



Tri County WIB Final Draft Local Plan DRAFT Section III

PLANNING PROCESS ASSURANCES

- 1. Please explain the process and timelines regarding input into the development of the local plan and ways in which CLEOs, LWIB members, businesses, labor organizations, other primary stakeholders and the general public will have input on the plan.**

On September 30, 2013, the TCWIB strategic planning committee met at 26 Franklin Street for the first time to review the overall agenda for planning process. The committee unanimously agreed to form four subcommittees, which include: 1) workforce system; 2) business; 3) research & data; and 4) education. Each subcommittee has an assigned chairperson who works closely with the TCWIB staff to keep that designated group's activities on task and progressing in accordance with plan timelines.

The TCWIB contracted with a technical writer who collected all the data and worked closely with the TCWIB executive director to draft the full five-year plan. The strategic planning guidance documents and questions provided by MDOL were reviewed by the subcommittees and divided into three templates, workforce, business/economic development and education. Some questions and issues were addressed by multiple committees and later synthesized into a full response. Each template was completed by the subcommittees and reviewed by the full strategic planning committee. Once all committee members weighed in and either provided feedback or agreed to move forward, they submitted their work to the technical writer.

The full plan involved the following activities (and assigned tasks):

- TCWIB full strategic planning committee meetings (reviewed guidance, draft response to guidance, review draft of plan and provided feedback);
- Workforce subcommittee meetings (reviewed, completed, and submitted the template to the full committee and technical writer, reviewed the draft plan and provided feedback related to the workforce system);
- Business subcommittee meetings (discussed workforce system, skill gap, reviewed the guidance provided by MDOL, drafted response to business template, coordinated business forums in region to collect input from industry partners, reviewed draft plan and provided feedback and/or approval);
- Education subcommittee meetings (reviewed education template, drafted response to the template, facilitated educational forums throughout the region (5), collected input and feedback related to workforce education and job training, submitted education template with draft responses to the technical writer, reviewed draft of five year plan and provided feedback and/or approval);
- Workforce research and data subcommittee meetings (provided all data and statistics related to the tri county region to the strategic planning committees for review and feedback. Submitted final data to the technical writer for five year plan);
- Technical Writer, working closely with TCWIB executive director, collected all committee responses to the TCWIB five year workforce strategic plan templates, integrated responses and drafted five year plan, submitted DRAFT plan to the TCWIB full strategic planning committee. Responded to the feedback and finalized plan as needed. Submit final plan by March 30, 2014;
- Business and Education forums: A combination of business and education partners were recruited to provide input and feedback related to workforce education and job training programs, skill gaps, partnerships and collaboration and the workforce system in the three counties. Their feedback was integrated into the five year plan;
- Strategic planning committee will make recommendations via the plan and will present to CLEOs and TCWIB board for approval prior to posting for public comment and again before the FINAL version is submitted to MDOL.
- The DRAFT Local Plan will be available March 7, 2014, and can be downloaded at <http://www.tricountywib.org>. The public comment period is sponsored by the Tri County Workforce Investment Board, and will be held from March 7, 2014 through March 21, 2014.
- TCWIB submits final plan to MDOL on March 31, 2014. Once finalized and adopted, this Local Plan will be used to continue Employment and Training Services under the Workforce Investment Act.

2. Please explain how those responsible for planning or administering programs and activities covered in the local plan will have an opportunity to review and comment on the plan.

All partners and providers in the system are members of the full strategic planning committee and have volunteered to chair or serve as members of the appropriate subcommittees. All strategic planning committees will review the subcommittee templates and responses, as well as the full DRAFT plan and FINAL TCWIB 5-Year Workforce Development Strategic Plan.