

WORKFORCE INVESTMENT ACT

Title I-B Local Workforce Development Plan Modification for Local Workforce Investment Area #11 (Grundy, Livingston & Kankakee Counties)

**Program Year 2008
(July 1, 2008 – June 30, 2009)**



Table of Contents

I.	Executive Summary	1
II.	Local Needs Analysis and Assessment..... Current and Projected Customer Needs Identification of Key Customer Segments Policy and Programmatic Implications of the Local Needs Analysis	2
III.	Local Strategic Vision and Goals	7
IV.	Local System Infrastructure and Services	8
	Description of the Local One-Stop System Provider Certification and Customer Choice Procurement Procedures Services to Special Populations Description of Adult & Dislocated Worker Employment & Training Activities Description of Youth Activities	
V.	Performance Management	13
	Negotiated Performance Goals Other Performance Measures Continuous Improvement Program	
VI.	Assurances	14
VII.	Plan Development Process	14
VIII.	Attachments	15
	A. WIA Program Cumulative Registrants	
	B. WIA Program Funding	

I. Executive Summary

In an effort to meet the needs of a changing labor force, the Grundy Livingston Kankakee Workforce Board has adopted the mission “enhancing workforce quality to meet regional needs”. To be competitive in a global marketplace, our area requires a shift of focus to the employer as the primary customer in the workforce area. The local workforce development system will be driven by local businesses to address local business needs.

To achieve that mission, the system provides equal opportunities for all to achieve economic independence and improved quality of life by utilizing a collaborative system that promotes life-long learning and proactively addresses the workforce needs and requirements of the community and employers and partners. The system is positioning itself to be a leading resource linking job seekers, employers and partners in developing and maintaining a successful workforce. The system strives to be comprehensive and customer friendly.

The board facilitates partnerships between local workforce and economic development entities that promote service to all customers including youth, job seekers, incumbent workers and employers.

The unemployment rates continue to be among the highest in the state. There is a high incidence of poverty in the urban area and educational levels are low among this segment.

The projected employment growth in the area is highest in the areas of healthcare and trade and transportation which provide a variety of entry-level wage opportunities and comprehensive benefits packages, particularly in healthcare. Growth is also projected in hospitality service jobs which offer many entry level positions but have high turnover rates because they are often not perceived as career positions.

Kankakee County is currently one of the top ten counties in Illinois expected to experience tremendous growth in the next ten year period, and yet over 75% of annual job openings projected will be due to replacements rather than growth.

The board recognizes that the educational system is vital to the success of the workforce development system and has forged a partnership with the K-12 educational system. The ability to remain competitive will be dependent upon our ability to build upon a foundation that is present when youth successfully complete their secondary diploma.

All customers will continue to receive core services from the system. Individuals who have been unable to secure employment with core services are offered intensive services based upon their eligibility for a partner program. Individuals who have still demonstrated an inability to secure viable employment are then referred for skill training.

Individuals in need of skill training are provided with a choice of training opportunities from training providers approved by the Workforce Board. Training is provided in curriculum areas of demonstrated growth employment in the area and occupations identified through the Critical Skills Shortage Initiative. Training opportunities are also provided through on-the-job training contracts with employers.

A wide range of employer services is available including: labor market information, job order taking and job referrals, pre-screening, on-the-job training, subsidy programs (wage and tax credits),

seminars, skills training, retention services and a variety of personnel services.

Job seekers and incumbent workers are eligible to receive supportive services to address barriers that may prevent them from achieving success while in training or on the job.

Partnerships among local agencies and the private sector are eliminating duplication of services and maximizing resources to achieve the most efficient and cost-effective workforce development delivery system.

II. Local Needs Analysis and Assessment

The Grundy Livingston Kankakee Workforce Board has been charged with insuring the availability of a highly skilled and productive workforce, as well as the infrastructure to respond rapidly to changing workplace needs in order to spur job growth and to continue to develop our economy. For the development of a long-range vision for the local workforce investment system, the Workforce Board constantly analyzes the current needs of the system's potential customers, local employers, job seekers, incumbent workers, and youth. This analysis and assessment includes the review of key industry trends, identification of key customer segments, and assessment of policy and programmatic implications of the local needs analysis.

Population

The current population for the workforce area is an estimated 182,000 which represents an approximate 7% growth from 1990 to 2000. Approximately 42% of that population increase represents an increase in the minority population (African-Americans – 21% and Hispanic – 16%).

Education

The high school dropout rate for LWA 11 has consistently remained in the 10% range for the past ten-year period. Across the three counties, basic skills testing of clients seeking WIA service has shown an average functional level of 7th grade skills in WIA applicants. Although these numbers represent the average for the three-county area, the educational attainment level varies significantly between the three counties as illustrated in the table below reflecting 2000 Census data.

<u>For persons over 24 yrs</u>	<u>Less than HS</u>	<u>HS or higher</u>	<u>BA or more</u>
Grundy	13.1%	86.9%	15.2%
Livingston	21.9%	78.1%	12.6%
Kankakee	20.2%	79.8%	15.0%

Income/Poverty

According to the 2000 Census, the median household income for the LWA is \$44,339, representing a 10% increase over the past five-year period. This figure is above the state median average of approximately \$43,000. While this general information is encouraging, there are many pockets of poverty, particularly within Kankakee County. The following statistics from the 2000 Census further illustrate the income level disparity between the three counties of the LWA: 4.8% of the population of Grundy County is living below the poverty level; 8.8% of the population of Livingston County is living below the poverty level; 11.4% of the population of Kankakee County is living below the poverty level. This disparity continues to pose challenges to the Workforce Board to establish policies that allow for appropriate, yet equitable services for the area.

A. Current and Projected Customer Needs

1. Employer Needs

Labor Force

The 2007 annual average unemployment rate for the LWA was 6.0%, while the State of Illinois averaged only 4.6%. Over the past ten-year period, the average annual unemployment rate has ranged from a low of 4.7% to a high of 8.5% in 1992. The LWA consistently has a higher unemployment rate than the State of Illinois, and, in fact, often ranks in the top three highest rates within the State. However, even within the LWA there is a significant variance in unemployment rates among the three counties as illustrated in the chart below:

<u>Unemployment rate</u>	<u>March 2007</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>
Grundy	6.8	5.7	5.1	7.0
Livingston	5.2	4.7	4.3	6.6
Kankakee	7.0	6.5	5.8	5.1
LWA #11	6.6	6.0	5.4	6.4
Illinois	5.4	5.0	4.6	5.8

Industry/Occupation Analysis

As is the case at the state and national level, healthcare is the largest and fastest growing industry sector for LWA #11. Based on 4th quarter 2004 Employment Statistics from the Illinois Department of Employment Security, the industry mix for LWA #11 using the NAICS industry breakdown is as follows:

<u>Industry</u>	<u>% of Total</u>
Healthcare and Social Assistance	16.9
Manufacturing	12.9
Retail Trade	12.5
Educational Services	9.7
Accommodation and Food Services	6.8
Public Administration	5.3
Construction	5.1
Wholesale Trade	4.7
Administrative & Support & Waste Management	4.4
Transportation and Warehousing	4.1
Finance and Insurance	3.9
Information	3.1
Other Services (except Public Administration)	2.5
Utilities	2.3
Professional, Scientific and Technical Services	1.9
Arts & Recreation/Agriculture & Forestry/Other	4.1

The area is expected to have an increase of 2,338 jobs from 2004 to 2014 for a projected increase of 2.80% for the 10-year period. Over 65% of the new jobs added to the local economy are projected to occur in only four industry groups: Health care (29%); education (14%); retail trade (13%); and accommodation and food services (11%).

2. Job Seeker Needs

Local Workforce Area #11 serves an increasingly culturally diverse population, and the needs of job seekers continue to diversify as well. The system serves those who are unemployed, underemployed, and dislocated; the skills and needs of these job seekers vary greatly.

In general, these customers need either assistance in finding employment or assistance in upgrading existing skill sets to find or retain a job. Among those needing assistance in finding a job are: dislocated workers from occupations for which there is still demand, recently unemployed individuals, and high school or college graduates entering the full-time workforce for the first time. Those needing to upgrade their skills to find employment, retain a job, or progress to a higher-paying job are dislocated workers from low demand occupations, displaced homemakers, other “career changers”, unemployment insurance profilers, incumbent worker trainees, long-term unemployed adults, underemployed adults, and the working poor.

A minimum of 51% of individuals served in the local workforce area meet low-income criteria. Unemployed adults with little or no work history and those individuals who have multiple barriers more likely require intensive services including subsidized work experience and training to move toward employment and self-sufficiency. Barriers to employment vary greatly by individuals, however, common barriers include: lack of workplace skills, lack of a high school diploma or its equivalent, lack of fluency in English, lack of a work history, and a record of incarceration.

A second target population is underemployed individuals who have not attained family self-sufficiency. Individuals earning less than \$17 per hour and who need to upgrade their skills for employment qualify for services. Service is focused in the areas of intensive services and skills upgrading. A variety of other training services are made available to facilitate employment at a level of self-sufficiency.

Skill development needs of workers can be divided into three general areas: basic skill development, employability skills development and occupational and employment skills development. Customers of the local system generally require assistance in at least one of these three areas.

While current industry sectors are heavily represented in the projected workforce, they do represent a noticeable shift from the current distribution shown in the table on the preceding page, which shows that currently 12.9% of the population works in manufacturing. The manufacturing workforce is projected to decline significantly in the next ten years and the Workforce Board and its providers will continue to concentrate efforts on the retraining and employment of this segment of the workforce. Workers dislocated from jobs within two years prior to application are eligible for services. Due to the traditional work experience that has been acquired by this target group, the focus of services is in the areas of core, intensive and short-term vocational training or skills upgrading.

3. Youth Needs

The poverty level of youth under the age of 18 remains substantial in LWA #11. Census Bureau estimates for 2006 indicate 19.5% of youth through age 17 in Kankakee County, 9.9% in Livingston County, and 5% in Grundy County are under the poverty level. The social and familial pressures of low-income youth lead to a need for increased counseling as well as substance abuse counseling and particular attention will be paid to youth ex-offenders.

A review of the assessment results of low-income youth served through local workforce development programs for the past several years reveals that more than 80% of the youth served were assessed as deficient in math and reading skills. School report cards reveal that the standardized testing results of larger school districts in the three-county area with a high incidence of poverty consistently are lower than the state averages.

Juvenile ex-offenders who face an additional barrier to employment are a growing concern in our workforce area. In 2005, more than 300 youth petitions involving youth were filed in the Kankakee County judicial system, and nearly 225 were admitted to active caseloads. More than 70% of these cases involved males, and the number of Hispanics offenders with active cases rose from less than 4 in 2003 to almost 20 in 2005. Grundy County reported 85 cases involving youth. Livingston County reported 233 petitions filed and an active caseload of 192 juveniles for this period.

Basic skill deficiencies as well as all other barriers identified in the needs assessment directly impact the large disparity between national and state unemployment rates versus those for youth. Closing this “gap” will be an important challenge for our local workforce area.

4. Other Customer Needs

Underemployed individuals and dislocated workers receive the assistance necessary to build upon their skills and past work history in order to upgrade or obtain employment. Many of these individuals are lacking technical skills such as basic computer knowledge

The Workforce Services office in each county acts as the primary vehicle in delivering all adult services and many out-of-school youth services. It is the responsibility of the system to provide useful labor market information, information gathered on employer needs, and training provider information that allows individuals to make informed career choices. The system provides individuals with skill assessment and employer matching. Up-to-date job search information is available, and customers may access Illinois workNet from resource rooms at each office and from a variety of local community sites. It is the intent of the workforce area to provide employers and job seekers with the skills and information necessary to provide successful job matches and to shorten the job search period.

B. Identification of Key Customer Segments

1. Employer Segments

Key employer segments are identified in several ways. Local labor market data is reviewed to identify potential employers in need of services. Key employer customers are also identified through outreach and marketing the system throughout the workforce area.

2. Population Segments

Outreach is targeted at areas that are determined to have high populations of individuals at or below the poverty level and to individuals who have lost employment due to company closings or mass layoffs. Underemployed incumbent workers are also targeted. Services are coordinated with other agencies through the Workforce Services offices in each county to serve the greatest number of people and to provide seamless services. This system insures that key customers with barriers to employment have those needs addressed and supportive services provided.

3. Youth Segments

Based upon the identified needs, LWA #11 provides services to low-income at-risk youth who are basic skills deficient, school dropouts, pregnant or parenting teens, ex-offenders, and youth with disabilities. As part of the on-going strategic planning of youth services, LWA #11 will ensure that WIA-funded youth services are provided only where there are identified gaps in services or inadequate resources to meet the needs of the at-risk youth population. This planning and allocation of resources and services will be guided by the mapping of current resources to identify gaps. Current gaps in service identified by the most recent resource mapping project completed in 2005 by the Youth Council of the Workforce Board identified after school programs, mentoring, and work experience as the three most important services lacking in the area. The subsequent request for proposals released by the Youth Council asked providers to show how they will focus their efforts on these service gaps.

C. Policy and Programmatic Implications of the Local Needs Analysis

1. Resource Implications

The system created through the Workforce Investment Act continues to serve a greater number of individuals than previous legislation. Although the number of services needed by individuals varies, funding provided through WIA does not always sufficiently cover costs of all individuals who qualify or seek assistance, but partners work closely to coordinate and pool available resources.

The resource rooms located in each Workforce Services office assist individuals with career exploration, information on training providers and employers, and job search. Computer banks provide the technology that allows individuals to create cover letters and resumes, access the Internet for job search, as well as learn basic computer skills. Customers are encouraged to set up Illinois workNet accounts at their first visit to take full advantage of the services provided through the portal. Local information for the three-county area is added regularly to inform customers of opportunities within their communities for job search, training, and other career advancement opportunities. A variety of newspapers provide additional job leads. Phones and fax machines are also available. The resource room has proven to be a high volume area of the center. Resources will continue to be needed to staff this area and keep the resources up-to-date.

Identified customer needs particularly relating to supportive services include assistance with daycare, transportation, and entry employment expenses. Individuals participating in training activities may also require assistance with tuition, books, fees, and required physicals or background checks. Follow-up Services are made available as necessary to assist customers with job retention, wage gains or career advancement. The local area works with partners to pool resources to cover these expenses whenever possible.

As the majority of youth identified for services under WIA meet low-income criteria, support services enabling them to participate in programming are important. The Youth Council will continue to work collaboratively with youth, parents, schools, business, and community and faith-based organizations and agencies to maximize available dollars and services.

2. Workforce Education and Training Implications

Individuals seeking assistance through Workforce Services offices are made aware of services that are available to assist them in their job search. Individuals having difficulties are assessed to determine barriers prohibiting their success.

A variety of workshops targeted to assist individuals in attaining and retaining employment are available at each Workforce Services office. Basic education and GED classes are available throughout the local workforce area. The offices coordinate with Adult Education providers to make locations and scheduled times available at the offices. At the Kankakee Workforce Services office, the Adult Education program is co-located with WIA staff to provide seamless service to those customers needing basic education and GED instruction. Information on short-term training customized training, certificate programs, and degree programs are available through the offices.

Opportunities are available for both in-school and out-of-school youth. Services are provided for summer experiences as well as year-round opportunities. All ten elements of service identified as priorities are provided for youth in all three counties of LWA #11.

Tutoring, study skills, supplemental instruction, and other dropout prevention strategies address the high dropout rates at high schools with a high incidence of poverty. Summer employment opportunities and paid and unpaid work experiences that directly link academic and occupational learning benefit all youth, especially pregnant and parenting teens, and ex-offenders.

Occupational skill training consistently leads to increased earnings for all youth. Statistics indicate 70% of all jobs in the year 2000 will require training beyond high school but less than a 4-year degree. Business resources tell us that today's employers pay for skills and credentials, not necessarily degrees.

Support services, leadership development opportunities, mentoring and follow up services provide youth with the social and employability skills required to be successful in today's employment environment and enhance the youth's ability for long-term self-sufficiency.

Finally, guidance, counseling, and case management address the personal and health concerns that serve as barriers for at-risk youth. Currently, youth have access to GED, Adult Basic Education classes, and alternative education systems in the three-county area. Occupational skill training is offered through career centers for high school youth and through the local community colleges for out-of-school youth. Pockets of other identified services are successfully occurring throughout the area but comprehensive services are not yet available for all youth, especially those who are at-risk. The Youth Council focuses on the development of a comprehensive, integrated delivery system that utilizes multiple resources to meet the identified needs.

III. Local Strategic Vision and Goals

The Workforce Board serving Area #11 has adopted the mission of "Enhancing workforce quality to meet regional needs". The local vision is to provide equal opportunity for all to achieve economic independence and improved quality of life by establishing an evolving collaborative system that promotes life-long learning and proactively addresses the workforce needs and requirements of the community and employer base. The anticipated impact of the work of the board includes: being recognized as an area having a skilled, productive and dedicated workforce; more effectively and efficiently utilizing workforce development initiatives, programs, services and resources for employers, employees and system partners; and, creating a results-oriented workforce development system that is attractive to job seekers, as well as employers. The Workforce Board's role is multi-faceted and includes: creating a system that serves as a catalyst that coordinates and meets the requests and needs of job seekers, and employers; positioning the system to be a leading

resource linking job seekers, and employers in developing and maintaining a successful workforce; and developing a process that evaluates and continuously improves the activities and results of the system and its collaborative partners. The Workforce Board works within state policies and procedures.

The primary broad-based workforce development goals relating to youth for the local area mirror the state's goals and include the following:

1. Develop a comprehensive, integrated workforce development system that provides youth the tools necessary to succeed in the workplace and have long-term self-sufficiency.
2. Foster an environment for youth that is supportive to lifelong learning.
3. Ensure that all youth have opportunities for school-based learning, work based learning, and connecting activities.
4. Encourage the private sector to create new work-related opportunities.
5. Target at-risk youth populations.

The system will continue to evolve with input from partners and users of the system including employers and job seekers. Based on information gathered, programmatic and policy recommendations are regularly sent to the Workforce Board for approval.

Categorical state and federal programs present many barriers for the attainment of workforce development system goals. It is critical that local control is maintained for the establishment of a local system that meets local needs. Workforce Boards need the authority to drive and impact local workforce development systems. Shared technology systems and technical assistance resources supported by state resources should be available to aid local efforts.

IV. Local System Infrastructure and Services

A. Description of the Local Workforce Services Network

1. Identification of the Fiscal Agent

Kankakee County has been designated as the fiscal agent for the local workforce investment system and is responsible for the disbursement of grant funds for workforce investment activities at the discretion of the local Workforce Board and Chief Elected Officials.

2. Workforce Services Network

LWA #11 currently has one certified full-service one stop center. Kankakee Workforce Services is located at 202 N. Schuyler Ave., Kankakee, Illinois. All WIA services as well as services of the Illinois Department of Employment Security (IDES) are currently available at the offices. All other required partners provide services on a part-time basis. In addition, the Joliet Job Corp staff performs local outreach on a regular basis to both the Kankakee and Morris offices.

Affiliate offices are currently established at 1715 N. Division, Suite 104, Morris, Illinois and 741 W. Washington St., Suite 2, Pontiac, Illinois. The Workforce Board has established a consortium that serves as operator of the one stop in LWA #11.

3. Roles of Required and Optional Partners

The minimum core services required to be provided at a comprehensive center and the other programs and services required to be accessible through a comprehensive center defined in the

Services Matrix for Comprehensive Centers in Illinois was used as a starting point for negotiation of the local Memorandum of Understanding (MOU).

Each of the following was discussed and negotiated during the development of the MOU:

- Core services provided by each partner and assumptions regarding utilization of core services by customers of the partner agencies;
- Provision of access to appropriate services from all partners (referral, technology, cross-training of staff);
- Contributions of each partner to the services provided to key customer segments identified in Section 1.

A Memorandum of Understanding for the full service center in LWA #11 was renegotiated in 2008.

B. Provider Certification and Customer Choice

1. Provider Certification System

The Workforce Board developed procedures by which service providers desiring to provide training services submit initial applications to the board. The procedures include elements established by the State of Illinois as well as additional local elements desired by the board. These procedures include at least the following elements:

- The initial application procedures for postsecondary educational institutions and entities carrying out apprenticeship programs, as well as the local board's information requirements for these types of providers; and
- The initial application procedures for other eligible providers, which conforms to eligibility determination procedures established by the Governor including all specified performance and cost information.

The Workforce Board has developed procedures and minimum approval criteria by which service providers desiring to provide training services will submit subsequent applications to the local board. The procedures include elements established by the State of Illinois as well as the additional local elements desired by the local board. These procedures include at least the following elements:

- The subsequent application procedures for all eligible providers, which conforms to the eligibility determination procedures established by the Governor including all specified performance and cost information; and
- Additional, verifiable, program-specific performance information required by the board.

2. Individual Training Accounts

The Workforce Board has developed local policies regarding the use of Individual Training Accounts (ITAs). ITAs are limited to \$6,000 and are limited to specific degree programs.

The Workforce Board makes the State list of eligible providers of training services available to customers in the workforce services offices. Performance and cost information relating to eligible providers is published and updated on an ongoing basis.

Referral arrangements have been established between the one-stop system and the eligible

providers of training services to promote customer choice. Payment arrangements have also been developed.

3. Non-Income Eligibility for Youth

The Youth Council is responsible for making recommendations to the Workforce Board on characteristics of youth who may be served through WIA and who do not meet income eligibility. Not more than five percent of youth participants receiving assistance in the local area are individuals who do not meet the minimum income criteria. Barriers to employment which are considered include: school dropouts, individuals who are basic skills deficient, individuals with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individual, individuals who are pregnant or parenting, individuals with disabilities, including learning disabilities, homeless or runaway youth, and ex-offenders. The council may also choose to identify other serious barriers to employment and make recommendations to the board.

C. Procurement Procedures

Title 1-B adult, dislocated worker, and youth providers are sought through a formal Request for Proposal (RFP) process. Requests for proposal (RFPs) are sent to all potential bidders on the bidder's list. RFPs are also advertised in the primary newspapers in the three-county area. As proposals are received, they are reviewed and evaluated using a standard checklist. A cost/price analysis is conducted. When all proposals have been evaluated, recommendations are forwarded for review and approval by the Executive Committee, the CEOs, and the Workforce Board. Youth proposal recommendations are reviewed by the Youth Council prior to being forwarded to the Executive Committee.

All subcontracts procured through the formal RFP process include a program summary, program description, terms of reimbursement and program budget. Contract award protests, disputes and claims are handled via the established WIA grievance procedure. The Workforce Board complies with all Federal and State selection procedures.

On-the-Job Training

On-the-job training (OJT) may be provided under a contract with an employer in the public, private, nonprofit or private sector. Through the OJT contract, occupational training is provided for the WIA participant in exchange for the reimbursement of up to 50% of the wage rate to compensate for the employer's costs. Training to be provided is documented in an individual training outline. The length of training is limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided, generally not to exceed a six-month period. Exceptions to the six-month limit may be made in instances where there is a high-skilled occupation or low-skilled individual (i.e. individual with disability). In determining the appropriate length of the contract, consideration is given to the skill level of the participant, prior work experience, and the participant's individual employment plan.

LWA #11 does not contract with an employer who has previously exhibited a pattern of failing to provide OJT participants with continued long-term employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.

Intensive Services

Intensive services may be provided locally through the following intensive services policy approved

by the Workforce Board:

- Up to six courses may be taken through a Workforce Board-approved vendor.
- Coursework must be directly linked to employment opportunities in the local area or another area to which the individual is willing to relocate.
- Coursework may not be a program of training service that leads to a recognized certificate or degree or industry-recognized credential.
- Individuals must be unable to obtain other funding sources to cover the cost of this service.
- Cost of coursework may not exceed \$5,000.

The Workforce Board has determined ITAs should be used to provide training activities to eligible individuals. LWA #11 does not procure providers of training service programs to special participant populations. It is the intent of the local area to provide these individuals with ITAs and additional support and case management as identified in their employability plan.

D. Services to Special Populations

The Workforce Board ensures special populations are served. These populations include dislocated workers, displaced homemakers, low-income individuals, migrant and seasonal workers, public assistance recipients, women, minorities, individuals training for nontraditional employment, veterans, individuals with disabilities, and individuals with multiple barriers to employment. Services are tailored based on the individual needs of the participants as determined through the assessment process. Services include those allowable activities as identified in Section 134 of the Act and approved by the local Workforce Board and Chief Elected Officials.

Subject to the provisions of the “Jobs for Veterans Act,” Public Law 107-288, which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the Department of Labor, veterans will be given priority of service. Services will be coordinated with the Veterans Assistance Commission where feasible or other agencies assisting in the career development and placement of veterans.

As WIA funds are generally considered to be limited, grant funds budgeted for intensive and training services are provided on a priority basis to low-income individuals who do not otherwise have access to these services through other funding sources. At least 51% of the participants served are from these target populations.

Targeted special youth populations include public assistance recipients, women, minorities, individuals training for nontraditional careers and other individuals with multiple barriers to employment. Services are tailored based on the individual needs of youth as determined through the assessment process.

All interested youth receive an orientation that outlines eligibility requirements and available services. Based on an assessment and development of an individual service strategy youth from these special populations will identify career and training options. Support services will be made available to youth as identified in their individual service strategy.

Programming for in-school youth centers on basic skill attainment, pre-employment/work maturity skills, and occupational skills in year round activities. School year activities include a mix

of the following: tutoring, study skill development, career exploration, and opportunities for employment. All youth receive comprehensive guidance and counseling. Referrals are made to partner agencies as appropriate. Youth receive follow-up services for one year.

Available services for dropouts and other out-of-school youth include assistance in the attainment of a GED or basic skill enhancement and identification of a career goal supported by local labor market information leading to long-term employment and self-sufficiency.

E. Description of Adult Employment and Training Activities

The local workforce area provides a broad range of employment and training activities with adult and dislocated worker funds:

Core and Intensive Services:

- Job Search Skills Training
- Job Search Assistance
- Job / Career Counseling
- Employability Skills Training
- Resource Room/Internet Access
- Resume Workshops
- Local Labor Market Orientation
- Interview Skills Training
- Job Fairs
- Assessment
- Job Clubs
- Placement Assistance
- Job Coaching

Training and Support Services:

- Individual Training Accounts
- On-the-Job Training
- Customized Training
- Adult Basic Education
- Occupational Skills Training
- Support Services
- Computer Basics
- Short-Term (Course Specific) Vocational Training
- Incumbent Worker Training
- GED Training
- Skills Upgrading
- English as a Second Language
- Apprenticeships
- Internships
- Tuition Assistance

F. Description of Youth Activities

1. Key Design Components of Youth Programming

In 2005 the Youth Council and Workforce Board implemented a standardized set of assessment tools for academic assessment that is utilized by all youth service providers. All youth seeking services through LWA #11 are assessed in the same way using the TABE test to determine appropriateness of services in the development of an individual service strategy. Although a youth may participate in activities through several partners, the case manager assumes the responsibility for ongoing comprehensive case management. If individuals do not meet eligibility for WIA services, they are referred to appropriate agencies. It is expected that youth receive a mix of services that prepare them for success in the work place and long-term economic self-sufficiency.

2. Required Elements of Youth Programming

As previously stated the Youth Council seeks successful providers to administer services outlined in the Workforce Investment Act not currently available in our workforce area. Partners are identified to supply youth with the mix of activities outlined in their individual service strategy.

Local area high schools, community colleges, and other WIA service providers provide tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention services, and alternative schools provide alternative secondary school offerings.

Summer employment opportunities directly linked to academic and occupational learning are provided via WIA service providers and one-stop partners. Linkages with businesses, business associations, and chambers of commerce have been established to aid this effort. Paid and unpaid work experiences, including internships and job shadowing are available through subcontracted youth providers and their relationships with community businesses and not-for-profit agencies.

Occupational skill training is provided by community colleges, area vocational centers, and proprietary schools. On-site training with local businesses is encouraged and school-to-work programs are promoted.

Adult mentoring and leadership development opportunities, which may include such activities as positive social behavior, decision-making, and teamwork, are provided by WIA partners and coordinating youth-service entities. Supportive and follow-up services, including comprehensive counseling and substance abuse counseling are provided by local social service entities through referrals and by WIA service providers.

3. Identification of Successful Youth Service Providers

Existing providers will be identified through the updating of a comprehensive resource map of services available in our area. The Workforce Board seeks responses to RFPs to fill identified gaps in services. Service providers are selected based on their demonstrated history of providing effective services to youth with proven outcomes as well as their record of fiscal responsibility. They must have strong collaboration with community partners. They should also have demonstrated success in partnerships with the business community to aid youth programming efforts. Finally, they should have a commitment for an integrated learning approach that connects learning with work and work-related requirements.

4. Coordination Mechanisms

When possible, youth programs are coordinated with foster care programs, education, public assistance programs, teen court, and other youth programs. Individuals representing these entities are members of the Youth Council. Entities providing youth services that are not represented on the Youth Council are included via coordination strategies previously identified in this plan.

V. Performance Management

A. Negotiated Performance Goals

Performance goals have been re-negotiated with the state for each of the core indicators for Program Years 2007 and 2008. Performance measure attainment is included in all contracts for provision of services in LWA #11. As part of the continuous improvement process, the Youth Council reviews qualitative and quantitative data including customer feedback on the system.

Established reporting mechanisms enable the Youth Council and Workforce Board to track the success of strategies leading to the achievement of youth goals.

B. Other Performance Measures

There are no locally developed measures at this time.

C. Continuous Improvement Program

1. Continuous Improvement

The local workforce area is committed to continuous improvement. As a part of our continuous improvement process, the Workforce Board reviews qualitative and quantitative data including customer feedback on the system. Established reporting mechanisms enable the Workforce Board to track the success of strategies leading to the achievement of local goals.

2. Needs for State Funded Assistance

The local board requests state-funded assistance as needed. Assistance may be requested to train both Board and County fiscal staff, and members of the Workforce Board. Additional assistance may be requested in acquiring information to meet employer needs.

VI. Assurances

- A.** The local board assures that it coordinates workforce investment activities carried out in the local area with statewide rapid response activities.
- B.** The local board assures that no funds received under the Workforce Investment Act are used to assist, promote or deter union organizing.
- C.** The local board assures that it complies with the nondiscrimination provisions of Section 188.

VII. Plan Development Process

Chief Elected Officials authorized the Workforce Board, which has been certified by the state, to author this plan. The plan has been reviewed by the Chief Elected Officials and Public Notice has been posted announcing the availability of the plan for review and comment.

To ensure all interested parties in LWA #11 were made aware of the Title I plan, Public Notices are placed to the attention of local business and labor organizations, educational agencies, vocational rehabilitation agencies, community-based organizations, and interested persons. These notices are placed in the Kankakee newspaper and on the Workforce Board's website at www.glkwb.com. These notices ensure individuals throughout the workforce area are aware of the plan. The notice indicated the plan was for Program Year 2008 (July 1, 2008 – June 30, 2009). Locations of copies of the plan as well as a means to make comments were clearly indicated in the notice (Attachment A). Notification of the Workforce Board meetings was forwarded to local media in the three-county area.

VIII. Attachments

- A. WIA Program Cumulative Registrants** (Attachment A)
- B. WIA Program Funding** (Attachment B)

WIA PROGRAM FUNDING

Workforce Investment Area #: <u>11</u>	Grant Number: <u>8681011</u>	PY: <u>08</u>
Grant Recipient: <u>Kankakee County</u>	Plan Mod. No: _____	
Contact Person: <u>Ladonna Russell</u>	Date Submitted: <u>5/30/2008</u>	

	Adult	Dislocated Workers	Youth	Total
Original Allocations	565,127	623,857	603,453	1,792,437
Supplemental Allocations				
Reallocated Funds				
Rescissions				
De-Obligation				
Total Allocations	565,127	623,857	603,453	1,792,437
Administration	56,512	62,385	60,345	179,242
Programs	508,615	561,472	543,108	
Program Fund Transfer				
Total Program Funding	508,615	561,472	543,108	1,613,195
<i>Program Funding Breakout</i>				
Incumbent Worker (I.W.) Funding				
Program Funding	508,615	561,472	543,108	1,613,195
% of I.W. Program by Funding Stream				
% of Allocation to I.W. Program				
Total Funds Available				1,792,437

WIA BUDGETED COSTS

	2nd Quarter	4th Quarter
Administration - Salary and Fringe Benefits	61,660	154,150
Administration - Other Administration	10,037	25,092
Total Administration	71,697	179,242
Youth In-School - Salary and Fringes	35,249	88,122
Youth In-School - Other Administration	2,853	7,132
Youth In-School - Direct Training Cost	19,442	48,604
Youth In-School - Incumbent Worker	0	
Total Youth In-School	57,543	143,858
Youth Out of School - Salary and Fringes	89,402	223,506
Youth Out of School - Other Administration	8,674	21,684
Youth Out of School - Direct Training Cost	61,624	154,060
Youth Out of School - Incumbent Worker		
Total Youth Out of School	159,700	399,250
Adult - Salary and Fringes	96,817	242,042
Adult - Other Administration	11,675	29,187
Adult - Direct Training Cost	94,954	237,386
Adult - Incumbent Worker	0	
Total Adult	203,446	508,615
Dislocated Worker - Salary and Fringes	107,492	268,730
Dislocated Worker - Other Administration	12,584	31,460
Dislocated Worker - Direct Training Cost	104,513	261,282
Dislocated Worker - Incumbent Worker		
Total Dislocated Worker	224,589	561,472
Budgeted Costs Total	716,975	1,792,437

WIA PROGRAM CUMULATIVE REGISTRANTS

Workforce Investment Area #: <u>11</u>	Grant Number: <u>8681011</u>	<input type="checkbox"/>	Original Plan
Grant Recipient: <u>Kankakee County</u>	Date Submitted: <u>5/30/2008</u>	<input type="checkbox"/>	Plan Mod. No.
		PY: <u>08</u>	

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
ADULT REGISTRANTS		325		375
1. Prior Year(s) Registrants				276
2. Registered Core Services				185
3. Intensive Services				255
4. Training Services				260
a. Individual Training Accounts				250
5. Supportive Services				40

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
DISLOCATED WORKER REGISTRANTS		335		375
1. Prior Year(s) Registrants				293
2. Registered Core Services				190
3. Intensive Services				265
4. Training Services				275
a. Individual Training Accounts				268
5. Supportive Services				50

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
YOUTH REGISTRANTS		175		200
1. Prior Year(s) Registrants				138
2. Program Services				200