Attachment EE

Region VII Workforce Development Board and Local Elected Officials Roster

Region VII
Workforce Development Board

Member Name	Sector	County	Position	Company	Adress	Phone	Cell	E-Mail Address
Jared Amtower	Community Based Organization	Grant	President	Potomac Highlands WVU Alumni Chapter	108 N Main Street Petersburg, WV 26847	257-4111	257-8839	jaredamtower@hotmail.com jamtower@grantcountybank.com
Ted Bostic	Business	Berkeley	Owner	Stoneledge Consulting WV Development Office - Retention Manager	6210 Cardinal Drive Dublin, VA 24084	262-3022	279-3724	tedbostic@yahoo.com
Kathy Bradley	Other	Berkeley	Manager **WDB TREASURER** EXECUTIVE COMMITTEE	State of WV DHHR	PO Box 1247 Martinsburg, WV 25404	267-0118		Kathryn.A.Bradley@wv.gov
Kevin Clark	Community Based Organization	Mineral	Vice President	Rotary Club of Keyser	315 Hilltop Avenue Keyser, WV 26726	788-2233	257-8924	kevinclark21@hotmail.com
Tina Combs	Business	Berkeley	President/CEO EXECUTIVE COMMITTEE	Martinsburg-Berkeley County Chamber of Commerce	198 Viking Way Martinsburg, WV 25401	267-4841	279-9014	tina@berkeleycounty.org
Layne Diehl	Business	Berkeley	CEO/Managing Member **WDB Chair** EXECUTIVE COMMITTEE	Diehl Law, PLLC	142 North Queen Street Martinsburg, WV 25401	268-8832		layne@diehllaw.net
James Friel	Business	Hardy	Regional Manager	Sheetz, Inc.	PO Box 174 Cabins, WV 26855	814-502-7044	814-502-7044	jfriel@sheetz.com
Tammy Hesse	Wagner-Peyser	Hardy	Manager	WorkForce WV - Unemployment	151 Robert C Byrd Ind Prk Rd, Ste 1 Moorefield, WV 26836	538-3176		Tammy.L.Hesse@wv.gov
John Holmes	ABE/RESA	Berkeley	Regional Adult Education Coordinator	EPIC	109 College Street Martinsburg, WV 25401	267-3595		jjholmes@k12.wv.us
Andrew Johnson	Small Business	Berkeley	Owner	The HUB	126 East Burke Street Martinsburg, WV 25401	707-5605	283-0723	p3b69arj@gmail.com
Eileen Johnson	Economic Development	Hampshire	Executive Director	Hampshire County Development Authority	91 South High Street Romney, WV 26757	822-4320	359-3732	eileenj@atlanticbbn.net
Darin Judy	Small Business	Grant	Vice President	Judy's Drug Store	24 N Main Street Petersburg, WV 26847	257-1044		darin@judysdrugstore.com
Loy Kesner	Business	Hardy	Owner	Panhandle Technologies	114 Hilltop Drive Moorefield, WV 26836	530-7377	257-7377	lkesner@hardynet.com
Jeannette King	Business	Berkeley	President/CEO	Strategic Resolution Experts, Inc	201 E Burke Street Martinsburg, WV 25401	279-4018		jking@sreinc.us
Lou Anne Kramer	Community Based Organization	Berkeley	Family Assistant Specialist EXECUTIVE COMMITTEE	WV Military Authority	300 Foxcroft Avenue Martinsburg, WV 25401	263-6776	815-4949	louanne.kramer.nfg@mail.mil
Paul Larsen	Business	Grant	Owner	Business Computer Support Services	HC 75, Box 120A New Creek, WV 26743	257-8782	257-8782	paul@wvcomputer.com
Fred LeMasters	Business	Mineral	EXECUTIVE COMMITTEE	First Energy Corporation	5001 NASA Boulevard Fairmont, WV 26554	813-3383	813-3383	flemasters@firstenergycorp.com
Charles "C.D." Linton	Business	Berkeley	Regional Human Resources Manager	Essroc	1826 South Queen Street Martinsburg, WV 25401	260-1815	616-1864	cdlinton@argos-us.com
Kathy Mason	Business	Berkeley	Directorof Business Development **WDB VICE CHAIR** EXECUTIVE COMMITTEE	Augmentation, Inc.	115 Aikens Center, Ste 20 Martinsburg, WV 25404	707-5105	707-5105	kmason@augmentation.com
Heather McIntyre	Business	Jefferson	Executive Director	Jefferson County Chamber of Commerce	201 E. Washington Street Charles Town, WV 25414	725-2055	676-5363	heather@jeffersoncountywvchambr.org
Megan Michael	CTC/Higher Ed	Berkeley	Executive Assistant to the President Economic & Workforce Development	Blue Ridge Community & Techncial college	13650 Apple Harvest Drive Martinsburg, WV 25401	260-4380 x 2403		amichael@blueridgectc.edu
Michael O'Neill	Community Based Organization	Hardy	President	Hardy County Convention & Visitors Bureau	122 North Main Street Moorefield, WV 26836	530-2727	703-1918	michael.oneill@aol.com
Michael Reel	Voc Rehab	Hardy	District Manager	WV DRS	151 Robert C Byrd Ind Prk Rd, Ste 3 Moorefield, WV 26836	538-2701	545-6962	Michael.D.Reel@wv.gov
Jennifer Shahan	Migrant Seasonal Farmworker	Berkeley	State Director	Telamon Corporation	31901 Tri-County Way, Suite 112 Salisbury, MD 21804	410-546-4604		jshahan@telamon.org
Margaret Shriver	Business	Hardy	Loan Administrator	Pendleton County Bank	402 South Main Street Moorefield, WV 26836	538-7900		mshriver@yourbank.com
Virginia Stotler	Community Based Organization	Berkeley	Director of Retail Operations	Horizon Goodwill	14515 Pennsylvania Avenue Hagerstown, MD 27142	301-733-7330 x 1614	301-964-0187	vstotler@goodwill-hgi.org
Shane Strickler	Labor/Apprenticeship	Grant	Business Agent	International Union of Operating Engineers	20 South Main Street Petersburg, WV 26847	304-257-0723	304-541-0064	sstrickler@iuoe132.org
Frank Subasic	Business	Morgan	Owner	Outdoor Express RV	37 Mockingbird Hill Lane Berkeley Springs, WV 25411	258-2814	301-491-0990	Subasic7@frontier.com
Charles "Chuck" Terrell	CTC/Higher Ed	Hardy	President EXECUTIVE COMMITTEE	Eastern WV Community & Technical College	316 Eastern Drive Moorefield, WV 26836	434-8000 x 9227	434-955-8300	Charles.Terrell@easternwv.edu
Clifford Wendricks, IV	Labor/Apprenticeship	Mineral	Business Manager/FS-T	Ironworkers Local Union 568	PO Box 964 Fort Ashby, WV 26719	301-777-7433	301-777-5086 (H)	cpw568@hotmail.com
Sharon Wratchford	Business	Hardy	Principal Agent	Baker Insurance Services, LLC	109 Washington Street Moorefield, WV 26836	530-7600	851-0584	bakerinsure@hardynet.com
**Executive Committee Member						All area codes are 304 unless otherwise stated		

Local Elected Officials

Commissioner Name	County Representation	LEO Board Position	Commission Office Number	Address	Home or Business	Cell	E-Mail Address
Ken Reed	Morgan		867-3130	4253 Martinsburg Road Berkeley Springs, WV 25411	258-8540 x 1350		kreed@morgancountywv.gov
Carole Hartman	Pendleton		358-7573	PO Box 864 Franklin, WV 26807	358-2197	668-0401	pciwvch@gmail.com commission@pendletoncommission.com
Robert Hott	Hampshire	VICE CHIEF LEO	822-5112	HC 52, Box 1278 Augusta, WV 26704	496-9258	301-707-3041	rghott@gmail.com
Jerry Whisner	Mineral		788-5921	112 Gardeners Lane New Creek, WV 26743		304-813-4576	jerrywhisner@gmail.com
Ralph Lorenzetti	Jefferson		728-3284	161 Clark Ct. Harpers Ferry, WV 25425		671-1966	Rlorenzetti@jeffersoncountywv.org
Dan Dulyea	Berkeley	TREASURER	264-1923	400 W Stephen Street, Suite 201 Martinsburg, WV 25401	264-1923	671-1960	ddulyea@berkeleywv.org
Scotty Miley	Grant	CHIEF LEO	257-4422	4 Tyson Ct. Petersburg, WV 26847	257-4422	681-231-1266	scottymiley@icloud.com
Harold K. Michael	Hardy		530-0250	PO Box 220 Old Fields, WV 26845	530-2121		hdycommi@court.state.wv.us harold@hardynet.com
Mayor George Karos	City of Martinsburg		264-2140	232 N Queen Street Martinsburg, WV 25401	267-8903 drug store		gkaros@live.com

All area codes are 304 unless otherwise stated

6/21/2019

****Board member appointments approved at 6/19/19 LEO Meeting**

Attachment FF

Interagency Collaborative Team
Memorandum of Understanding (MOU)

WorkForce
WEST VIRGINIA

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INTERAGENCY COLLABORATIVE TEAM

MEMORANDUM OF UNDERSTANDING

2019-2020

The Workforce Innovation and Opportunity Act (WIOA) clearly identifies the WorkForce West Virginia One-Stop Career Centers as the service delivery system for programs funded under the WIOA and its partner programs. WorkForce West Virginia consists of local One-Stop Career Centers in which partners come together to administer workforce investment and other workforce development system activities.

This Memorandum of Understanding (MOU) sets forth the terms of agreement for cooperation and consultation with regard to the implementation of the WIOA for the Interagency Collaborative Team in West Virginia and provides a model for the local MOU preparation.

State Level Partners

MEMORANDUM OF UNDERSTANDING

1.1 *DESIGNATED PARTNERS*

The agencies in the State of West Virginia represented on the Interagency Collaborative Team (ICT) that provide employment and training activities or supportive services shall collaborate to support and advance the workforce investment system operated through the One-Stop Career Centers at the local level. To provide on-going attention to addressing issues that will build and continually improve the overall workforce investment system, the workforce investment Interagency Collaborative Team was established by the West Virginia legislature in 2002 and codified in 2004. The team is the single state-level interagency group for addressing issues or concerns regarding building and maintaining the most effective and efficient implementation of the overall workforce development system in West Virginia. The below listed West Virginia state agencies are included.

WorkForce West Virginia

- West Virginia Employment Service: Activities authorized under Chapter 41 of Title 38, U.S.C. (local veterans' employment representatives and disabled veterans outreach programs), Employment Service (Wagner-Peyser, Unemployment Compensation and Workforce Innovation & Opportunity Act of 2014).
- Other entities under this agency that provide employment and training activities or supportive services.

Bureau of Senior Services

- State Unit on Aging (Title V of the Older American Act).

Council for Community and Technical College Education

Department of Education

- West Virginia Department of Education, Office of Adult Education and Workforce Development (AE)
- Office of Diversion and Transition Programs (ODTP)

Department of Commerce

- Division of Rehabilitation Services (Title I of the Rehabilitation Act)

Department of Health and Human Resources

- Bureau of Children and Families
- Temporary Assistance for Needy Families (Personal Responsibilities and Work Opportunity Reconciliation Act of 1996)
- Food Stamp Employment & Training, United States Department of Agriculture (Farm Security & Rural Investment Act of 2002)

Development Office

- Community Development Division (Community Services Block Grant Act)
    - (Note: The references in Italics represent the entities required by the WIOA)
- BID (Business Industry Development) Representatives

2.0 *INTERAGENCY COLLABORATIVE TEAM BACKGROUND*

In August 2002, the Interagency Collaborative Team (ICT) was established at a special Summit held in Charleston, West Virginia. As a result of this event, the ICT met on September 30, 2002 and agreed to a vision, mission, guiding principles and an initial work plan. This MOU is an outgrowth of this work.

ICT VISION

West Virginia state agencies effectively collaborating to define, build and sustain an integrated comprehensive workforce development system that:

- Ensures universal access
- Has the right agency doing the right job
- Focuses on meeting the customer requirements
- Is uniform, consistent, and responsive
- Advances a seamless delivery system that maximizes resources
- Remains flexible, yet expandable to grow
- Fosters a continuous improvement culture for quality and innovation

The ICT continues to work together to address issues identified as critical to the success of the workforce development system in West Virginia. This MOU provides more formal commitment to the integration that has been evolving since the ICT began its work.

3.0 *PURPOSE*

The purpose of this MOU is to establish cooperative and mutually beneficial relationships among the required WIOA state partners and other partners whose participation has been determined to be vital to accomplishing the Governor's workforce investment goals. This MOU also sets forth the relative responsibilities of the partners as they relate to the planning and implementation of the comprehensive workforce investment system in West Virginia at both the state and local levels.

To ensure the maximum flexibility for all partners under this agreement, it is agreed that the partners may enter supplemental, agency-specific state or local agreements that further or complement this agreement. At a minimum, the partners to this MOU agree to enforce the aspects of this agreement at the local level.

4.1 *THE WV WORKFORCE INVESTMENT SYSTEM VISION*

The Governor's vision for a world-class workforce development system in West Virginia is to:

- Assist individuals in obtaining employment that leads to self-sufficiency;
- Provide employers with access to qualified and appropriately skilled employees who have been assessed, trained and possess appropriate credentials and certifications;
- Have effective programs and services that are delivered through a seamless and integrated delivery system;
- Have a system that continually improves, eliminates duplication of services, reduces administrative costs, enhances participation, accommodates the job-demand needs of employers, and improves customer satisfaction;
- Demonstrate appropriate accountability of organizations, individuals, and process throughout the system;
- React to current demand of target industries; *i.e.* the system should be demand driven and directed to jobs with good wages and benefits;

5.1 *SYSTEM-WIDE STATE LEVEL COMMITMENTS*

Specific notes regarding individual agency commitments can be found in Section 25.0 of this MOU.

Each partner in this MOU agrees to make the following commitments through the WorkForce West Virginia One-Stop Career Centers:

1. Provide the appropriate core services that are applicable to the partner's program.
2. Use the funds identified in the Funding Stream Report allocated to the partners program for Workforce Development to the extent not inconsistent with Federal law authorizing the program.
3. Participate in a common referral system.
4. Participate in and commit resources, as appropriate and allowable, to a common case management information system, *i.e.* Mid-Atlantic Career Consortium (MACC), within WorkForce West Virginia.
5. Commit to the effective flow and referral of customers through the WorkForce West Virginia One-Stop Career Centers from entry to case management.
6. Commit to the achievement of established performance goals established by the U.S. Department of Labor, West Virginia Workforce Development Board and the One-Stop Career Center partners.
7. Participate in and commit resources, as appropriate, to ensure all Business Services are reported in WorkForce West Virginia MACC system.

Additional core, intensive and training services will be provided as appropriate at the local level. *Specific services to be provided in the local One-Stop Career Centers must be detailed and included in the local partner MOU.*

6.0 *OVERALL PERFORMANCE GOALS*

To continually improve the quality of each region's workforce through an integrated employment and workforce development system for the benefit of the individuals and employers it serves, the partners to this MOU will strive cooperatively to achieve the following:

Goal 1: Design and implement a comprehensive, fully integrated workforce development system that appropriately balances state and local roles, responsibilities and accountability and fosters true 'local partnering and ownership' for regional workforce development.

Goal 2: Assure every employee, job seeker and employer are aware of and have universal access and choice to the full continuum of available workforce development programs and services in West Virginia.

Goal 3: Increase the labor supply for high demand industries, both current and future in cooperation with state and local economic development strategies through workforce development.

Goal 4: Eliminate unwarranted duplication of services and reduce administrative costs at both state and local levels. Enhance participation and performance of customers served through the system by using a consistent and uniform assessment method.

Goal 5: Serve as leaders increasing the knowledge of the entire workforce development system by encouraging collaboration among education, business, organized labor, and economic development.

Goal 6: Ensure each region's WorkForce has opportunities to improve skills and wages through a system of employment services and lifelong learning opportunities.

Goal 7: Work effectively with economic development organizations to assist in creating employment opportunities and enhance the image of each Workforce Development Board region.

Goal 8: Ensure connectivity between West Virginia economic development initiative and goals and workforce development activities to match career opportunities and programs to well-defined and documented industry-based skill standards and workforce needs that result in a truly skilled workforce. Ensure that Business is recognized as a primary Customer in the workforce system and quality business services and provided in each Workforce Development Board Region.

Goal 9: Through joint planning leverage collaboration, public and private, at all levels and among all stakeholders that build system capacity, optimizes resources and sustains measurable high performance throughout the system.

Goal 10: Build a workforce development system that will increase the workplace skill for West Virginias, economically benefiting the workforce, employers and the state.

Goal 11: Build a workforce development system that gives West Virginia a competitive advantage in the recruitment of new businesses.

Goal 12: Advance a system-wide customer focused, quality culture that is continuously improved. Additional goals may be negotiated at the local level. Any performance criteria must be established cooperatively with all partners.

7.0 *CUSTOMER REFERRAL PROCESS*

The primary goal of the referral system is the provision of seamless service delivery to both job seekers and employers. Customers will be referred by methods and through processes developed by the local level and described in the state agency/local Workforce Development Board (WDB) MOU. Pilot programs and best practices should be developed for improvement and consistency statewide.

Additionally, information acquired in the One-Stop Career Centers should be mutually accessible. This information will be shared only to the extent permitted by regulations requiring confidentiality of participant records. All labor market information, job leads, programmatic and participant information, as reported on standard forms, will be accessible as allowable and appropriate. All partners agree to cooperate in developing customer identification, tracking, follow-up evaluation, performance, and satisfaction data.

8.0 *CONTRIBUTION FOR SERVICES AND SYSTEM OPERATING COSTS*

Each state mandated or other contributing partner (agency) agrees to contribute its fair share of resources for providing One-Stop Career Center core and intensive services and supporting the One Stop Career Centers operations proportionate to the benefit derived and the total resources required. Partner resource contributions will be at both state level for the system wide development and at the local level for one stop Career Center operations. Agency totals will be included as such in the annual Funding Stream Report to the Legislative Oversight Committee. At the state level, ICT members will commit resources that support activities such as Workforce West Virginia management information system (MIS) network, cooperative purchasing, training, and professional development. The state level partner contributions will be specified in the Individual Agency Specifications as referenced in Section 19 of this agreement and found in Section 25.

9.0 *USE OF COMMON TECHNOLOGY AND INTEGRATED INFORMATION SYSTEMS*

The Mid-Atlantic Career Consortium (MACC) or, other replacement system approved by the West Virginia Workforce Development Board, and the CTO.

The MACC, known in West Virginia as WorkForce West Virginia, is the computerized system of record keeping that will include a common data repository for WIOA, Wagner-Peyser, Trade Adjustment Assistance (TAA) and other Title I (B) Activities. All partners agree to enter all client profiles (job and training seekers), job openings and employer information it receives into the WorkForce West Virginia (MACC) to the extent partner modules and access become available.

The WorkForce West Virginia system (MACC) or replacement, will be the system of choice for finding employment or obtaining training through the agencies working together to develop common processes through the system.

A process for allocating both future development costs and ongoing operational costs to include regular maintenance and "help desk" type support for the system will be established.

State agencies accessing and using the workforce West Virginia system (MACC) are encouraged to contribute toward costs of the MACC based on an agreed upon fair and proportionate allocation determined by system use or overall funding. The local WDBs will also contribute proportionately toward the cost.

All partners also agree to treat all data contained in the WorkForce West Virginia system (MACC) as confidential. No partner should permit access of State of West Virginia provided resources to, or disclose data to, any persons or entities other than its staff or data users, under any conditions. For client information to be shared, a release form stipulating what is being released and to whom must be agreed to and signed by the customer.

Other data related to demand and supply side information will use in-house MIS.

10.0 *ASSESSMENT COMMON PRACTICES*

Wherever and whenever possible assessment processes will be streamlined to reduce duplication to the customers.

11.0 *ANNUAL REPORTING REQUIREMENTS*

Based on annual reporting requirements in West Virginia state code Chapter 58-28, all parties to the MOU agree to provide information in a timely manner when requested by the workforce system. One annual report requires data from the agencies. The "State of the One-Stop Report" and the "annual Funding Streams and Outcomes" report have been combined into one report, The Workforce Development System Report. This report includes information on funding streams (federal and state), customers served, performance outcomes and other items as outlined under separate cover.

12.0 *APPROPRIATE BALANCE OF RESOURCE USE*

Every effort will be made to ensure balance between state level funding and use of funds and the funding at the regional level and use of funds regionally. There should be fair sharing of efforts targeted to build an effective and efficient workforce development system that is balanced between state and local regional efforts.

13.0 *PLANNING COMPACT FOR WORKFORCE DEVELOPMENT SYSTEM*

Some of the state agencies included in this MOU are required to submit compliance or other plans to one or more Federal Agencies, most of the state partners signing this MOU also do planning as a matter of course in carrying out effective operations. Partners in each comprehensive One-Stop Career Center are encouraged to work together to produce a plan which will effectively deliver services to the client and reduce the total overhead/administration of the One-Stop Career Center.

14.0 *SUPPORT OF COMMON PERFORMANCE MEASURES*

The ICT will support all Federal and State mandated common performance measures. These measures will be part of the planning compact process. All parties to this MOU agree to capture appropriate performance data as required to support the collection of the common performance measures.

15.0 *SKILLS STANDARDS AND CROSS-AGENCY TRAINING*

In order to ensure quality programs and services to all customers across all regions, parties to this MOU agree to develop the expected level of skills needed for operation of the one-Stop

Career Centers. Further, each agency will support the development of cross-agency training for awareness regarding its programs and services within the One Stop Career Centers.

16.0 *STAFF DEVELOPMENT/RESOURCES DEVELOPMENT*

To ensure and sustain an effective, high quality workforce development system, especially at the state agency level, adequate and knowledgeable staff must be in place. The better the knowledge and skill levels across the system, the greater the experiences and results the system can deliver on a regular basis.

Partners to this MOU will invest in staff development within their agency and collaboratively across agencies to enhance the knowledge and skill levels of all staff engaged in the workforce development system.

Further, the agencies agree to work together toward recruitment and retention of qualified, skilled and dedicated employees to fill state positions needed to have an effective workforce development system. This is especially important as the demand for qualified employees increases as retirements occur in future years.

17.0 *CONFIDENTIALITY OF INFORMATION/DATA*

All partners recognize the critical nature of protecting and using information/data in the most appropriate matter at all times. Each Partner entering into this MOU has the obligation and authority to control the uses and access of information/data collected or generated as part of its specific work. ICT members agree to work on ways to ensure the confidentiality of records throughout the One-Stop Career Centers. All confidentiality issues will be presented to the ICT for discussion and resolution as to use and access of the identified data and information needing special protection. The confidentiality agreement applies to electronic systems as well as all paper processes.

18.0 *INTERAGENCY COLLABORATIVE TEAM WORKING RELATIONSHIP*

The ICT agrees to adhere to its initial charter and guiding principles that foster an effective working relationship among both mandated and volunteer partners to this MOU. The ICT

will be originators of this MOU and provide general oversight of its completion and implementation. The ICT will serve as the first level group to address issues arising out of the MOU as to expectations, potential non- compliance, and interpretation of intent. The ICT will also work to continually improve the overall MOU to advance integration, effectiveness and improvements. Other partners may be added to this agreement as contributors identified in the Funding Stream Report.

19.0 *INDIVIDUAL AGENCY SPECIFICS*

As part of the general MOU, individual agency specifics that outline additional information pertinent to that agency's agreement and participation in this State Level Partners Memorandum of Understanding have been submitted. Section 25 pf this MOU contains what has been approved by each agency.

20.0 *MOU MODIFICATION PROCESS*

Partners may request, in writing, an amendment to this MOU. The changes must be documented, signed, dated under the conditions agreed upon by all of the partners, and attached to the original MOU. If any provision of this MOU is held invalid, the remainder of the MOU will not be affected.

21.0 *BREACH OF MOU*

The agencies agree that each shall fulfill its responsibilities under this MOU in accordance with the provisions of law and regulations that govern their activities. If at any time an agency is unable to perform its functions under this MOU, such agency shall immediately provide written notice to the Interagency Collaborative Team (ICT) describing its inability to fulfill the requirements of this MOU and establish a date at the earliest convenience, but no more than 30 days, to mutually resolve this issue.

The Executive Officer of the agency will direct appropriate staff to meet at agreed upon intervals to discuss and plan activities to satisfy requirements of this MOU and to ensure efficient and effective implementation of this MOU. However, failure to abide by this agreement is basis for termination by the other party.

22.0 *IMPASSE RESOLUTIONS*

The agencies agree to communicate openly and directly and that every effort will be made to resolve any problems or disputes in a cooperative manner. For disputes regarding the

provisions of this MOU that cannot be resolved through communication among agency staff, the parties will document the negotiations and efforts that have taken place to resolve the issue. At the first level, the unresolved issue or dispute should be presented to the total ICT membership or an assigned sub-group to attempt to resolve differences to the satisfaction of all parties. If this fails or does not meet the expectations of all parties, then information regarding the impasse and efforts to resolve must be submitted to the West Virginia Workforce Development Board Executive Committee within 30 days of the impasse. Once the information is received by the West Virginia Workforce Development Board Executive Committee, they will meet to seek a resolution and provide that resolution to the partners within 30 days. If the entire process takes more than 60 days, or if the partner is not satisfied with the resolution; the partner may appeal to the Governor. The decision of the Governor shall be final.

23.0 *MOU DURATION AGREEMENT*

This agreement is effective July 1, 2018 and terminates on June 30, 2019. It may be extended through mutual agreement of the parties. The MOU may be terminated by any of the partners upon 30 days of written notice to the other partners with cause or upon 90 days of written notice to the other partners without cause.

24.0 *EQUAL OPPORTUNITY AND NONDISCRIMINATION OBLIGATIONS*

The partners acknowledge familiarity with applicable federal and State of West Virginia laws, rules, regulations, policies, procedures, and reporting requirements and will abide by them. This includes, but is not limited to, discrimination policies, compliance with the Americans with Disabilities Act, and maintenance of drug free workplaces. Reference is made, but not limited to, Sec.181 -"Requirements and Restrictions," and Sec.188 -"Nondiscrimination," of the WIOA.

25.0 INDIVIDUAL AGENCY INFORMATION

As called for in the main portion of the MOU, each participating state level agency could provide, background information, special notes and/or conditions regarding its participation in the MOU. The following section contains the information as submitted from the agency.

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Department of Health & Human Resources, Bureau for Children & Families	24
Development Office	26

Possible Individual Agency Requirement	General Purpose/Meaning
Agency Name/Key Contact	WorkForce West Virginia (WFWV) *Regina Brogan*
Primary Program(s)	• Wagner-Peyser/Labor Exchange • Business Service Unit • Work Opportunity Tax Credit • Activities authorized under Chapter 41, Title 38, U.S.C. (Local Veterans' Employment Representatives and Disabled Veterans' Outreach Program) • Unemployment Insurance Program Re-Employment • Alien Labor Certification (ALC) Migrant Seasonal Farmworker Program • Adults, Dislocated Workers, Youth (contracted through the Workforce Development Board [WDB]) • Programs authorized under State Unemployment Compensation (UC) laws (in accordance with applicable federal law) • Workforce Investment and Opportunity Act (WIOA) sec. 121(b)(1)(B)(xii) • Labor Market Information
Basic Career Services	• Orientation to information and other services available through the American Job Center (AJC) delivery system. • Job search and job placement assistance (with career counseling when appropriate). • Initial assessment of supportive service needs. • Intake (may include re-employment profiling) • Determinations of whether individuals are eligible to receive assistance under Subtitle B of the Title I of WIOA (If contracted with the WIB). • Labor Market Information Core Products and Services: o Develop core products and services along ETA guidelines for businesses and WIOA customers with appropriate advice and consent from state WorkForce Development Officials. o Support the Employment Service, and the Unemployment Compensation Division with necessary labor market information and research. • Basic Services: o UC offices are in all AJC's where all unemployment services are available. If unemployment staff are not located in AJC, the following unemployment information is available:

	• Brochures which provide basic information about eligibility for benefits; • How to file claims; • How new businesses register and pay UC taxes; • How to file quarterly wage and tax information; • Employer and claimant appeal rights; • How to file appeals.
Contributions	WFWV will contribute staff and other in-kind contributions to the American Job Center (AJC). In-kind contributions may be different at each AJC. WFWV will contribute staff and other resources to the extent identified in the Funding Stream Report.
Performance Measurement Levels	Employment Service – We will support common measures as defined by the Department of Labor. Unemployment Compensation – No special performance issues.
Referral Process	WFWV will support referral procedures as defined by the Operator.
Confidentiality Requirements	Information will be shared to the extent permitted by federal and state laws requiring confidentiality of employers' and job seekers' information. Information will be shared only with customer consent.
Training Activity	All mandated partners will participate in cross training activities in each comprehensive AJC for program awareness.
Case Management	Case management is the responsibility of the local Workforce Development Board; however, a policy to ensure consistency statewide should be implemented.
Planning Compact Cycle	Four-year planning cycle, with annual review and modifications to the plan as needed.
Job Placement	To ensure consistent screening, all partner job orders should be entered into the WorkForce West Virginia MACC System.
Special Conditions/Exceptions	Employer related activities concerning labor exchange services should be coordinated with WFWV. This would not apply to internal business services provided by other entities.

Individual Agency Requirement	General Purpose/Meaning
Agency Name/Key Contact	Bureau of Senior Services (BoSS) *Myisha Robinson*
Primary Program(s)	Senior Community Service Employment Program (SCSEP)
Core Services	Information, recruitment, referral, on-site trainings and the services described in Section 134(d) (21) of WIOA.
Contributions	BoSS will make appropriate in-kind contributions toward the operation of One-Stop Career Centers located in similar geographical service areas.
Performance Measurement Levels	Community Service, Entered Employment, Work Retention, Average Earnings, Service Levels and Services to Most in Need.
Referral Process	Require all enrollees to register with their local One- Stop Career Center and refer non-eligible seniors (55+) directly to the One-Stop Career Centers.
Confidentiality Requirements	Information will be shared to the maximum extent permitted by applicable state and federal statutes.
Training Activity	The BoSS will participate in cross training with local One-Stop Career Centers.
Case Management	SCSEP sub-grantees, under the auspices of the BoSS, will work with the One-Stop Career Centers, in coordinating case management services to SCSEP enrollees.
Planning Compact Cycles	A state plan is developed every four years with annual updates.
Job Placement	SCSEP and local One-Stop Career Centers will work in partnership to achieve unsubsidized job placement for eligible enrollees.
Special Conditions/Exceptions	SCSEP funding can only be used for eligible participants who are at least age fifty-five (55) and live at or below 125% of the U.S. poverty level.

Possible Individual Agency Requirement	General Purpose/Meaning
Agency Name/Key Contact	West Virginia Community and Technical College System (WVCTCS or CTCS) *Nancy Ligus*
Primary Program(s)	• Customized Training • Certificate Programs • Associate Degrees • Board of Governor Degrees • Continuing Education Classes
Core Services	The delivery of training and education programs to employees, part-time and full-time students enrolled in collegiate credit and non-credit programs and courses.
Contributions*	The participation in WIOA activities vary with each individual community & technical college. CTCS will contribute staff and other resources to the extent identified in the Funding Stream Report.
Performance Measurement Levels	Community and Technical colleges are accountable for Carl D. Perkins Vocational and Technical Education Act core indicators and all public community & technical colleges are accountable through a submission of an Institutional Compact and Master Plan to the Council for Community and Technical College Education.
Referral Process	Referrals are made through agencies, high schools, employers, Workforce Investment Boards and One- Stop Career Centers.
Confidentiality Requirements	All community & technical colleges follow provisions of the Federal Educational Rights and Privacy Act (FERPA) and other student confidentiality requirements.
Training Activity	Customized training for employers, non-collegiate credit training for the general public and continuing education for a variety of professions.
Case Management	Counseling and advising activities are available at all public community & technical colleges to all students.
Planning Compact Cycle	The Carl D. Perkins Vocational and Technical Education Act State Plan is submitted to the United States Department of Education and updated annually during the duration of the Act, and each public community & technical college submitted a six-year compact and Master Plan that is revised annually.
Job Placement	Each public community & technical college has a career planning and placement office available to students.
Special Conditions/Exceptions	None provided.

Possible Individual Agency Requirement	General Purpose/Meaning
Agency Name/Key Contact	Department of Commerce Division of Rehabilitation Services (DRS) *Pisnu Bua-lam*
Primary Program(s)	Vocational Rehabilitation Services includes 1) Employment Services to individuals with disabilities enabling them to go to work, and 2) Services to Employers to assist businesses in meeting their disability-related needs for employee skills and talents. WV DRS provides services at the intensive level. DRS may serve only eligible individuals who have a physical or mental impairment that constitutes a substantial impediment to employment which interferes with their ability to get, keep or advance in employment and who can benefit from rehabilitation services to successfully reach a competitive integrated employment outcome.
Core Services	Beginning at application Rehabilitation Counselors analyze the information provided to determine an individual's strengths, weaknesses, interests and abilities and discuss services that will enable the person to be successful in meeting his/her employment goals. Vocational rehabilitation services for individuals with disabilities may include: Counseling, School Transition Services (including pre-employment transition services), Training, Job Accommodations, Assistive Technology, Supported Employment, Job Placement. Services to Employers include: match businesses with qualified employees, educating on disability awareness and tax credits, OJT and apprenticeships and accessibility assessments.
Contributions	WV DRS currently has presence in eight WorkForce One-Stop Career Centers: Beckley, Charleston, Hurricane, New Martinsville, Parkersburg, Princeton, Ripley, and Wheeling. DRS also pays the proportionate share of rent and related expenses, based on a cost allocation plan, required to support these staff. Additionally, DRS has a Program Specialist staff to implement and monitor programs related to WorkForce and assist in our collaboration with the WorkForce system. WV DRS continues to contribute staff and other resources when a need is identified.
Performance Measurement Levels	DRS is accountable to performance accountability measures required by the Rehabilitation Act of 1973, as Amended by the Workforce Innovation and Opportunity Act (WIOA). These measures assess outcomes that include the percentage of participants who are in employment during the second and fourth quarter after exit, the median earnings of participants who are in employment during the second quarter after exit, the percentage of participants

	who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation in or within 1 year after exit, the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment, and indicators of effectiveness in serving employers. As required by law, customer satisfaction is determined by satisfaction surveys conducted by DRS and the Statewide Rehabilitation Council.
Referral Process	WorkForce core services provided under WIOA are to be universally accessible; consequently, an individual with a disability may choose to receive services directly from the One-Stop Career Centers rather than being automatically referred to DRS. If an individual applies for rehabilitation services and is found eligible, job ready individuals may choose to apply for other workforce services after receiving intensive services received from DRS. DRS will encourage clients to complete the WorkForce application process to access the full range of WorkForce services.
Confidentiality Requirements	WV DRS is guided by numerous federal and state laws governing confidentiality. These include, but are not limited to, confidentiality provisions under the Federal Rehabilitation Act, the Federal Privacy Act, West Virginia Code 18-10A-10. DRS protects the confidentiality of all clients' disability related personal information and will only release information if the client signs a release form that identifies what is being released, to whom and the intended purpose. DRS, WorkForce WV and Adult Basic Ed are mandated partners of the WV Workforce Development System under WIOA. Information may be collected and shared among WIOA partner agencies for the purposes of data reporting, program improvement and vocational planning toward employment.
Training Activity	Payment for training is one of the services that may be provided to eligible individuals to enable them to obtain a successful employment outcome. DRS has negotiated processes with the WIB to share costs of training and support services for individuals accessing training dollars.
Case Management	Case management services are provided for applicants and eligible individuals by Vocational Rehabilitation Counselors. Coordination of case management activities is critical to ensure that vocational goals and services are congruent between the two case management systems and various funding sources.

Planning Compact Cycle	The Unified State Plan for the State's Workforce Development System (which includes the core partners of WorkForce WV, WV Adult Education, and DRS) is submitted every four years to the U.S. Departments of Labor and Education, with updates submitted every two years. In addition to its contribution to the Unified State Plan, DRS also submits attachments specific to vocational rehabilitation (VR) to the State Department of Commerce and to the federal Rehabilitation Services Administration, housed within the U.S. Department of Education.
Job Placement	Eligible individuals receive placement services as part of the Individualized Plan for Employment. DRS recognize the individual's right to privacy and maintains client confidentiality. It is the DRS client's choice whether to disclose to an employer if he/she has received services from the Division of Rehabilitation Services. All job ready individuals are required to register with the WorkForce West Virginia One-Stop Career Centers to aid in their job seeking efforts. DRS District Managers and Employment Specialists participate in Business Services teams and WDB meetings in all the WorkForce regions to enhance the services to state's employers, eliminate duplication, and better serve the employment needs of job seekers and employers.
Special Conditions/Exceptions	The Division of Rehabilitation Services provides services through an eligibility-based program. Eligibility criteria are established by the Rehabilitation Act as Amended by WIOA and its federal regulations. To be eligible for rehabilitation services, an individual must have a physical or mental impairment which constitutes or results in a substantial impediment to employment AND the applicant must require rehabilitation services to prepare for, enter into, engage in, and retain competitive, integrated employment consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, and informed choice. In 2019-2020, DRS will be operating under an order of selection, as there will not be adequate resources to provide to all eligible consumers. DRS will continue to place eligible applicants with non–significant disabilities and eligible applicants with significant disabilities on the waiting list, while eligible applicants with most significant disabilities will be able to receive services.

Possible Individual Agency Requirement	General Purpose/Meaning
Agency Name/Key Contact	Department of Education Office of Adult Education (AE) *Mendy Marshall*
Primary Program(s)	Adult Basic Education
Core Services	Basic Academic Skills, Job Readiness Skills, Literacy Services, ESL, Distance Learning, Academic Assessment for adults enrolled in ABE.
Contributions	Data matching with WIOA. Instructors, instructional materials, classroom supplies. Department of Education (ABE) will contribute staff and other resources to the extent identified in the Funding Stream Report.
Performance Measurement Levels	Core indicators of performance reported by ABE include: • Demonstrated improvements in literacy skill levels • Receipt of a secondary school diploma or its recognized equivalent • Placement in, retention in, or completion of postsecondary education, training, unsubsidized employment, or career advancement.
Referral Process	Collaboration with various agencies and organizations.
Confidentiality Requirements	Strictly Confidential Information: • Disclosure of a diagnosed learning disability; • A physical or mental disability; • A diagnosed medical condition; • Use of prescription drugs; • History of drug/alcohol abuse and/or treatment; • Status as HIV positive or having the AIDS virus; • Official transcripts of high school equivalency scores.
Training Activity	The scope of ABE does not include training but does provide for academic and educational achievements that may lead to post-secondary or vocational training that could lead to employment.
Case Management	Student intake counseling only.
Planning Compact Cycle	Five-year plan.

Job Placement	The scope of ABE does not include job placement and is limited to providing educational achievements data to the case management process.
Special Conditions/Exceptions	For students 16 years of age and older, not enrolled in secondary education. The dropout age in WV is 17. Adult Education can only serve 16 years old's if they are married, emancipated from parents, court-ordered to attend, or enrolled in an institutional education program. 17 and 18-year old's may only enroll in adult education if they have withdrawn officially from the public or private school system or completed home schooling and provided proof with an official letter from their county or parent.

Possible Individual Agency Requirement	General Purpose/Meaning
Agency Name/Key Contact	Department of Education Office of Diversion and Transition Programs (ODTP) *Kari Rice or Jacob Green*
Primary Program(s)	High School Equivalency, HS Diploma, Career and Technical Education/Certification, Transition Life Skills and Post-Secondary.
Core Services	OIEP will not offer any services directly from the One-Stop Career Center, but will offer job training programs, basic education and transition life skills programs to adults and youth in state's custody via placement or incarceration.
Contributions	WVDE, OIEP provides educational programming at all regional jails, adult correctional facilities and juvenile facilities managed by DHHR, Division of Juvenile Services, WV Division of Corrections, and the Department of Military Affairs & Public Safety. WVDE, OIEP will contribute staff and other resources to the extent identified in the Funding Stream Report.
Performance Measurement Levels	High School Equivalency, High School and Post- Secondary completions, grade level skills improvement and career and technical certifications.
Confidentiality Requirements	Students will sign release of information forms for any information that is shared between WVDE/OIEP and One-Stop Career Centers. This will be done prior to their release and will be a part of their portfolios.
Training Activity	Career and technical, academic, and transition life skills programs are offered to incarcerated adult and youth throughout facilities in West Virginia.
Case Management	Student intake counseling only.
Planning Compact Cycle	Internal Strategic Plan for OIEP 2008-2014 which will continually be updated.
Job Placement	Sharing of training and testing information and assistance from transitions specialists with OIEP are available.
Special Conditions/Exceptions	Placement of convicted felons in job market warrants special attention. Benefits available to employers such as federal bonding and tax advantages to employers of convicted felons need to be addressed with business and industry stakeholders.

Possible Individual Agency Requirement	General Purpose/Meaning
Agency Name/Key Contact	Department of Health & Human Resources (DHHR) *Bill J. Crouch*
Primary Program(s)	Temporary Assistance for Needy Families (TANF); Food Stamp Employment and Training (FSET); Children's Youth Services
Core Services	SPOKES/EXCEL – Open Entry Job Preparations Classes for TANF & WIB participants. Assessment Testing using the TABE, WorkKeys and CASAS along with Learning Disability Screening and the Emotional Health Inventory. FSET – providing employment and training opportunities for unemployed and under employed Food Stamp Recipients (not available in all counties).
Contributions	Assists in funding instructors for the TANF and WIB job readiness classes (SPOKES/EXCEL). Currently providing funding for the One-Stop Career Center staff to operate the FSET program. DHHR will contribute staff and other resources to the extent identified in the Funding Stream Report.
Performance Measurement Levels	TANF participants should have the opportunity to participate in all WorkForce employment/training opportunities. TANF participation rate requirements are established at the Federal level. All FSET participants should be offered an employment/training opportunity that will allow them to maintain their eligibility for Food Stamps.
Referral Process	All TANF participants that complete SPOKES/EXCEL classes should be eligible to participate in WorkForce employment/training opportunities. All FSET participants need to be referred to appropriate activities by One-Stop Career Center staff.
Confidentiality Requirements	The confidentiality of all DHHR customers' needs to be respected and protected with special consideration being given to victims of domestic violence and those receiving child protective services.

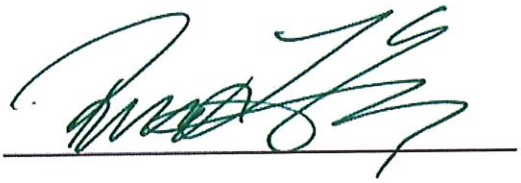
Training Activity	That wherever possible, the WorkForce Investment Board provides a classroom where the SPOKES/EXCEL classes can be conducted.
Case Management	The DHHR case manager will be the primary case manager for all TANF customers. One-Stop Career Center case managers need to attend Case Staffing Reviews for TANF customers, as appropriate.
Planning Compact Cycle	The TANF State Plan is rewritten every two years and periodically revised as needed. The FSET State Plan is rewritten every two years and updated annually.
Job Placement	DHHR will assist and provide appropriate support services not otherwise available to DHHR customers who are placed into employment. DHHR is committed to providing every TANF and FSET participants with employment and training opportunities that will lead to employment. DHHR hopes that by participating with other agencies and utilizing the services of the One-Stop Career Centers, a greater range of opportunities will become available to DHHR customers.
Special Conditions/Exceptions	DHHR's understanding is that it is not obligated to pay rent or other expenses for the One-Stop Career Center operation unless arrangements are specially negotiated.

Possible Individual Agency Requirement	General Purpose/Meaning
Agency Name/Key Contact	West Virginia Development Office Business and Industrial Development 304-558-2234 *Sharon Adams / B. David Rogers*
Primary Program(s)	Governor's Guaranteed WorkForce Program, Competitive Improvement Program
Core Services	Technical assistance for WorkForce Development and Training. Referrals to appropriate partner agencies. Reimbursement for pre-approved customized training (business specific).
Contributions	Will contribute staff and other in-kind contributions to WorkForce West Virginia with information and introductions to West Virginia's new and existing businesses when appropriate. Share information regarding significant layoffs or closures.
Performance Measurement Levels	The West Virginia Development Office, Business and Industrial Development Division is responsible for all state assistance training programs.
Referral Process	Will collaborate, when appropriate, with WorkForce West Virginia by sharing appropriate services.
Special Conditions/Exceptions	WorkForce West Virginia staff will refer employer related training requests, as well as expansion or new prospects, to the West Virginia Development Office, Business and Industrial Development Division.
Training Activity	Customized Training and Development (Business Specific).
Case Management	Case Management for Business and Industry customized WorkForce Training will be controlled by the West Virginia Development Office, Business and Industrial Development Division.
Planning Compact Cycle	July 1 – June 30

Special Conditions/Exceptions	Labor Market Information, layoff, and plant closings.
Confidentiality Requirements	Information will be shared with WorkForce West Virginia to the extent permitted and not restricted by nondisclosure agreements.
Job Placement	To ensure consistent screening, all job order requests received will be shared with WorkForce West Virginia. Employees of the West Virginia Development Division will not be responsible for updating information on the MACC system.

26.0 Signatures

WorkForce West Virginia

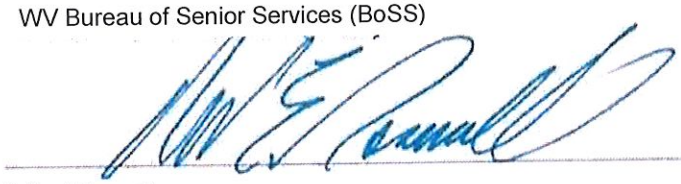


Signature

5-8-2019

Date

WV Bureau of Senior Services (BoSS)



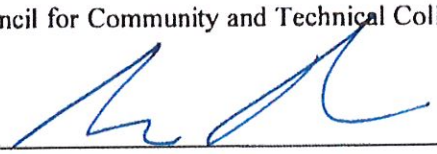
5/24/19

Robert Roswall

Signature

Date

Council for Community and Technical College Education



5/3/19

Signature

Date

Sarah Tucker

Department of Commerce / Division of Rehabilitation Services (DRS)

Maujane K. Waldron

Signature

5-7-19

Date

Superintendent, Department of Education

Steven R Paine

Signature

6/7/19

Date

Department of Health & Human Resources (DHHR)

Linda Watts 8/26/19

Signature Date

West Virginia Development Office

Michael R. Gravely

Signature

6.28.19

Date

Attachment GG

Public Comments

WorkForce
WEST VIRGINIA

Region VII Workforce Development Board

There were no public comments on the Region VII Workforce Development Board's Local Plan.

151 Robert C Byrd Industrial Park Road, Suite 2 • Moorefield, WV 26836
Phone: (304) 530-5258 • Fax: (304) 530-5107 • TDD: WV Relay 7-1-1
www.wvregion7workforce.org

An Equal Opportunity Program/Employer. Auxiliary aids and services are available upon request to individuals with disabilities.