA section 122 and paragraphs (2) and (3) of section 134(c))						
<p><b>Coordination with Education Providers:</b> Coordinate activities with education and training providers in the local area, including:</p> <p>(a) Reviewing applications to provide adult education and literacy activities under title II for the local area to determine whether such applications are consistent with the local plan;</p>	X		X			The MCWDB through an Adult Education Application workgroup reviewed nine applications and provided feedback on each application and whether it did nor did not align/support the MCWDB local plan.
<p>(b) Making recommendations to the eligible agency to promote alignment with such plan; and</p>	X	X				WDB function has been delegated to the OSO, Maximus and is being monitored via contract performance deliverables.
<p>(c) Replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination. <i>Cooperative agreement</i> means an agreement entered into by a State designated agency or State designated unit under subparagraph (A) of section 101(a)(11) of the Rehabilitation Act of 1973.</p>	X	X				WDB function has been delegated to the OSO, Maximus and is being monitored via contract performance deliverables.
<p><b>Budget and Administration:</b> Develop a budget for the activities of the Local Board, <i>with approval of the chief elected official</i> and consistent with the local plan and the duties of the Local Board. This does not include the local area operations or administrative budgets.</p>	X	X				<p>The MCWDB Executive Committee and Full Board made progress towards the requirement of developing a budget consistent with the local plan and duties of the MCWDB to CEO for remainder of FY17 that was acknowledged by the Assistant County Manager as the BOS representative Direct CEO approval will occur for FY18 due to new terms of 2017 – 2020 BOS/WDB Joint Governance Agreement</p> <p>Moving forward the board needs to develop more opportunities to be engaged in full budget development.</p>

## Local Board Certification

Local Board Responsibilities	1	2	3	4	5	Evidence
<b>Accessibility for Individuals with Disabilities:</b> Assess, on an annual basis, the physical and programmatic accessibility of all one-stop centers in the local area, in accordance with WIOA section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 <i>et seq.</i> ).		<b>X</b>	<b>X</b>			WDB function has been delegated to the OSO, Maximus and is being monitored via contract performance deliverables.

Year	
2016	<b>X</b>
2017	<b>X</b>

We hereby provide assurance that the information provided in this self-assessment has been verified by the Local Workforce Development Board, its staff and its partners.

Typed Name of Local Workforce Development Board Chair: \_\_\_\_\_

\_\_\_\_\_  
Signature of Local Workforce Development Chair

\_\_\_\_\_  
Date