

Workforce Investment Board Of Southeast Missouri

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WIA Plan Program Years 2005 and 2006

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Attachments to the Local Plan

1. List of Comprehensive One-Stop Centers and Affiliate Sites
2. Local Workforce Investment Board Membership List
3. Local Workforce Investment Board By-Laws
4. Complaint and Grievance Guidelines
5. Planning Budget Summaries for Program Year 2005 and Fiscal Year 2006
6. Memorandum of Understanding (signed by all the parties)
7. Performance Improvement Plan and Update (if applicable)- N/A

I. Local Workforce Investment Board's Vision

State the local board's vision for the workforce investment region and how this vision meets, interprets and furthers the Governor's vision and the national direction.

The vision of the Workforce Investment Board of Southeast Missouri for its citizens is to attain a higher standard of living by helping to create a skilled, diverse, motivated, and adaptable workforce. This vision includes partnerships with business that will result in On-The –Job Training and Entrepreneurial opportunities.

This vision relates directly to the Governor's vision and the national direction by providing participants with the opportunity to become self-sufficient. This approach will also encourage higher education goals and innovative thought.

II. Local Workforce Investment Priorities

*Identify the workforce investment needs of businesses, jobseekers, and workers in the local area, and how those needs were determined.**

The Southeast Missouri Workforce Investment Board invited key community leaders from around the region to discuss and help develop goals.

The top five goals were voted to be:

- Increasing literacy.
- Promoting instruction and assessment of mastery for critical skills and knowledge required in the workplace.
- Improving career awareness and career counseling.
- Helping small businesses meet their training needs.
- Redirecting the use of public funds toward targeted industries, high problem areas, and critical skill/knowledge acquisition.

A regionally recognized workforce credentialing program based on a combination of classroom and on-the-job training is being examined at this time. This program will allow business in the region to identify workers that have obtained certain skills and knowledge needed in the workplace. The benefit to jobseekers and incumbent workers will be the ability to obtain and/or advance in the field of work they have chosen. The data collected from this program will help the WIB determine where funding should be directed.

III. Local Structure

- A. *Describe the geographical workforce investment area, including the area's major communities, major employers, training and educational institutions in the area (technical and community colleges, universities, etc.), population, diversity of the population, and relevant growth trends.*

The Southeast Missouri Region is made up of 13 counties that include Bollinger, Cape Girardeau, Dunklin, Iron, Madison, Mississippi, New Madrid, Pemiscot, Perry, St. Francois, Ste. Genevieve, Scott, and Stoddard. This large area encompasses 7,066 square miles and 60 public school districts, a population of 358,014 individuals (2004 estimate) and a labor force of 171,579. The largest city in the region is Cape Girardeau with a population of 35,349. The following is a list of each county, their major communities, major employers, training and educational institutes, population, diversity and relevant growth trends;

Bollinger County

Major Communities: Marble Hill

Major Employers: Crader Distributing, Henschel Manufacturing Co., Security Bank and Trust Cross Trials Medical Center Country Mart.

Training and Educational Institutes: N/A

Population: 12, 029 (2000 Census), 12,341 (2004 Estimate)

Diversity:

	Number	Percent
White	11,763	97.8
Black or African American	25	0.2
American Indian and Alaska Native	87	0.7
Asian	26	0.2
Native Hawaiian and Other Pacific Islander	0	0.0
Some other race	16	0.1
Two or more races	112	0.9
Hispanic or Latino (of any race)	68	0.6

Cape Girardeau County

Major Communities: Cape Girardeau, Jackson

Major Employers: Procter & Gamble, Southeast Missouri State University, Saint Francis Medical Center, Southeast Missouri Hospital.

Training and Educational Institutes: Southeast Missouri State University, Cape Girardeau Career and Technical Center, MERS/Goodwill Industries Branch, Metro Business College, Southeast Missouri Hospital College of Nursing, Southeast Missouri State University Law Enforcement Academy.

Population: 68,693 (2000 Census), 70,730 (2004 Estimate)

Diversity:

	Number	Percent
White	63,290	92.1
Black or African American	3,624	5.3
American Indian and Alaska Native	248	0.4
Asian	515	0.7
Native Hawaiian and Other Pacific Islander	18	0.0
Some other race	211	0.3
Two or more races	787	1.1
Hispanic or Latino (of any race)	624	0.9

Dunklin County

Major Communities: Kennett, Malden

Major Employers: Emerson Electric, Parker-Hannifin.

Training and Educational Institutes: Kennett Career and Technology Center, Southeast Missouri State University – Kennett, Southeast Missouri State University – Malden, Southern Missouri Truck Driving School.

Population: 33,155 (2000 Census), 32,488 (2004 Estimate)

Diversity:	Number	Percent
White	29,388	88.6
Black or African American	2,879	8.7
American Indian and Alaska Native	104	0.3
Asian	90	0.3
Native Hawaiian and Other Pacific Islander	4	0.0
Some other race	340	1.0
Two or more races	350	1.1
Hispanic or Latino (of any race)	824	2.5

Iron County

Major Communities: Ironton

Major Employers: Iron Mountain Trap Rock

Training and Educational Institutes: N/A

Population: 10,697 (2000 Census), 10,329 (2004 Estimate)

Diversity:	Number	Percent
White	10,348	96.7
Black or African American	167	1.6
American Indian and Alaska Native	36	0.3
Asian	10	0.1
Native Hawaiian and Other Pacific Islander	0	0.0
Some other race	24	0.2
Two or more races	112	1.0
Hispanic or Latino (of any race)	62	0.6

Madison County

Major Communities: Fredericktown

Major Employers: Cap America, Versa-Tech.

Training and Educational Institutes: Mineral Area Outreach Center

Population: 11,800 (2000 Census), 11,948 (2004 Estimate)

Diversity:	Number	Percent
White	11,599	98.3
Black or African American	15	0.1
American Indian and Alaska Native	30	0.3
Asian	34	0.3
Native Hawaiian and Other Pacific Islander	0	0.0

Some other race	24	0.2
Two or more races	98	0.8
Hispanic or Latino (of any race)	66	0.6

Mississippi County

Major Communities: Charleston, East Prairie

Major Employers: Gates Rubber, Missouri Department of Corrections.

Training and Educational Institutes: Susanna Wesley Family Learning Center.

Population: 13,427 (2000 Census), 13,697 (2004 Estimate)

Diversity:		Number	Percent
	White	10,463	77.9
	Black or African American	2,757	20.5
	American Indian and Alaska Native	33	0.2
	Asian	15	0.1
	Native Hawaiian and Other Pacific Islander	1	0.0
	Some other race	39	0.3
	Two or more races	119	0.9
	Hispanic or Latino (of any race)	129	1.0

New Madrid County

Major Communities: New Madrid

Major Employers: Associated Electric Coop, Noranda Aluminum.

Training and Educational Institutes: New Madrid County Area Technical School.

Population: 19,760 (2000 Census), 18,969 (2004 Estimate)

Diversity:		Number	Percent
	White	16,442	83.2
	Black or African American	3,035	15.4
	American Indian and Alaska Native	37	0.2
	Asian	27	0.1
	Native Hawaiian and Other Pacific Islander	1	0.0
	Some other race	63	0.3
	Two or more races	155	0.8
	Hispanic or Latino (of any race)	183	0.9

Pemiscot County

Major Communities: Caruthersville, Hayti

Major Employers: Casino Aztar, Trinity Barge.

Training and Educational Institutes: Pemiscot County Vocational School.

Population: 20,047 (2000 Census), 19,571 (2004 Estimate)

Diversity:		Number	Percent
	White	14,386	71.8
	Black or African American	5,259	26.2
	American Indian and Alaska Native	51	0.3

Asian	54	0.3
Native Hawaiian and Other Pacific Islander	3	0.0
Some other race	124	0.6
Two or more races	170	0.8
Hispanic or Latino (of any race)	315	1.6

Perry County

Major Communities: Perryville

Major Employers: TG Missouri / Perryville, Gilster Mary-Lee / Perryville

Training and Educational Institutes: Perryville Area Career Center, Southeast Missouri State

University Perry County Higher Education Center.

Population: 18,132 (2000 Census), 18,289 (2004 Estimate)

Diversity:

	Number	Percent
White	17,808	98.2
Black or African American	33	0.2
American Indian and Alaska Native	42	0.2
Asian	117	0.6
Native Hawaiian and Other Pacific Islander	5	0.0
Some other race	21	0.1
Two or more races	106	0.6
Hispanic or Latino (of any race)	93	0.5

St. Francois County

Major Communities: Farmington, Park Hills, Bonne Terre

Major Employers: Flat River Glass, Centene

Training and Educational Institutes: Mineral Area College, Unitec Career Center.

Population: 55,641 (2000 Census), 60,724 (2004 Estimate)

Diversity:

	Number	Percent
White	53,494	96.1
Black or African American	1,126	2.0
American Indian and Alaska Native	196	0.4
Asian	175	0.3
Native Hawaiian and Other Pacific Islander	12	0.0
Some other race	127	0.2
Two or more races	511	0.9
Hispanic or Latino (of any race)	447	0.8

Ste. Genevieve County

Major Communities: Ste. Genevieve

Major Employers: Mississippi Lime / Ste Genevieve, Bilt-Best Windows / Ste Genevieve

Training and Educational Institutes: Southeast Missouri State University Ste. Genevieve.

Population: 17,842 (2000 Census), 18,264 (2004 Estimate)

Diversity:

Number Percent

White	17,491	98.0
Black or African American	128	0.7
American Indian and Alaska Native	53	0.3
Asian	29	0.2
Native Hawaiian and Other Pacific Islander	0	0.0
Some other race	23	0.1
Two or more races	118	0.7
Hispanic or Latino (of any race)	132	0.7

Scott County

Major Communities: Sikeston

Major Employers: Unilever, Tetrapak.

Training and Educational Institutes: Scott County Career and Technical Center.

Population: 40,422 (2000 Census), 40,891 (2004 Estimate)

Diversity:

	Number	Percent
White	35,442	87.7
Black or African American	4,246	10.5
American Indian and Alaska Native	113	0.3
Asian	93	0.2
Native Hawaiian and Other Pacific Islander	3	0.0
Some other race	160	0.4
Two or more races	365	0.9
Hispanic or Latino (of any race)	448	1.1

Stoddard County

Major Communities: Dexter

Major Employers: Arvin Meritor, Nestle Purina Petcare.

Training and Educational Institutes: Stoddard County Career Learning Center.

Population: 29,705 (2000 Census), 29,773 (2004 Estimate)

Diversity:

	Number	Percent
White	28,915	97.3
Black or African American	270	0.9
American Indian and Alaska Native	118	0.4
Asian	28	0.1
Native Hawaiian and Other Pacific Islander	3	0.0
Some other race	72	0.2
Two or more races	299	1.0
Hispanic or Latino (of any race)	231	0.8

Relevant Growth Trends:

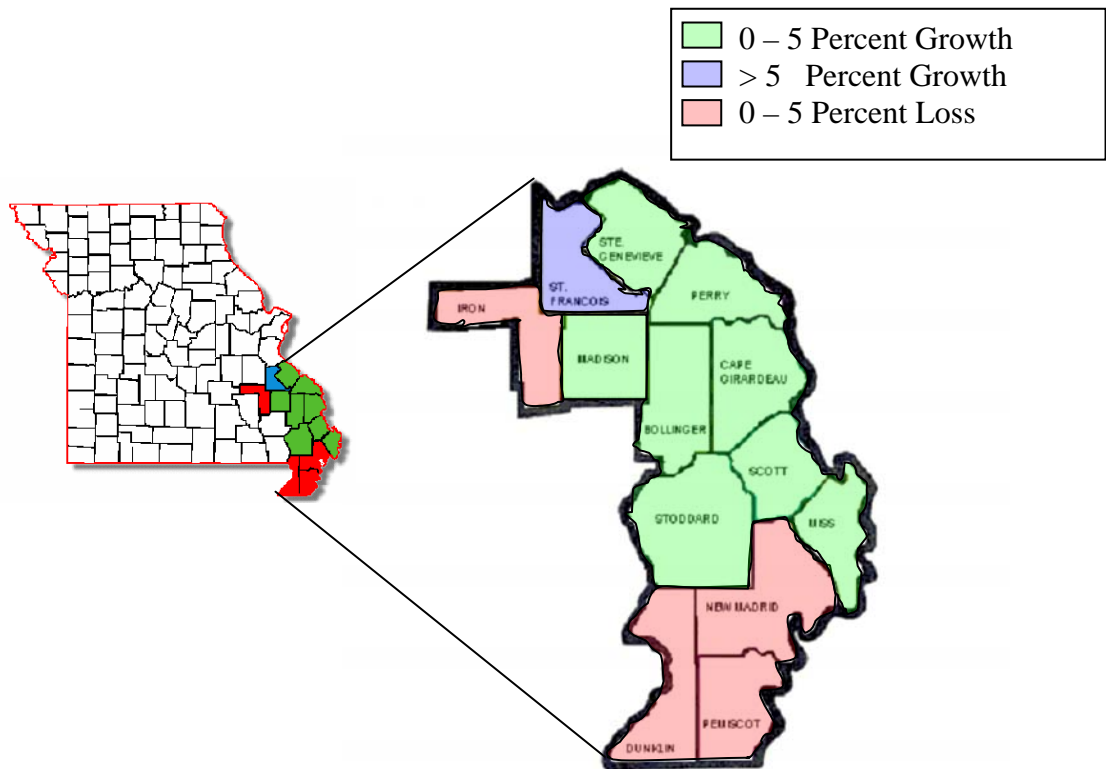
Geographic Area	Population estimates		Change, 2000 to 2004	
	July 1, 2004	April 1, 2000	Number	Percent
	Bollinger County	12,341	12,029	312
Cape Girardeau County	70,730	68,693	2,037	3.0
Dunklin County	32,488	33,155	-667	-2.0
Iron County	10,329	10,697	-368	-3.4
Madison County	11,948	11,800	148	1.3
Mississippi County	13,697	13,427	270	2.0
New Madrid County	18,969	19,760	-791	-4.0
Pemiscot County	19,571	20,047	-476	-2.4
Perry County	18,289	18,132	157	0.9
Ste. Genevieve County	18,264	17,842	422	2.4
St. Francois County	60,724	55,641	5,083	9.1
Scott County	40,891	40,422	469	1.2
Stoddard County	29,773	29,705	68	0.2

Source: Cumulative Estimates of Population Change for Counties of Missouri and County Rankings: April 1, 2000 to July 1, 2004 (CO-EST2004-02-29) Source: Population Division, U.S. Census Bureau

Geographic Area	Total Population Change*	Natural Increase			Net Migration		
		Total	Births	Deaths	Total	Net	Net
						International Migration	Internal Migration
Bollinger County	312	106	611	505	211	4	207
Cape Girardeau County	2,037	869	3,660	2,791	1,209	287	922
Dunklin County	-667	58	2,003	1,945	-701	101	-802
Iron County	-368	-190	553	743	-170	-	-170
Madison County	148	-93	575	668	249	16	233
Mississippi County	270	141	856	715	135	7	128
New Madrid County	-791	81	1,063	982	-859	4	-863
Pemiscot County	-476	507	1,506	999	-972	41	-1,013
Perry County	157	185	988	803	-19	20	-39
Ste. Genevieve County	422	83	814	731	351	8	343
St. Francois County	5,083	14	3,011	2,997	5,120	91	5,029
Scott County	469	673	2,429	1,756	-187	61	-248
Stoddard County	68	-99	1,444	1,543	179	32	147

Source: Cumulative Estimates of the Components of Population Change for Counties of Missouri: April 1, 2000 to July 1, 2004 (CO-EST2004-04-29) Source: Population Division, U.S. Census Bureau Release Date: April 14, 2005

The following Map highlights relevant population growth trends between the years 2000 and 2004 as indicated in the tables above.



Region 11 of Missouri's Workforce Investment System

- B. *Describe the region’s economic condition, including the following information by county and the overall region:*
- *average personal income level;*
 - *number and percent of working-age population living at or below poverty level;*
 - *unemployment rates for the last five years; and*
 - *major lay-off events over the past three years and any anticipated layoffs.*

Bollinger County

Average personal income level:	\$13,641.00
Number and percent of working-age population living at or below poverty level:	1,646 – 13.8%
Unemployment rates for the last five years:	%
2004:	6.6
2003:	6.2
2002:	7.1
2001:	6.7
2000:	4.5

Cape Girardeau County

Average personal income level:	\$18,593.00
Number and percent of working-age population living at or below poverty level:	7,255 – 11.1%
Unemployment rates for the last five years:	%
2004:	4.1
2003:	3.9
2002:	3.8
2001:	3.7
2000:	2.8

Dunklin County

Average personal income level:	\$13,561.00
Number and percent of working-age population living at or below poverty level:	7,923 – 24.5%

Unemployment rates for the last five years:	%
2004:	7.9
2003:	8.2
2002:	7.3
2001:	6.9
2000:	4.8

Iron County

Average personal income level: \$14,227.00

Number and percent of working-age population living at or below poverty level: 1,974 – 19.0%

Unemployment rates for the last five years:	%
2004:	9.5
2003:	8.6
2002:	9.4
2001:	8.6
2000:	6.7

Madison County

Average personal income level: \$13,215.00

Number and percent of working-age population living at or below poverty level: 1,987 – 17.2%

Unemployment rates for the last five years:	%
2004:	7.6
2003:	7.7
2002:	8.8
2001:	7.9
2000:	6.3

Mississippi County

Average personal income level:	\$13,038.00
Number and percent of working-age population living at or below poverty level:	3,089 – 23.7%
Unemployment rates for the last five years:	%
2004:	7.6
2003:	7.3
2002:	7.4
2001:	8.9
2000:	5.7

New Madrid County

Average personal income level:	\$14,204.00
Number and percent of working-age population living at or below poverty level:	4,260 – 22.1%
Unemployment rates for the last five years:	%
2004:	8.2
2003:	10.7
2002:	9.4
2001:	7.8
2000:	5.2

Pemiscot County

Average personal income level:	\$12,968.00
Number and percent of working-age population living at or below poverty level:	6,006 – 30.4%
Unemployment rates for the last five years:	%
2004:	9.9
2003:	11.5
2002:	9.6
2001:	8.9
2000:	6.8

Perry County

Average personal income level:	\$16,554.00
Number and percent of working-age population living at or below poverty level:	1,605 – 9.0%
Unemployment rates for the last five years:	%
2004:	3.3
2003:	3.3
2002:	3.4
2001:	3.4
2000:	2.2

St. Francois County

Average personal income level:	\$15,273.00
Number and percent of working-age population living at or below poverty level:	7,703 – 14.9%
Unemployment rates for the last five years:	%
2004:	7.1
2003:	7.0
2002:	7.3
2001:	6.8
2000:	6.2

Ste. Genevieve County

Average personal income level:	\$17,283.00
Number and percent of working-age population living at or below poverty level:	1,436 – 8.2%
Unemployment rates for the last five years:	%
2004:	5.6
2003:	5.4
2002:	5.5
2001:	5.0
2000:	3.3

Scott County

Average personal income level:	\$15,620.00
Number and percent of working-age population living at or below poverty level:	6,377 – 16.1%
Unemployment rates for the last five years:	
2004:	6.4
2003:	5.9
2002:	5.6
2001:	5.8
2000:	4.4

Stoddard County

Average personal income level:	\$14,656.00
Number and percent of working-age population living at or below poverty level:	4,836 – 16.5%
Unemployment rates for the last five years:	
2004:	6.3
2003:	6.5
2002:	6.4
2001:	6.6
2000:	4.6

Southeast Region

Average personal income level:	\$14,833.31
Number and percent of working-age population living at or below poverty level:	56,097 – 17.4%
Unemployment rates for the last five years:	%
2004:	6.9
2003:	7.1
2002:	7.0
2001:	6.6
2000:	4.8

Major lay-off events over the past three years and any anticipated layoffs:

Date	Company Name	City	County	# Affected
01/13/05	Newell Rubbermaid	Jackson	Cape Girardeau	60
01/24/05	Miss Elaine	Ste. Genevieve	Ste. Genevieve	16
02/17/05	MORad Manufacturing	Sikeston	Scott	29
03/02/05	Miracle Recreation Equipment Co.	Advance	Stoddard	66
03/22/05	Ron Scott Trucking Co.	Holcomb	Dunklin	13
03/22/05	Art Steward & Sons Inc.	Kennett	Dunklin	16
01/12/04	Big Lot's	Sikeston	Scott	16
02/13/04	Circuit City	Cape Girardeau	Cape Girardeau	44
02/24/04	Hecht's Clothing Store	Cape Girardeau	Cape Girardeau	12
05/12/04	Kroger	Leadington	St. Francois	29
10/19/04	The Glass Group Inc.	Park Hills	St. Francois	30
11/12/04	T-Rex Corporation	Farmington	St. Francois	114
11/17/04	Tower Rock Stone	Ste. Genevieve	Ste. Genevieve	50
11/19/04	Newell Rubbermaid	Jackson	Cape Girardeau	10
12/02/04	Trinity Marine Products	Caruthersville	Pemiscot	10
12/08/04	Tinnin Garment	Fredericktown	St. Francois	56
12/16/04	Parker Hannifin	Kennett	Dunklin	17
4/03/03	Essex Electric Inc.	Sikeston	Scott	204
4/23/03	Little Tikes	Farmington	St. Francois	127
4/28/03	Noranda Aluminum Inc.	New Madrid	New Madrid	20
6/06/03	RBA Manufacturing Co.	Malden	Dunklin	21
6/11/03	Charter Communications Inc.	Sikeston	Scott	36
6/11/03	Charter Communications Inc.	Cape Girardeau	Cape Girardeau	17
7/22/03	Holiday Inn	Cape Girardeau	Cape Girardeau	46
8/26/03	Jim Wilson Co.	Cape Girardeau	Cape Girardeau	65
9/22/03	Doe Run Co.	Glover		180
11/06/03	Trinity Marine Products	Caruthersville	Pemiscot	12
7/10/02	Allegiance	Farmington	St. Francois	130
7/17/02	Plastene Supply Co.	Portageville	New Madrid	440
7/22/02	Louis Dreyfus	Marston	New Madrid	99

10/16/02	Trinity Marine Products	Caruthersville	Pemiscot	19
10/23/02	Food Giant	Fredericktown	St. Francois	19
11/18/02	Federal Mogul	Malden	Dunklin	80

At this time the WIB has no information on any anticipated layoffs.

- C. *Describe the process used by the local board to provide an opportunity for public comment, including comment by representatives of businesses and labor organizations, and input into the development of the local plan, prior to submission of the plan. **

The Workforce Investment Board of Southeast Missouri will place an advertisement in the local newspapers to inform the public of the plan and its availability. The public will be invited to send any comments to the WIB pertaining to the plan. Also, the date and time of the board meeting of our monthly board meeting will be in the advertisement. Our board meetings are open to the public.

- D. (A comprehensive one-stop center is defined in 20 CFR 662.100(c) as a physical center “that must provide the core services specified in WIA Section 134(d)(2) and must provide access to other programs and activities carried out by the onestop partners.”) *Identify the local comprehensive one-stop center(s), including current mailing and street addresses, telephone and fax numbers and list them in Attachment 1 to the local plan.*

See Attachment 1.

- E. *Identify the one-stop partners that are physically located at the comprehensive center(s) and the services provided by these partners and list them in Attachment 1 to the local plan.*

See Attachment 1.

- F. (According to 20 CFR 662.100(d)(1), affiliate one-stop sites “can provide one or more partners’ programs, services and activities at each site.”) *Identify the local affiliate one-stop sites, including current mailing and street addresses, telephone and fax numbers and list them in Attachment 1 to the local plan.*

See Attachment 1.

- G. *Identify the one-stop partners that are physically located at the affiliated sites and the services provided by these partners and list them in Attachment 1 to the local plan.*

See Attachment 1.

IV. Economic and Labor Market Analysis

A. *Identify the current and projected employment opportunities in the local area.**

Top Occupations for which the typical source of training is Moderate-term On-the-Job Training

	Estimated Annual Job Openings 2000-2010	Southeast 2002 Mean Hourly Wage
Cashiers.....	244.....	\$6.64
Retail Salespersons	242.....	\$8.93
Waiters & Waitresses.....	140.....	\$6.64
Nursing Aides, Orderlies, & Attendants	112.....	\$7.44
Office Clerks, General.....	110.....	\$9.34
Personal & Home Care Aides	101.....	\$7.26
Truck Drivers, Heavy & Tractor-Trailer	83.....	\$17.34
Janitors & Cleaners, exc. Maids & Housekeeping Cleaners... 59.....	59.....	\$8.01
Maids & Housekeeping Cleaners... 59.....	59.....	\$7.25
Teacher Assistants.....	44.....	\$15.812
Home Health Aides	39.....	\$7.85
Food Preparation Workers	37.....	\$6.65
Landscaping & Groundskeeping Workers	32.....	\$8.70
Child Care Workers.....	30.....	\$6.89
Receptionists & Information Clerks	30.....	\$8.24
Packaging & Filling Machine Operators & Tenders.....	27.....	\$10.20
Customer Service Representatives	25.....	\$11.18

Top Occupations for which the typical source of training is Long-term On-the-Job Training or Work Experience in a Related Occupation

	Estimated Annual Job Openings 2000-2010	Southeast 2002 Mean Hourly Wage
First-Line Supervisors/Managers of Retail Sales Workers.....	69	\$13.60

Carpenters.....	47	\$14.21
Cooks, Institution & Cafeteria	35	\$7.66
First-Line Supervisors/Managers of Office Workers.....	34	\$15.20
Police & Sheriff's Patrol Officers.....	28	\$12.38
First-Line Supervisors/Managers of Construction Trades Workers.....	28	\$19.24
First-Line Supervisors/Managers of Food Service Workers.....	27	\$9.29
Electricians	24	\$15.22
Cooks, Restaurant.....	22	\$7.95
First-Line Supervisors/Managers of Mechanics, Installers, Repairers	20	\$19.16
Plumbers, Pipefitters, & Steamfitters	13	\$21.70
First-Line Supervisors/Managers of Housekeeping, Janitorial Workers....	9	\$13.82
Food Service Managers	8	\$15.04

**Top Occupations for which the typical
source of training is Career Education or
an Associate's Degree**

	Estimated Annual Job Openings 2000-2010	Southeast 2002 Mean Hourly Wage
Registered Nurses.....	131 \$18.68
Licensed Practical & Licensed Vocational Nurses	55 \$11.45
Automotive Service Technicians & Mechanics	35 \$13.15
Medical Records & Health Information Technicians.....	16 \$9.30
Medical Secretaries	10 \$9.08
Welders, Cutters, Solderers, & Brazers	30 \$12.82
Computer Support Specialists	20 \$16.58
Hairdressers, Hairstylists, & Cosmetologists	13 \$8.80
Bus & Truck Mechanics & Diesel Engine Specialists	13 \$14.02
Radiologic Technologists & Technicians	9 \$17.07
Respiratory Therapists	8 \$14.34
Medical & Clinical		

Laboratory Technicians	8	\$13.26
Medical Transcriptionists	8	\$10.51
Mobile Heavy Equipment Mechanics, exc. Engines.....	6	\$15.31

**Top Occupations for which the typical
source of training is a
Bachelor’s or Higher Degree**

	Estimated Annual Job Openings 2000-2010	Southeast 2002 Mean Hourly Wage
Secondary School Teachers, exc. Special & Vocational Education	61.....	\$30,854
General & Operations Managers.....	58.....	\$30.11
Elementary School Teachers, exc. Special Education	50.....	\$31,207
Chief Executives	23.....	\$53.19
Preschool Teachers, exc. Special Education	21.....	\$7.92
Teachers, Primary, Secondary, & Adult, All Other	18.....	\$27,318
Business Operations Specialists, All Other	16.....	\$19.45
Pharmacists	16.....	\$38.79
Accountants & Auditors.....	15.....	\$20.64
Vocational Education Teachers, Secondary School	15.....	\$33,733
Middle School Teachers, exc. Special & Vocational Education	12.....	\$31,219
Financial Managers.....	11.....	\$27.19
Clergy.....	11.....	\$14.93
Education Administrators, Elementary & Secondary School....	10.....	\$56,840
Recreation Workers	9.....	\$9.90
Loan Officers.....	6.....	\$25.10

Source: *Employment Outlook, Occupational Projections, Southeast Workforce Investment Area 2000 – 2010*, Missouri Research & Economic Information Center

B. *Identify the job skills necessary to obtain current and projected employment opportunities.**

Top Occupations for which the typical source of training is Moderate-term On-the-Job Training

- Active Listening
- Operation & Control

- Equipment Maintenance
- Reading Comprehension
- Equipment Selection
- Social Perceptiveness
- Instructing Speaking

Top Occupations for which the typical source of training is Long-term On-the-Job Training or Work Experience in Related Occupation

- Active Listening
- Management of Personnel
- Coordination
- Reading Comprehension
- Equipment Selection
- Speaking
- Installation

Top Occupations for which the typical source of training is Career Education or an Associate's Degree

- Active Listening
- Social Perceptiveness
- Equipment Maintenance
- Speaking
- Installation
- Troubleshooting
- Reading Comprehension
- Writing
- Repairing

Top Occupations for which the typical source of training is a Bachelor's or Higher Degree

- Active Listening
- Learning Strategies
- Coordination
- Reading Comprehension
- Instructing
- Social Perceptiveness
- Judgment/Decision Making
- Speaking

Source: *Employment Outlook, Occupational Projections, Southeast Workforce Investment Area 2000 – 2010*, Missouri Research & Economic Information Center

V. Overarching Local Strategies

- A. *Include the findings from the “Missouri Regional Skills Gap Analysis” planning phase, as well as any strategies that have been developed for implementing the needed training to fill these skills gaps. These findings should include high-growth, high-demand employment opportunities within the region, as defined in the national direction.*

Findings of the “Missouri Regional Skills Gap Analysis” for the Southeast region have generally focused on soft-skills, such as:

- Attendance
- Dress
- Respect
- Responsibility
- Attention

The strategy that has won support in the region is a distinct credential. The credential would identify those prospective employees that have completed a process that addresses the skills gaps that are relevant to the region.

WORKPLACE READINESS CREDENTIAL: This program is currently offered in both Cape Girardeau and Sikeston. The training begins with a mandatory pre-assessment to determine that students have the necessary academic skills for a successful outcome. Qualified and experienced teachers will then guide the students through a logical sequence of instruction during a two-week period. The program is designed to simulate a worker’s probationary period in business and industry. Topics covered will include, but not be limited to:

- Punctuality and Regular Attendance
- Projecting a Professional Impression
- Bringing Closure to Tasks
- Getting Along with Co-Workers
- Making Decisions / Problem Solving
- Working as a Team Player
- Working Safely
- Developing Leadership Skills
- Proper Telephone Skills
- Dealing with Customers
- Basic Computer Usage
- Developing a Usable Resume
- Completing Job Applications
- Job Interviewing for Success
- Learning What to Expect On-the-Job
- Acceptable Workplace Habits
- Using the Internet to Search for Work
- Hearing from a Guest Employer
- Grammar

- Mathematics
- Budgeting and Investing
- Job Shadowing Experience

Upon successful completion of the two-week Workplace Readiness Credential Program, the student will be presented with a Credential.

- B. *Describe the local board's policy on providing apprenticeships. (Additional information regarding apprenticeships can be found in Addendum B to this planning guidance, as well as at www.doleta.gov/atels_bat).*

The WIB is working with a Carpenter's Union from the St. Louis and the local representatives to provide Apprenticeships. Service providers in our region have been made aware of the availability of this program and have been encouraged to refer participant to the appropriate agencies for services.

VI. Major Local Policies and Requirements

- A. *Identify the local areas policy for supportive services and/or needs based payments to enable individuals to participate in Title I activities. This policy should address how resources and service coordination is managed in the local area and the procedures for referrals to services. In addition, this policy should identify:*
- *how such services will be funded when they are not otherwise available from other sources;*
 - *the services that may be provided;*
 - *documentation required for requesting service;*
 - *the maximum amount of funding and length of time for supportive services or needs based payments to be available to participants; and*
 - *procedures (if any) established to allow One-Stop operators to grant exceptions to the limits established*

Supportive services are identified as payments for services that enable the client to participate in Title I activities. These services will be provided only to dislocated workers and those who meet income eligibility and cannot access funding from other sources. The Case Manager must submit a written request to the program director. Supportive services must be approved by the program director. They are not to exceed \$600.00 per year per participant. Participants are eligible for supportive services for two years. The Program director must coordinate supportive service activities with the WIB. Any exceptions to the Supportive Service Policy must be approved by the President of the WIB. Examples of Supportive Service costs include:

- Transportation
- Tools

- Uniforms
- School supplies
- Childcare

B. *Identify the maximum dollar amount for all supportive services combined per participant.*

The local Board has set a limit of \$600.00 for all supportive service per participant per year.

C. *Describe the criteria to be used by the local board, under 20 CFR 663.600, to determine whether funds allocated to a local area for adult employment and training activities under WIA sections 133(b)(2)(A) or (3) are limited, and the process by which any priority will be applied by the one-stop operator.**

The Workforce Investment Board has determined that the size of the workforce in the region is too large to serve with the funds allocated. This criterion is based on the unemployment rate versus the population totals. The Workforce Investment Board requires one-stop operators to give priority to individuals on public assistance and to those who meet the income levels described by the poverty guidelines furnished by the U.S. Department of Health and Human Services and the Lower Living Standard Income Levels (LLSIL). These guidelines are updated annually by the Federal government.

D. *Define the sixth eligibility criteria for youth, described in WIA section 101(13)(C)(iv) as “an individual who requires additional assistance to complete an educational program, or to secure and hold employment”.*

The sixth eligibility criteria are defined by the WIB as a youth that has been unsuccessful in school and/or in employment. Service providers are required to document the youth’s previous efforts in education and employment to assess and verify their need.

E. *Describe how veteran’s priority, as required by Public Law 107-288, will be incorporated into all programs.*

The Veterans Representative has given all staff copies of TEGl 5-03 and explained the relevant priority service processes to staff and partner agencies. The WIB will ensure that all service providers continue to refer veterans to the appropriate Disabled Veteran Outreach Program (DVOP) specialists and Local Veteran Employment Representatives (LVER) for joint case management.

F. *Identify the funding limit for Individual Training Accounts (ITAs).*

The current funding limit for all ITA’s is \$3,500.00 per year for two years for non-medical training and \$6,000.00 per year for two years for medical related training.

- G. *Describe how the local region will ensure that the full array of one-stop services are available to all individuals with disabilities, so that these services are fully accessible.*

All One-Stop locations are in compliance with ADA building standards and maintain equipment to enable people with disabilities to access all services available through the One-Stop Center. Service providers have personnel available to assist anyone that is unfamiliar with the use of the assistive technology.

Examples of this equipment include:

- Telephone Amplifier
- Hands-Free Speaker Phone with Large Key Pad
- Monitors
- Alternative Keyboards
- Electronic Enlarging (CCTV)
- Tape Recorder
- TTY with Printout
- Screen Enlargement Software
- Trackball
- Height Adjustable Table

- H. *Describe how the local region will ensure that the full array of one-stop services are available to all individuals with limited English proficiency.*

All One-Stop locations maintain all forms in Spanish and have the capability to refer customers to translators. These customers are also given the opportunity to attend English as a second language classes.

- I. *Describe how the local region promotes integration of services through dual enrollment processes.*

The benefits of dual enrollment such as, more funding streams, wider range of opportunities for the customer and improved performance have been detailed to all staff. Typical dual enrollments include WIA Dislocated Worker dually enrolled in Trade Act or WIA Adults dually enrolled in Parents Fair Share or CAP. Actual cases can be provided upon request.

Customers are given an Intake Assessment Form when they arrive at the career center. The assessment form asks for all relevant information pertaining to services and referrals that could be provided by the One Stop Center. All applicable services provided through such programs as, WIA, PFS and the Trade Act are explained to the customer.

Follow-up is done at regular intervals by the case manager.

- J. *List the local credentials that the board has approved, to include: issuing entity, requirements to earn credential, and the expiration date (if any) of the credential.*

At this time the WIB recognizes OJT certificates issued by employers that have OJT contracts with the WIB's service providers. Also, the WIB has developed a Workplace Readiness credentialing program with Cape Girardeau Career and Technology Center. There has been tremendous reception from the employers in the region for this initiative. This credential would include aspects of workplace readiness such as:

- Attendance
- Proper Dress
- Ability to take instruction
- Reading skills
- Math skills
- Customer Service/ Communication Skills
- Job Search skills

VII. Integration of One-Stop Service Delivery

One of the primary expectations of the workforce system under the WIA statutory framework is a seamless, integrated One-Stop delivery system. The expectation for an integrated service delivery system remains firmly embedded as a key principle of a demand-driven workforce system. The goal of integration is to ensure that the full spectrum of community assets is used in the service delivery system to support human capital solutions for businesses, industry and individual customers.

- A. *Describe the one-stop delivery system in the local region, including:*
1. *A description of how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants;**

The local board monitors the performance of the service providers to ensure that they meet training and employment standards. The WIB also partners with the service providers to keep them up to date about available services, local employment dynamics and opportunities available to participants. Monthly meetings are held with staff and Partner Agencies. Current policies and programs are discussed, these sessions are open for questions and input from all staff. Also discussed at these sessions are upcoming events, and training. Also, the WIB has encouraged partner agency staff to become Missouri Workforce Development Certified Professionals.

2. *Describe how all partner agencies will strengthen their integration of programs and services so that it provides a more seamless system; and*

During the RFP process in this region, potential service providers are required to show that they have established partnerships with other agencies. Partner agencies are encouraged to co-locate

in order to better provide a wide variety of programs and services. Also, the partner agencies in the region communicate regularly and have many case manager's that are knowledgeable in several of the programs offered. This allows them to serve customers in a timely and efficient manner.

3. *A copy of each memorandum of understanding (between the local board and each of the one-stop partners) concerning the operation of the one-stop delivery system in the local area.* (This should be included as Attachment 6 to the local plan.)*

See Attachment 6.

- B. *The expectation is that the local region will involve business, organized labor, local public officials, community-based organizations, WIA service providers and other stakeholders in the development and review of this plan. Describe the plan development process, including how input for the plan was obtained by all the partners involved in the MOU.*

The WIB developed this plan with input from board members and disseminated it to all partner agencies and service providers. These organizations were asked to send any suggestions/recommendations to the WIB within thirty days of receipt. The WIB then reviewed all recommendation and submitted a final draft for public review before it's regularly scheduled meeting on August 16, 2005. The public was invited to make any comments or suggestions at that time.

VIII. Administration & Oversight of Local Workforce Investment System

- A. *Identify the one-stop operator(s) for the comprehensive and affiliate one-stop centers in the region.*

See Attachment 1.

- B. *Identify the members of the local workforce investment board, the organization or business they represent, and the area (i.e. business, education) in Attachment 2 to the local plan.*

See Attachment 2.

- C. *Include a copy of the local workforce investment board's current by-laws in Attachment 3 to the local plan.*

See Attachment 3.

- D. *If applicable, include a copy of the region's Performance Improvement Plan (PIP) for any sanctions they have been given, as well as an update on the*

effectiveness of the PIP's strategies. The PIP should be included as an attachment to this plan.

N/A- There are no sanctions pending for the Southeast Region

IX. Service Delivery

A. *One-Stop Service Delivery Strategies*

Describe how the local region is assisting customers in making informed choices based on quality workforce information and accessing quality training providers.

The Workforce Investment Board has supplied all of its service providers with the latest labor market information and is working toward increasing the number of on the job training opportunities in this region. The WIB and its service providers are also aggressively seeking employers that will participate in the Southeast Region Workforce Readiness Credentialing Program.

B. *Adults and Dislocated Workers*

1. *Provide a description and assessment of the type and availability of all adult and dislocated worker employment and training activities in the local area. **

The Southeast region has a large network of service providers and offers a wide variety of choices for its adult and dislocated worker participants. These activities include:

- G.E.D. courses
- Job/ Career counseling
- Job search activities
- Resume Writing/ Interview skills
- Work readiness credential
- Vocational/ Technical Schools
- Community colleges
- University classes
- Transportation assistance

2. *Include a description of the local individual training account (ITA) system and the procedures for ensuring that exceptions to the use of ITAs, if any, are justified under WIA section 134(d)(4)(G)(ii) and 20 CFR 663.430.*

The ITA system is used by the Southeast region to send participants to DESE authorized training providers. The only exceptions have been for on the job training. However, recently we have identified a variety of soft skill and hard skill deficiencies in Youth participants. This had been one of the results of the *Skills Gap Analysis*. These deficiencies act as real and multiple barriers

to education and employment. So, the WIB has partnered with two faith based organizations that provided life skills training and work readiness training for youth in the region.

3. *Provide a description of how Wagner-Peyser Reemployment Services (Worker Profiling) will be delivered on a weekly basis between DWD and partner staff.*

Throughout the Southeast region the WIA service providers and DWD personnel are co-located. This greatly enhances the ability of the case managers to communicate about the services that are being provided through WIA and Wagner-Peyser to their customers.

C. Rapid Response

*Describe how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities, as appropriate.**

The Rapid Response Program provides early intervention assistance; providing employers and employees who are affected by business closings or cutbacks with information and access to re-employment services to help alleviate the unemployment and economic distress resulting from these employment actions. Workforce Investment Board Rapid Response Coordinator will provide packets of program and contact information at the local meetings or by mail.

D. Youth

- A. *Provide a description and assessment of the type and availability of youth activities in the local area, including an identification of successful providers of such activities.* (This should include the local board's policy on partnering with and prioritizing services for serving youth most in need, such as out of school youth, those at risk of dropping out, youth in foster care, those aging out of foster care, youth offenders, children of incarcerated parents, homeless youth, and migrant and seasonal farm worker youth.)*

The Workforce Investment Board of Southeast Missouri is responsible for 13 counties that provide successful youth programs. The local youth programs provide an objective assessment, develop an individual services strategy, provide preparation for postsecondary educational opportunities, provide linkages between academic and occupational learning, provide preparation for employment and provide effective connection to intermediary organizations that provide strong linkages to the job market and employers.

There are a variety of youth programs in Southeast Missouri including Alternative schools; East Missouri Action Agency, A.O. Lake Country, Dunklin County Caring Council, New Madrid County Family Resource Center, Pemiscot County Initiative Network, Bollinger Alternative School, Jackson Alternative School, Stoddard Alternative School, and Malden Alternative School.

These programs offer:

- Adult mentoring,
- Leadership development opportunities
- Life skill training
- Tutoring
- Paid and up and work experiences
- Occupational skill training
- Supportive services from other agencies
- Comprehensive guidance and counseling if needed
- Long term employment
- Certification for a nurses aide
- GED completion
- Opportunity to earn credits for high school diploma

- B. *Provide a description of any innovative service delivery projects for youth currently operating in the region. Describe the local board's involvement in the projects, and the board's efforts to continue involvement and funding for the continuation of these projects. (Examples include JAG, Youth Build, I Can Learn, Cisco etc.)*

The Workforce Investment Board of Southeast Missouri currently offers administrative and technical assistance to the following programs in the region:

Cisco is a program that offers Networking and Computer technology skills. Students who learn and master the knowledge and skills associated with information technology are prepared for careers throughout the global economy. Employers across the stat of Missouri are looking for employees with the skills and knowledge that will be taught in the Cisco Networking Academy Program. The Cisco program for Southeast Missouri is located in Pemiscot County and also Dunklin County. There are six sending schools served by the **Pemiscot County Vocational School**:

- North Pemiscot High School, Wardell MO
- Delta C& High School, Deereing, MO
- Hayti High School, Hayti, MO
- Caruthersville High School, Caruthersville, MO
- South Pemiscot High School, Steele, MO
- Cooter High School, Cooter, MO
-

Dunklin County:

- Kennett High School

The JAG focus is keeping participants in high school through graduation during the in-school phase of the and improving the rate of success in achieving their education and career goals. There are three high schools participating in the JAG model in Southeast Missouri:

- Central R III High School, Park Hill, MO
- North County High School, Bonne Terre, MO
- Iron County C-4 High School, Viburnum, MO

The “I can Learn” Education Systems is a complete software and hardware computer package delivering standards-based algebra and pre-algebra mathematics courses to middle school and high school students. This program is being implemented in the Kennett High School, in Kennett, Missouri.

E. Business Services

1. *Describe efforts to continue Business Outreach and Service plan implementation regarding achievement of coordinating business outreach efforts through a single point of contact system. Describe how partner staff work together to “broker” all programs and services to businesses. Include a description of strategies/training to ensure partner staff document business contacts in toolbox and work closely with all career center staff that have business outreach responsibilities. Describe innovative and/or outreach success(es) that may be considered best practice. Describe any modifications/revisions to the business outreach plans that were submitted to the DWD during 2004.*

In the fall of 2004 the WIB implemented their marketing outreach plan as follows:

A) All handout material to the business community was standardized to include:

- Resource Guide for Employers
- Work Opportunity and Welfare to Work Tax Credits
- Great Hires
- Guide to Services
- Missouri Employer Committee
- WIB – Business Services Listing
- Guide to State and Federal Posters

B) All Career Center and Partner Agency staff with responsibilities for business outreach received the following training:

- Telephone Scripts
- Flow Charts for Routing Business Customers
- Training Questions
- Wage and Hour Questions
- Tax Credit Questions
- Employment Questions
- Small Business Questions
- General Questions
- Youth Employment Questions

- Formalized Reporting Procedures
- Standardized Tool-Box Procedures

2. *Describe the region's commitment to businesses and how the training needs of businesses will be addressed, including implementing incumbent worker and On-the-Job Training programs. Include a description of how these services will not duplicate and will coordinate with Missouri's incumbent worker and industry training programs.*

It is the responsibility of the Manager, Business and Industry Services, to keep close contact with the training consortiums, educational institutions and partner agencies throughout the thirteen Southeast counties to address any and all training requirements of the business community. By working closely with the Division of Workforce Development Business Representative and other training providers, coordination of the incumbent worker and On-the-Job Training programs is not duplicated.

F. Innovative Service Delivery Strategies

Describe how the region will support the Missouri Re-entry Process (MRP) ex-offender initiative. Include the services to be provided for ex-offenders and the process to be used to identify employers willing to hire ex-offenders.

At this time the Southeast region has the Fatherhood First program that is geared toward ex-offenders as they try to transition back into the workforce and family life. These participants are given classes and counseling to help them adjust to life after incarceration. They are also referred to service providers that make available to them all of the services that are offered in the region. The staff of the Fatherhood First program makes visits into the community to identify employers that will hire their participants. They have also invited the community to see and to participate in the program.

G. Strategies for Faith-based and Community-based Organizations

*Describe those activities to be undertaken to: (1) increase the opportunities for participation of faith-based and community organizations as committed and active partners in the one-stop delivery system; and (2) expand the access of faith-based and community-based organizations' clients and customers to the services offered by the one-stops in the state. Outline efforts for conducting outreach campaigns to educate faith-based and community organizations about the attributes and objectives of the demand-driven workforce investment system. Indicate how these resources can be strategically and effectively leveraged in the local workforce investment area to help meet the objectives of WIA. (For more information, reference DOL's tool, *Making It Real: Strategies for State Agencies and Local Workforce Boards to Increase Partnerships with Faith-Based and Community Organizations.*)*

Over the last year the WIB has contracted with two faith-based organizations in the region. They have become valuable partners for the WIB and its service providers. These organizations have been invited to participate in our RFP process; they have given input to the Youth Council and have been given training in many other functions of the WIB. The level of communication has increased and they knowledge and capability to give participant referrals throughout the region. Through this relationship the WIB has been able to reach more underprivileged and out of school youth. The WIB will continue to pursue these types of relationships.

X. Local Administration

- A. *A description of the local levels of performance negotiated with the Governor and chief elected official to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers, and the one-stop delivery system in the local area.**

The negotiated performance levels that measure eligible providers and the one-stop delivery system in the area are as follows:

Measure	Proposed Rate	
	PY 2005	PY2006
Younger Youth Skill Attainment	90%	91%
Younger Youth Diploma Attainment	77%	78%
Younger Youth Retention	75%	76%
Older Youth Earnings Change	\$4,400.00	\$4,400.00
Older Youth Employment & Credential	56%	57%
Older Youth Entered Employment	69%	70%
Older Youth Employment Retention	85%	86%
Dislocated Worker Earnings Change	\$496.00	\$1,045.00
Dislocated Worker Employment & Credential	77%	78%
Dislocated Worker Entered Employment	90%	91%
Dislocated Worker Employment Retention	93%	93%
Adult Earnings Change	\$3,410.00	\$3,850.00
Adult Employment & Credential	72%	72%
Adult Entered Employment	80%	82%
Adult Employment Retention	86%	87%

Source: DWD. Workforce Investment Area proposed level of performance negotiation letter dated July 18, 2005.

- B. *An identification of the entity responsible for the disbursement of grant funds described in section 117(d)(3)(B)(i)(III), as determined by the chief elected official or the Governor under section 117(d)(3)(B)(i).**

The local board has hired staff and formed The Workforce Investment Board of Southeast Missouri is a 501(C) 3 tax exempt organization that is responsible as the local fiscal agent and is located at:

Workforce Investment Board of Southeast Missouri
338 Broadway, Suite 500
Cape Girardeau, MO. 63701

- C. *A description of the competitive process used to award the grants and contracts in the local area for activities carried out under subtitle I of WIA, including the process to procure training services for youth (reference DWD Issuance 03-02) and any that are made as exceptions to the ITA process.**

The WIB publishes a *Request for Proposal* and sends copies to all WIA eligible service providers in the region. A conference is held at which potential bidders may ask questions concerning the submission of proposals. Potential bidders are given up to 60 day to send in their proposals. The WIB staff then reviews each proposal and makes recommendations to the Project/Outreach and Youth Committees. These committees then consider the activities proposed the bidders past performance, proposed cost per participant and the amount of funding requested. The committees the make their recommendation to the full WIB Board. The service providers in the region then work customers to send them to DESE approved training.

- D. *Describe how the local region is working towards eliminating duplicative administrative costs to enable increased training investments.*

The Southeast Region is very large geographically and serves a large number of customers. The WIB has determined that to reduce administrative costs the best practice is to limit the number of service providers and expand the geographic region that they cover. At this time there are three Adult/DW/CAP providers in the region and there are five Youth providers in the region. The WIB staff works to ensure that there are uniform methods of service delivery in the region. Through this system administrative costs are reduced, yet there is still diverse and innovative environment that is contributes to superior performance and healthy competition.

- E. *Identify how the local region ensures that services are not duplicated.*

The WIB has stressed to its service providers the importance of co-enrollment of customers in all programs from which they are eligible to receive services. Co-enrollment and communication between service providers and their case managers helps eliminate the duplication of services.

- F. *Establish and define the local policy and procedure for Complaint and Grievance in accordance with the WIA Act 20 CFR 667.600. (This policy should be incorporated into the MOU and disseminated throughout the region for all*

workforce development professionals to understand and implement. This should adhere to federal, as well as state complaint and grievance guidance.) *Include a copy of this policy as Attachment 4 to the local plan.*

See Attachment 4.

G. Include the Planning Budget Summaries for Program Year 2005 and Fiscal Year 2006 in Attachment 5 to the local plan.

See Attachment 5.

Public Comment Process

Prior to submission, the local plans shall provide notice to the public of the plan's availability for comment. Local regions are expected to involve business, organized labor, local public officials, community-based organizations, WIA service providers and other stakeholders in the review of this plan. To ensure as many individuals as possible have an opportunity to comment, notice should also include any known groups representing the diversity of the population in the region. This public comment period shall consist of 30 days.

Plan Submission Process

Deadline for local plan submissions will be August 31, 2005. A hard copy of the plan, with original signatures, as well as an electronic copy in Microsoft Word is required.

The hard copy should be sent to:

Division of Workforce Development
Planning and Research
P.O. Box 1087
421 E. Dunklin Street
Jefferson City, MO 65102-1087

The electronic copy should be sent to:

flowers.clint@ded.mo.gov

Plan Review Process

Once a complete plan has been submitted, the state anticipates a 30-day review process by the state's Local Plan Review Team. Formal notification of the plan's approval will be sent to the local workforce investment board (WIB) chair and a copy sent to the local WIB's staff director. The new local plans will be effective October 1, 2005.

Local Plan Modification Procedures

Upon DOL approval of the new state WIA/Wagner-Peyser Act Plan, the Division of Workforce Development (DWD) anticipates replacing DWD Issuance 01-00, Change 3, with a new local plan modification procedures issuance. The new issuance will reflect the elements of this local planning guidance.

Addendum A

National Strategic Direction

The purpose of this attachment is to inform the local regions of the national strategic priorities and direction for the workforce investment system for this planning cycle:

- Implementation of a demand-driven workforce system (preparing workers to take advantage of new and increasing job opportunities in high growth/high demand and economically vital industries and sectors of the American economy);
- System reform to eliminate duplicative administrative costs and to enable increased training investments;
- Enhanced integration of service delivery through One-Stop delivery systems nationwide;
- A refocusing of the WIA youth investments on out-of-school youth populations, collaborative service delivery across Federal programs, and increased accountability;
- Improved development and delivery of workforce information to support workforce investment boards in their strategic planning and investments; providing tools and products that support business growth and economic development; and providing quality career guidance directly to students and job seekers and their counselors through One-Stop Career Centers;
- Faith-based and community-based organizations playing an enhanced role in workforce development;
- Enhanced use of waivers and workflex provisions in WIA to provide greater flexibility to States and local areas in structuring their workforce investment systems; and
- Reporting against common performance measures across Federal employment and training programs.

Federal goals for this two-year cycle include realizing the reforms envisioned by WIA, and incorporating new statutory and regulatory program requirements that have evolved since the passage of WIA, such as priority of service for veterans as prescribed by the Jobs for Veterans Act.

For further information on DOL's national direction, please refer to the Federal Register/Vol. 70, No. 69 dated Tuesday, April 12, 2005, *Planning Guidance and Instructions for Submission of Two Years of the Strategic Five-Year State Plan for Title 1 of the Workforce Investment Act of 1998 and the Wagner-Pesyer Act; Pages 19206 through 19209.*

Addendum B

Apprenticeship Program Information

The President's High Growth Job Training Initiative is advancing the partnership between industry employers, community colleges and workforce providers to train workers who can compete in emerging fields like biotechnology, high-tech manufacturing, health care, and many others. Apprenticeship has been recognized as a successful model for providing skilled workers, first in the construction trades and now biotechnology, health care, information technology, retail and numerous occupational areas.

Apprenticeship sponsorship, in collaboration with community colleges and the career center, uses classroom instruction and on-the-job training to provide quality training and certification of individuals needed now and in the future.

To promote apprenticeship sponsorship and collaboration, DWD is suggesting that the representatives from the U.S. Department of Labor Bureau of Apprenticeship and Training be invited to WIB meetings (and other meetings, such as Missouri Employer Committee, chamber of commerce, etc.), invited to attend job fairs and conferences and arrange to work directly with career center staff, including business representatives. DWD encourages innovative ideas from local workforce investment boards for outreach to business and academic institutions to advance apprenticeship sponsorships.

Attachments to the Local Plan

1. List of Comprehensive One-Stop Centers and Affiliate Sites
2. Local Workforce Investment Board Membership List
3. Local Workforce Investment Board By-Laws
4. Complaint and Grievance Guidelines
5. Planning Budget Summaries for Program Year 2005 and Fiscal Year 2006
6. Memorandum of Understanding (signed by all the parties)
7. Performance Improvement Plan and Update (if applicable) - N/A

****Denotes WIA-Mandated Planning Requirements***