



Jefferson County Workforce Development 4-Year Plan

I. Local Area Governance

- a. Provide the most current organizational chart depicting the relationship of the agencies comprising the workforce system, including education, economic development, and the one-stop delivery system partners.

(See Attachment 1)

In order for any agreement with Jefferson County to become legally binding, it has to be approved by the Jefferson County Commission. Jimmie Stephens is the President of the Jefferson County Commission and has the authority to sign legal documents receiving federal funds for Jefferson County and the Jefferson County local Workforce Area.

The County Manager reviews all contracts and agreements before they are placed on the Commission Agenda for consideration. He is also responsible for all departments within Jefferson County government, including the Human-Services and Economic Development Department.

The Jefferson County Innovation and Opportunity Act Local Board is comprised of approximately thirty-one individuals that meet, or exceed, the required membership criteria.

The Jefferson County Department of Human-Services and Economic Development serves as the operational unit that administers the workforce development agreement in Jefferson County.

The One Stop Career Center is the point of entry for the public to access the services offered through the workforce development program.

b Identify the entity responsible for the disbursement of grant funds, as determined by the chief elected official or the Governor (20 CFR 679.560(b)(14)). Identify by name, function, and organizational affiliation of the local area:

i.	Signatory Official	Commissioner James A. Stephens
ii.	Grant Recipient	Jefferson County, Alabama
iii.	Chief Elected Official	Commissioner James A. Stephens
iv.	Workforce Development Board Chair	John Beard
v.	Chief Fiscal Officer	George Tablack
vi.	One-Stop Delivery System Area Manager	Yvette Wright-Fields

II. Local Workforce Development Board

a. Provide a current listing of Local Board membership, including the category of representation as outlined in WIOA sec. 107(b)(2). The board must include:

- i. Business Representatives — majority of members**
- ii. Workforce Representatives — at least twenty percent, and must include:**

Representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representative of employees.

A representative of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program, if such a program exists.

- iii. Education and Training Activities Representatives.**
- iv. Governmental & Economic and Community Development Representatives.**

Jefferson County Local Workforce Development Board

Business: WIOA Section 107(b)(2)(A)- a majority of the members shall be representatives of business in the local area must include (i) owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policy-making or hiring authority; (ii) representatives of business, including small businesses, or organizations; (iii) appointed from among individuals nominated by local business organizations and business trade associations. Please identify the local board chairperson in the first blank with the asterisk.

	Name	Title	Entity
1*	John Beard	Chairman & President	Alacare Home Health & Hospice
2	Lynn Battle	Vice President	Phoenix Development
3	Willie Chriesman	Chief Executive Officer	Chriesman & Associates
4	Bobby Tom Crowe	President	RT Crowe & Associates
5	Dr. Thomas Ellison	Executive Director	Project H.E.L.P. USA
6	Nolanda Hatcher-Bearden	Managing Partner	Studio 2H Design, LLC
7	Flora Hollis-Williams	Human Resources Manager	Sterilite Corporation
8	Melva Tate	President	Tate & Associates
9	Walter Turner	Director	School Transportation Solutions
10	L'Tryce Slade	Owner	Slade Environmental & Consulting
11	Jarrod Sims	President & CEO	SYMS Contractors, Inc.
12	Jay Reed	President	Associated Builders and Contractors, Inc.
13	John Hackett	General Manager	Kamtek, Inc.
14	Frank Topping	Chief Development Officer	AJK&B Managers, Consultants & Developers
15	Ronnelle Stewart	Chief Human Resource Officer	Brookwood Medical Center
16	Wanda Hendrix	Group Human Resource Director	McWane, Inc.
17	Ted VonCannon	Executive Director	Jefferson County Development Authority
18	Rich Metcalf	Plant Director	Gestamp Alabama, Inc.

**Board Chair*

WIOA Section 107(b)(2)(B)- Not less than 20 percent of the members must be representatives of workforce within the local area that include: (i) representatives from labor organizations who have been nominated by local labor federations; (ii) a member from a joint labor- management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area; and may include: (iii) representatives from community based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and (iv) representatives of organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth.

	Name	Title	Entity
1	Donnie Stanley	President	Alabama State Building Trades
2	Tim Simmons	Business Manager	Boilermakers Local 108
3	Matthew Dudley	Training Director	Birmingham Electrical JATC
4	Mary Allbritten	Project Director	Alabama AFL-CIO Labor Institute for Training
5	Juvenel Levros	Director	Job Corps – Gadsden
6	John Stamps	Director of Operations	Salvation Army
7	David Higgins	Executive Director	Easter Seals Birmingham Area

Education and Training Providers: WIOA Section 117(b)(2)(C) - each local board shall include representatives of entities administering education and training activities in the local area must include (i) a representative of eligible providers administering Title II adult education and literacy activities; (ii) a representative of institutions of higher education providing workforce investment activities; and may include (iii) representatives of local educational agencies, and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

	Name	Title	Entity
1	Dr. Perry Ward	President	Lawson State Community College
2	Keith Brown	Interim President	Jefferson State Community College

Governmental, Economic, and Community Development: WIOA Section 107(b)(2)(D) and (E)- each local board shall include representatives of governmental, economic, community development entities serving the local area must include (i) a representative of economic and community development entities; (ii) a representative from the State employment service office under the Wagner-Peyser Act; (iii) a representative of the Vocational Rehabilitation program; and may include (iv) representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; (v) representatives of philanthropic organizations serving the local area; and (E) individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.

	Name	Title	Entity
1	Lisa Cooper	Director	Birmingham Mayor's Office of Economic Development
2	Yvette Fields	Manager	Birmingham Career Center
3	Yolanda Spencer	Supervisor	Vocational Rehabilitation Service
4	Jacqueline White	Manager-JOBS Program.	Department of Human Resources

- b. If the local board has not been formed at the time of plan submission, or it needs membership changes to be in compliance, include a timeframe to become compliant and the process that will be used to meet the requirements for local boards included in WIOA sec. 107. This process must include notifying the State of the formation of or any changes to the board and providing a list following the guidelines in Section II.a. above.

III. Career Centers

- a. List the Comprehensive Career Centers and the Satellite Career Centers operating within the local area.
- i. Identify which partners are represented in the Career Center; and
 All of the partners listed below are represented in the Career Center
- ii. Provide the name, title, telephone number, and email address of principle Career Center contacts.

Center or Site	Contact Person	Title	Telephone	Email
Birmingham Career Center	Yvette Fields	Manager	205-254-1313	Yvette.Fields@alcc.alabama.gov
Jefferson State College	Dr. Tamara Payne	Director	205-856-8588	tlpayne@jeffstateonline.com
Lawson State Community College, Adult Education	Gwendolyn Ekundayo	Director	205-929-6465	gekundayo@lawsonstate.edu
Alabama Department of Vocational Rehabilitation	Yolanda Spencer	Unit Supervisor	205-290-4530	yolanda.spencer@rehab.alabama.gov

Note: The State Board will develop and review current statewide policies affecting the coordinated provision of services through the State's one-stop delivery system in accordance with WIOA Section 101(d)(6). When these policies are finalized, local areas will be provided with the policies, and, if necessary, a modification to the local plans will be requested to incorporate any needed changes.

IV. Analysis of Local Area Conditions and Needs

- a. Provide analysis of local area economic conditions including existing and emerging in-demand industry sectors and occupations (20 CFR 679.560(a)(1)(i)). Existing current analysis may be used if available and appropriate (20 CFR 679.560(a)(1)(iii)).

Jefferson County is a logistical hub, with its central location and a six-spoke interstate system. This makes it a perfect location for distribution centers. The county is the financial center of the state, with 34% of the state's employment in finance and insurance. According to the Federal Reserve, Birmingham has nearly \$220 billion in bank assets, ranking it as the second largest banking center in the south, and 11th nationally. Corporate headquarters for four financial institutions and several major insurance companies are located in Birmingham. The county, along with surrounding area, also leads the state in health care services and research. The University of Alabama at Birmingham (UAB) is the fourth largest academic medical center in the United States, and it ranks 44th out of 965 institutions in the National Science Foundation Total R&D expenditures. Furthermore, UAB's University Hospital is the third largest public hospital in the nation.

With the projection of an aging population and the medical advances that allow people to live longer, healthcare is high demand in the entire state. Jefferson County is the most medically advanced area in the state, so healthcare is particularly high demand. While employment in hospitals has been holding relatively stable for several years, the other healthcare industries are experiencing huge growth. Outpatient care centers and individual and family services industries have doubled in employment between 2004 and 2014. Ambulance services, blood banks, and other specialty services such as health screens and smoking cessation programs grew just under 52% during the period. Retirement communities and assisted living facilities grew over 21%. Due to the large growth in these areas, nurses of all types are continuing to be in critical demand. In 2015, Help Wanted Online data reported by the Alabama Department of Labor, Labor Market Information Division, indicated that nearly 4,400 new job ads for registered nurses were posted online for Jefferson County. Many of the high demand jobs in the healthcare industry require less than a bachelor degree.

Occupation	2015 Online Job Postings	Education Requirement	Average Annual Salary
Registered Nurses	4395	Bachelor's degree	\$60,024.04
Medical Assistants	547	Postsecondary non-degree award	\$28,958.32
LPNs	536	Postsecondary non-degree award	\$38,629.33
Physical Therapists	366	Doctoral or professional degree	\$87,443.70
Nursing Assistants	346	Postsecondary non-degree award	\$22,838.05
Medical Records & Health Information Technicians	315	Postsecondary non-degree award	\$34,520.48
Surgical Technologists	231	Postsecondary non-degree award	\$34,715.17
Medical & Clinical Lab Technologists	206	Bachelor's degree	\$57,011.57
Medical & Clinical Lab Technicians	203	Associate's degree	\$38,301.45
Home Health Aides	193	Less than high school	\$18,935.87
Family & General Practitioners	167	Doctoral or professional degree	\$183,699.39
Radiologic Technologists	162	Associate's degree	\$50,443.56
Occupational Therapists	160	Master's degree	\$85,158.73
Pharmacy Technicians	160	High school diploma or equivalent	\$26,579.44
Pharmacists	147	Doctoral or professional degree	\$114,545.71
Dental Assistants	122	Postsecondary non-degree award	\$34,092.77
Respiratory Therapists	115	Associate's degree	\$48,578.69
Physical Therapist Assistants	112	Associate's degree	\$53,305.90
Psychiatric Technicians	98	Postsecondary non-degree award	\$29,243.53
Massage Therapists	95	Postsecondary non-degree award	\$49,157.26

During the recession, several industries in Jefferson County took major hits. In 2007, employment in manufacturing reached nearly 30,000. In 2011, manufacturing had taken a loss of nearly 8,000 jobs. And still has only recovered to a 2014 employment average just over 23,000. Nevertheless, there are some industries that are showing significant growth. The central location of the county transportation logistics has made it a great location for automotive suppliers for the major automobile manufacturers around the state. Since 2009 Motor Vehicle Parts Manufacturing has more than doubled in employment to nearly 1,300 and is anticipated to continue. The same is true for Motor Vehicle Body and Trailer Manufacturing, which has grown nearly 50% since 2009. The growth in these industries attribute to the large volume of online job ads for the high demand production occupations listed below.

Occupation	2015 Online Job Postings	Education Requirement	Average Annual Salary
Maintenance & Repair Workers, General	1,301	High school diploma or equivalent	\$38,454.20
Automotive Service Technicians & Mechanics	602	High school diploma or equivalent	\$40,498.66
Bus & Truck Mechanics & Diesel Engine Specialists	386	High school diploma or equivalent	\$45,645.75
Welders, Cutters, Solderers, & Brazers	374	High school diploma or equivalent	\$38,170.80
Heating, Air Conditioning & Refrigeration Mechanics & Installers	358	Postsecondary non-degree award	\$40,806.87
Telecommunications Equipment Installers & Repairers	357	Postsecondary non-degree award	\$52,313.33
Machinists	173	High school diploma or equivalent	\$41,257.39
Industrial Machinery Mechanics	142	High school diploma or equivalent	\$47,823.76
Computer-Controlled Machine Tool Operators	82	High school diploma or equivalent	\$37,306.55
Automotive Glass Installers & Repairers	81	High school diploma or equivalent	NA
Inspectors, Testers, Sorters, Samplers, & Weighers	81	High school diploma or equivalent	\$30,598.37
Mobile Heavy Equipment Mechanics	59	High school diploma or equivalent	\$45,132.06

One of the industry clusters that is targeted in Alabama's economic development strategic plan, Accelerate Alabama, is bioscience. Nearly 30% of the bioscience employment is located in Jefferson County, which is not surprising due to its relation to healthcare. Medical equipment and supplies manufacturing has grown 34% since 2009 and medical and diagnostic laboratories has grown 15%, adding over 300 jobs combined. The growth in medical and diagnostic laboratories is a major reason for the high demand for medical and clinical lab technicians, medical and clinical lab technologists, and phlebotomists.

Another targeted cluster in Accelerate Alabama is Distribution Centers, where approximately 80% of the cluster is comprised of two industries; general freight trucking and warehousing and storage. While general freight trucking has held steady employment throughout the recession, and presently employs over 3,000 people in the county, warehousing and storage has experienced significant growth. Since 2009, warehousing and storage has grown nearly 47%, adding over 500 jobs. Between growth in these industries, and manufacturing industries that require transportation of products such as motor vehicle parts manufacturing, the demand for both heavy and light truck drivers is at an all-time high. Furthermore, there is a significant number of truck drivers over the age of 55 who are beginning to leave the industry, and the demands of truck drivers lead to high turnover rates. In 2015 there were over 7,500 job postings online for Heavy truck drivers and over 1,000 for light truck or delivery services drivers in Jefferson County alone. Growth in these industries has also led to high demand for industrial truck and tractor operators, which is reflected in 292 online job postings in 2015.

- b. Provide analysis of local area employment needs of employers in existing and emerging in-demand industry sectors and occupations (20 CFR 679.560(a)(1)(ii)). Existing current analysis may be used if available and appropriate (20 CFR 679.560(a)(1)(iii)).

Jefferson County has the highest population of any county in the state, with 660,367 residents. Over the last few years, the population for the county has remained somewhat stagnant. Birmingham has remained steady, while many of the smaller communities in the county have seen a decrease in population. The cities that have grown since 2013 are Trussville, Mountain Brook, Morris, and Kimberly. Jefferson County has a large Hispanic population in the state, with over 25,000. Since 2010 the Hispanic population has grown over 11%. American Community Survey (ACS) estimates for 2010-2014 show that 128,070 are under the age of 14 and 128,851 are over the age of 60. Since 2010, residents over age of 60 have grown 9%, approximately an increase of 10,000 people. This continuous growth of older residents is beginning, and will continue, to have a dramatic effect on the workforce in the county. According to an estimate produced The University of Alabama, Center for Business and Economic Research (CBER), through 2030 the job growth will outpace the working age population growth, creating a worker shortfall estimate of 110,368. As a result, planners are going to need to find ways to keep young people working in the county, import workers from other areas, and keep older workers in the workforce longer.

	2012-2022	2012-2030
Total population growth (percent)	1.3	2.2
Age 20-64 population growth (percent)	-4.3	-7.1
Job growth (percent)	10.6	23.1
Worker shortfall (percent)	14.9	30.3
Worker shortfall (number)	54,381	110,368
Source: Center for Business and Economic Research, The University of Alabama		

ACS 2010-2014 estimates there were approximately 81,000 residents of the county who are enrolled in either high school or college. Approximately 34% of youth age 16 to 19 are participating in the labor force. On the other hand, there are nearly 1,800 youth in that age group who are not enrolled in school and also not in the labor force. It is imperative for the future of the economy in the area that youth receive training and guidance necessary to make them viable participants in the county's workforce, especially as the workforce continues to age. Youth between the ages of 16-24 who are in the labor force are the age group with the highest unemployment rates.

Of the population 25 years and over, 15,000 have less than a 9th grade education, and 39,304 have a 9th to 12th grade with no high school diploma. ACS estimates that those without a high school diploma, who had earnings during the period, made an average of \$18,110 a year. A high school diploma or GED increases that average to \$25,836. By assisting these adults to gain a GED, they will become more employable. Of the working age population, 25-64, who are in the labor force, the highest unemployment rates are for those who have less than a high school education. An even larger challenge exists with the fact that only 53% of the working age population without a high school diploma or GED are participating in the workforce at all. The latest figures show that 18.7% of Jefferson County's residents live below poverty level. Providing adults with the opportunity and training to earn a GED and skills training would give them better career opportunities and help people rise out of poverty.

Educational Attainment	Estimate
Population 25 years and over	443,123
Less than 9 th grade	15,009
9 th to 12 th grade, no diploma	39,304
High school graduate (includes equivalency)	117,854
Some college, no degree	102,951
Associate's degree	33,605
Bachelor's degree	81,626
Graduate or professional degree	52,774

Source: Alabama Department of Labor-Labor Market Information Division

Jefferson County. Of the working age population that are veterans, 70.5% participate in the labor force, while the labor force participation rate for all working age in the county is 61.3%. Nearly 5,000 veterans are living below poverty level status. Over a third of the veterans have a disability. While 50% of the total veteran population in the county is over the age of 65, there is still a large veteran population who need training to enter into the civilian workforce. While the unemployment rate for veterans is lower than for the

Census estimates that approximately 14.5% of the population in the county has a disability, most of them over the age of 18. Nearly 40% of the working population, 18 to 64, that were not participating in the labor force had some form of disability. Of those in the labor force, over 3,800 people with a disability were unemployed.

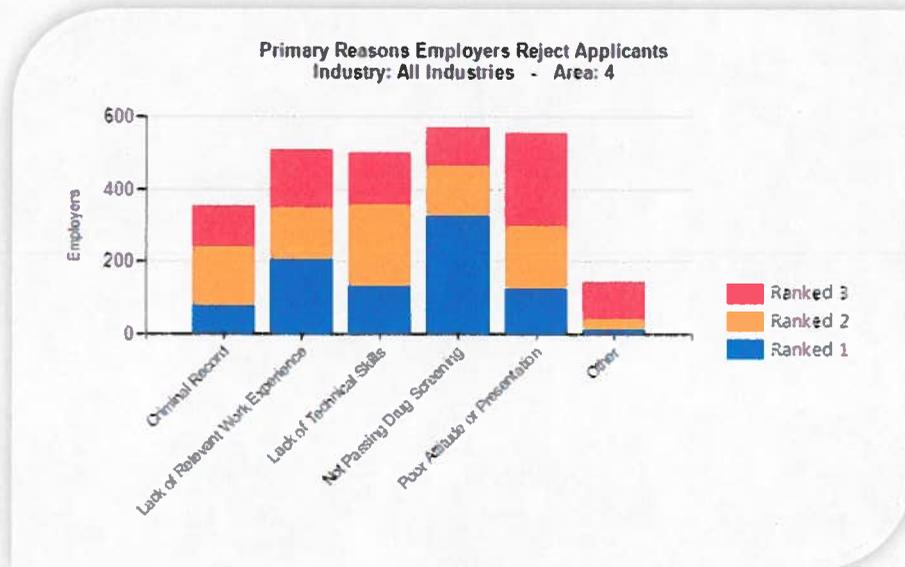
It is estimated that there are nearly 40,000 veterans over the age of 18 living in

total population, there are still over 1,700 veterans who are unemployed. These people are highly skilled, disciplined, and motivated. With some transitional training, they can become very productive members of the workforce.

- c. What knowledge and skills are needed to meet the employment needs of the employers in the local area, including employment needs in in-demand industry sectors and occupations (20 CFR 679.560(a)(2))?

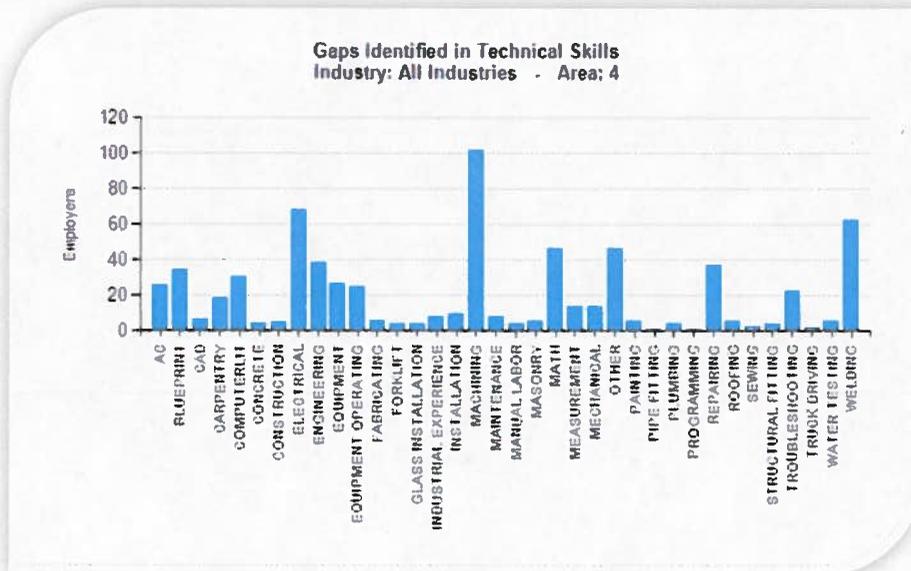
Over the past five years there have been a multitude of reports all over the country on the topic of skills gaps. More importantly the emphasis has been on soft skills. Employers all over the state have been claiming that they cannot find employees with adequate skills. The Alabama Department of Labor, Labor Market Information Division decided that the state needed some numbers to show the employers' concerns in these areas. As a result, a skills survey was conducted, and published, in 2013. Many of the employers that were voicing these concerns were in manufacturing and construction industries, so the decision was made to survey employers in those two industries, plus utilities. A sample of 6,926 employers was randomly selected by the Bureau of Labor Statistics. Over 5,000 or 72% of employers in the three industries responded to the survey. The sample was stratified by Alabama's 10 workforce development regions. The survey instrument included three categories of questions: Recruitment Challenges; Skills Gaps Identified; and Training and future needs.

Employers in region 4 who had hired within the past two years were asked the level of difficulty they had in finding candidates with adequate basic skills. Over 500 employers stated that it was between moderately and extremely difficult. The responses also indicated that it was most difficult to hire people with experience in the occupation, but nearly 250 employers said it was most difficult to hire for entry level positions. Over 300 employers indicated that the number one reason for rejecting applicants was that they did not pass a drug screen. This is a disturbing statistic, considering that a majority of employers do not drug test until after they have decided to hire a person, which indicates these applicants have the required skills. Employers in the region ranked lack of technical skills second and poor attitude or presentation third. When given the opportunity to list other reasons, employers indicated lack of driver's license or reliable transportation, lack of required certification, attendance history, employment history, failed employment skills testing, and others, most relating to soft skills.



Source: Alabama Department of Labor-Labor Market Information Division

A list of soft skills, and a list of technical skills was provided, so the employers could choose all skills gaps that have been identified in existing staff. Of the soft skills, across all industries and all areas, attendance was the overwhelming top choice. Others chosen at high levels were following directions, time management, critical thinking, and problem solving. Gaps identified in technical skills often varied by industry. In a majority of the manufacturing industries, the top technical gaps were machining, welding, and electrical. In utilities, the number one technical skill selected was math. Utilities employers also ranked engineering, AC and electrical skills at high levels. The selections from construction companies varied depending on the type of work that was done. Some of the top choices were carpentry, blueprint reading, equipment operating, electrical, and welding.



When employers were asked what area of training would be the most valuable to improve the workforce, choosing from soft skills, occupational experience, or education, the majority ranked soft skills as most valuable. Respondents also were given the opportunity to list future technologies that would require training. Employers in region 4 listed mobile technology, robotics, computer numerical control (CNC) technology, manufacturing automation technology, and general computer advancements as the top five technologies. The survey revealed that a majority of employers do not presently use training resources provided to them by various workforce development partners. A majority of employers conduct their own training, on the job or indicated they don't provide training. This is an opportunity for training providers in the area, such as community colleges, AIDT, ATN, career centers, and others to make sure that employers are aware of all of the services these resources can provide to help employers train their staff at very little cost to them.

- d. Provide analysis of the local area's workforce, including current labor force employment and unemployment data, information on labor market trends, and educational and skill levels of the workforce, including individuals with barriers to employment 20 CFR 679.560(a)(3)).

The most recent labor force data (March 2016) for Jefferson County reflects a labor force of 310,378 and an unemployment rate of 6.0%, lower than the state at 6.2%. At the height of the recession the unemployment rate rose to 10.8%, in 2009. While the unemployment rate and the number of unemployed has since dropped, the number of employed for the county has not risen since 2013. This is due to the continuous slow decline of the labor force in the county. There are approximately 10,000 fewer people in the labor force today than there were in 2011. There are several potential reasons the labor force is falling. An older workforce is leading to more retirements. There are also a smaller number of youth in the workforce than in the past. According to the latest State of the Workforce Report for Jefferson County, the projections for job growth are higher than working population growth. This will create a large worker shortfall in the county, unless more is done to encourage older workers to return to the workforce. More importantly, it is imperative to assist the working age population that is not in the workforce, so that they can earn a sustainable income and support the economy of the county.

In addition to the number of unemployed, there are also people in the county that are underemployed. Workers in occupations that underutilize their experience, training, and skills are underemployed. These workers often respond to job opportunities that they believe are better for reasons that include; lack of job opportunities, low wages in available jobs, and living too far from jobs. Workforce partners in Alabama fund an annual underemployment survey. This survey is in its sixth year of existence. Jefferson County had an underemployment rate of 22.1% in 2015, equaling an estimated 64,423 workers who would change jobs for higher wages, better benefits or terms of employment, or other incentives. A total of 329 complete responses were obtained from Jefferson County in the 2015 survey. Only 50% (163 respondents) were employed, of whom 36 stated that they were underemployed. Low wages at available jobs, a lack of job opportunities in their area, retirement, taking care of someone other than a child, other family or personal obligations, childcare responsibilities, and other undisclosed reasons were the primary reasons given for being underemployed. Ongoing economic development and workforce development efforts can help in this regard. Non-workers cite retirement, disability or other health concerns, other undisclosed reasons, and social security limitations as the main reasons for their status. Some of these workers may become part of the labor force if their problems can be addressed.

Responses for overall job satisfaction as well as various aspects of the job were obtained. In general most of the county's workers (74.2%) are satisfied or completely satisfied with their jobs. Workers are most satisfied with the work they do and least satisfied with their earnings. Fewer underemployed workers (63.9%) are satisfied or completely satisfied with their jobs. The underemployed are most satisfied with their work shift and most dissatisfied with their earnings. Workers are generally willing to train for a new or better

job, with the underemployed being much more willing (66.7% vs. 54.9%). However, the willingness to train is strongly influenced by who pays for the cost of training. Workers typically do not wish to pay for the training, and so their willingness is highest when the cost is fully borne by government and lowest when the trainee must pay the full costs. Underemployed workers are more willing to train for the new or better job unless they have to pay the full cost of training. The results show that workers expect the government to bear at least part of the training cost.

2014 Commuting Patterns
Counties Where Jefferson County Residents
Commute to Work

	Count	Share
Jefferson County, AL	187,485	74.1%
Shelby County, AL	24,728	9.8%
Tuscaloosa County, AL	5,840	2.3%
Montgomery County, AL	3,604	1.4%
Madison County, AL	3,383	1.3%
St. Clair County, AL	2,375	0.9%
Mobile County, AL	2,078	0.8%
Walker County, AL	1,732	0.7%
Talladega County, AL	1,615	0.6%
Calhoun County, AL	1,392	0.6%
All Other Locations	18,622	7.4%

Source: Alabama Department of Labor-Labor Market
Information Division - 2014

Over 75,000 workers in Jefferson County are over the age of 55. The industries that are most effected by the potential of a large number of retirees in the near future are educational services, manufacturing, utilities, and healthcare. In addition, many high demand/fast growing occupations are also ones with a high percentage of older workers, such as nurses and truck drivers. Labor force participation of younger residents must increase to meet long term occupational projections for growth and replacement, or older workers may have to work longer.

While Jefferson County's labor force equals a 14% share of the state, its workforce makes up 20% of the entire state's workforce. This reflects that there is a large number of people commuting in to Jefferson County to work. In 2014, 56.2% of the jobs were filled by people living in Jefferson County. Over half of the people living and working in the county, 55% in 2014, earn less than \$3,333 per month, including approximately 34,746 who earned less than \$1,250 per month. Over the last decade, the number of residents working in Jefferson County has dropped, and the percentage of workers commuting in to the county has risen from 37.8% in 2004 to 43.8% in 2014. Approximately 60% of workers in the county over the age of 29 have some college through an advanced degree. This is attributed to the advanced industry base located in the county.

Jefferson County High Demand Occupations 2012-2022

Occupation	Average Annual Job Openings		
	Total	Due to Growth	Due to Separations
Registered Nurses	525	260	265
Home Health Aides*	125	85	35
Licensed Practical and Licensed Vocational Nurses	110	55	55
Personal Care Aides*	105	95	10
Health Specialties Teachers, Postsecondary	85	60	25
First-Line Supervisors of Construction Trades and Extraction Workers	80	55	25
Industrial Machinery Mechanics	80	35	45
Medical Assistants	75	45	30
Carpenters	75	50	25
Biological Science Teachers, Postsecondary*	70	55	15
Management Analysts	50	30	20
Medical Secretaries*	50	35	10
Construction Managers	45	25	20
Computer Systems Analysts	45	30	15
Computer User Support Specialists	45	25	20
Pharmacists	45	20	25
Physical Therapists*	40	20	15
Medical and Clinical Laboratory Technicians	40	20	20
Cost Estimators	35	15	20
Market Research Analysts and Marketing Specialists	35	25	10
Software Developers, Applications	30	20	10
Civil Engineers	30	15	15
Physical Therapist Assistants*	30	20	10
Medical and Health Services Managers	25	10	15
Healthcare Social Workers	25	15	10
Dental Hygienists	25	15	10
Computer and Information Systems Managers	20	10	10
Personal Financial Advisors*	20	15	5
Software Developers, Systems Software	15	10	5
Nursing Instructors and Teachers, Postsecondary*	15	10	5
Occupational Therapists	15	10	5
Nurse Anesthetists	15	10	5
Nurse Practitioners	15	10	5
Cardiovascular Technologists and Technicians	15	10	5
Diagnostic Medical Sonographers*	15	10	5
Logisticians*	10	5	0
Clinical, Counseling, and School Psychologists	10	5	5
Physician Assistants*	10	5	0

Medical Equipment Repairers*	10	5	5
Surgeons	5	5	5

Source: Alabama Department of Labor-Labor Market Information Division

Jobs by Worker Age	Count	Share
Age 29 or younger	74,111	22.2%
Age 30 to 54	187,415	56.2%
Age 55 or older	72,208	21.6%
Jobs by Worker Educational Attainment	Count	Share
Less than high school	25,712	7.7%
High school or equivalent, no college	72,496	21.7%
Some college or Associate degree	86,348	25.9%
Bachelor's degree or advanced degree	75,067	22.5%
Educational attainment not available (workers aged 29 or younger)	74,111	22.2%
Jobs by Worker Sex	Count	Share
Male	167,981	50.3%
Female	165,753	49.7%
Jobs by Earnings	Count	Share
\$1,250 per month or less	61,603	18.5%
\$1,251 to \$3,333 per month	116,930	35.0%
More than \$3,333 per month	155,201	46.5%

Source: U.S. Census Bureau, OnTheMap Application and LEHD Origin-Destination Employment Statistics in Partnership with the Alabama Department of Labor, Labor Market Information Division.

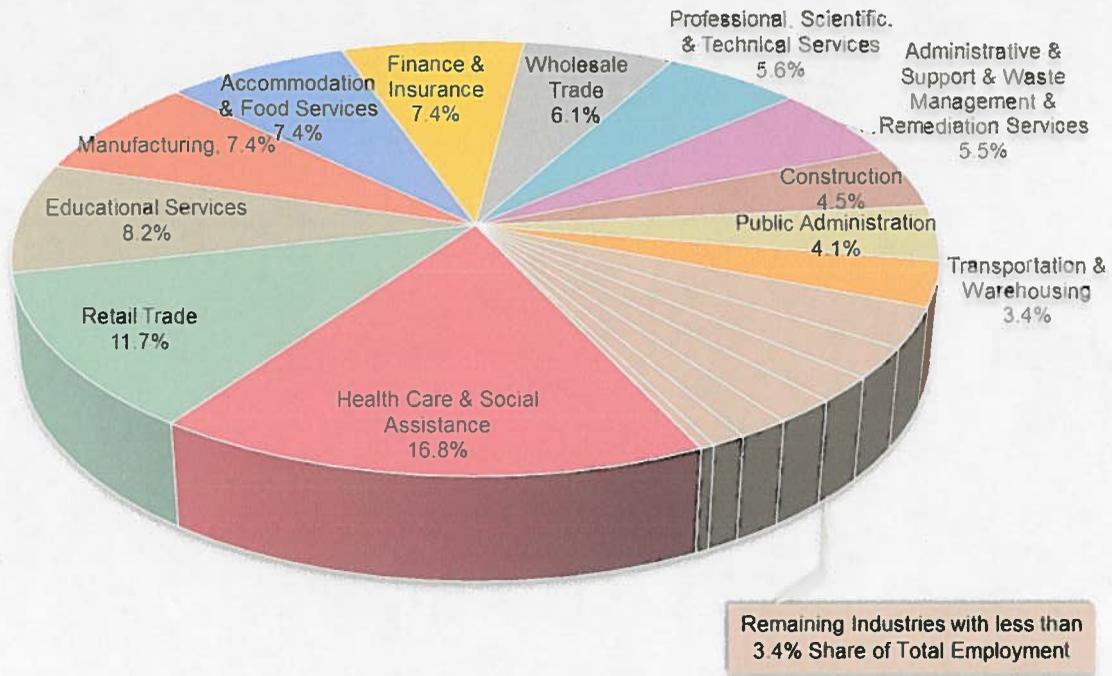
Help Wanted OnLine® Annual Job Postings

2015 Top Occupations with Most Ads Posted

Occupation	# of Ads	Occupation	# of Ads
Heavy & Tractor-Trailer Truck Drivers	7,576	Office Clerks, General	1,069
Registered Nurses	4,395	Computer Systems Analysts	1,068
Retail Salespersons	1,781	Light Truck or Delivery Services Drivers	1,057
Customer Service Representatives	1,682	Executive Secretaries and Executive Admin. Assistants	1,012
Receptionists and Information Clerks	1,541	Medical Secretaries	918
Computer User Support Specialists	1,416	Secretaries and Admin. Assistants, Except Legal, Medical, and Executive	901
Sales Representatives, Wholesale & Manufacturing, Except Technical & Scientific Products	1,404	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	887
Maint. and Repair Workers, General	1,301	Insurance Sales Agents	855
Accountants and Auditors	1,140	Sales Reps, Wholesale & Manufacturing, Technical & Scientific Products	811
Bookkeeping, Accounting, and Auditing Clerks	1,089	Stock Clerks and Order Fillers	761

Source: CEB TalentNeuron-Wanted Analytics

2014 Industry Employment



Source: Longitudinal Employer Household Dynamics program which is a partnership between the Census Bureau and the Alabama Department of Labor, Labor Market Information Division.

- e. Provide analysis of the local area's current workforce development activities, including education and training. This analysis must include the strengths and weaknesses of workforce development activities and capacity to provide the workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment, and the employment needs of employers (20 CFR 679.560(a)(4)).

Jefferson County is engaged in a number of Workforce activities to include occupational skills training for Adults, Dislocated Workers and Youth. The local area also provides On-the-Job Training opportunities to participants that are in need of this type of training. Jefferson County works with our elderly programs to assist the 55 and older participants with any additional services needed. The County also partners with the State of Alabama to provide Incumbent Worker Training to participants in Jefferson County. Jefferson County partners with other workforce development, education, and training providers to ensure that the residents of the county have access to many choices when it comes to developing occupational skills and obtaining employment.

Although, not physically located in the same center, Jefferson County has a strong working relationship with the Career Center. Veteran's Services, Trade Adjustment Act services, Vocational Rehabilitation services, Labor Market Information and several other critical activities are carried out through the partnership with the Career Center.

Jefferson County has established strong partnerships and programs to assist veterans, persons with disabilities and ex-felons. Jefferson County's assessment process assists the participants with the development of a strong Individual Employment Plans. Supportive services options also help to alleviate barriers to training and employment.

V. Vision

- a. What is the local board's strategic vision to support the area's economic growth and economic self-sufficiency? This vision should be supported by analysis of the local area (Section I) and align with Alabama's Combined State Plan (20 CFR 679.560(a)(5)).

The Local Board for WIOA has not developed a mission statement as of the date of this Plan. However, in keeping with its mission under WIOA,

Jefferson County's vision is to have a thriving local economy supported by a strong, well-trained workforce.

In addition, once the WIOA Board is established, Jefferson County will revisit the idea of a strategic plan for the county to help develop the Board's strategic vision, mission and goals.

- b. Identify the local area's goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment)(20 CFR 679.560(a)(5)).

In addition to the performance goals to be negotiated with the State of Alabama, Jefferson County will have goals and objectives that will be developed through the strategic plan that are unique to its economy and workforce. Recognizing that young people between the ages of 16 and 24 are among the highest unemployed population in the County, they will be a major focus of Jefferson County's workforce development efforts. Reaching out to more veterans and developing a plan for connecting with more dislocated workers through the Career Center and community outreach activities, we will engage a larger poll of eligible participants.

Targeting the high demand occupations identified in the workforce analysis; partnering with more agencies to deliver more soft skills training; providing access to more drug awareness programs through our partner agencies; and developing stronger support mechanisms and strategically aligning workforce efforts with agencies providing intensive services to participants with multiple barriers to employment will ensure that Jefferson County residents are prepared for the challenges of the ever more demanding work environment.

VI. Local Area Strategy

- a. Based on the analysis in Section IV, what is the local area's overall strategy to work with the entities that carry out the core programs and required partners to align resources available to the local area, to achieve the strategic vision and goals described in Section II (20 CFR 679.560(a)(6))?

The Jefferson County Workforce Development Collaborative Partnership is designed to bring core programs and other partners together to align resources and help prevent duplication of services. Jefferson County recognized the need for this step more than a year ago. The local area

partners meet regularly to share ideas, strategies and best practices in an effort to better serve our collective clients and coordinate services. The labor needs of businesses will be met through the sharing of labor market information, developing common strategies and working toward a common goal. Engaging businesses in the development of those strategies will be key to hitting the mark and making sure that their needs are met.

- b. What programs are included in the local area's workforce development system (20 CFR 679.560(b)(1)(i))? Provide a listing and brief description of each program.

The programs that are included in the local area's workforce development system are:

- Local Workforce Development – Provides workforce development support to Adult, Dislocated Worker and Youth participants.
- Career Center – Provides services to job seekers looking for work and businesses looking for employees.
- Central Six Development Council – Regional Workforce Development.
- Alabama Industrial Technology Network – Provides toll and training to industry and business.
- Veterans Services – Giving priority to veterans and providing additional assistance to veterans with finding employment and other services.
- Adult Education – Provides education and GED preparation for adults.
- Trade Adjustment Act – Assist dislocated or displaced workers that are unemployed due to international trade.
- Vocational Rehabilitation – Helps individuals with disabilities obtain independence through employment.
- Other partner agencies –Partner agencies that provide other services not offered through the One Stop Center directly.

- c. How will the local board support the strategies identified in Alabama's Combined State Plan and work with the entities carrying out core programs and other workforce development programs, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 *et seq.*) to support service alignment (20 CFR 679.560(b)(1)(ii))? Provide information concerning how the local board will work with entities carrying out core programs to:

- i. Expand access to employment, training, education, and supportive services for eligible individuals, particularly those with barriers to employment (20 CFR 679.560(b)(2)(i));

Jefferson County will carry out its programs consistent with the State's Combined Plan as appropriate. It will align its activities consistent with those aligned in the State Plan. Jefferson County will make its programs and services available participants of the Car D. Perkins Career and Technical Education Act. Jefferson County will strengthen its relationships with local are career and technical education programs to align its training and employment efforts with those of the career and technical education programs.

Through the Collaborative Partnership, which includes the supportive services provider, Jefferson County will be able to provide access to the full array of employment training, education and supportive services for eligible individuals and particularly those with barriers.

- ii. Facilitate the development of career pathways and co-enrollment, as appropriate, in core programs (20 CFR 679.560(b)(2)(ii)); and

Jefferson County has not, traditionally, engaged in co-enrollment on a large scale. There have been some successes with GED/Adult Education students enrolling in High Demand occupational training simultaneously. It is an area that the local area will review and assess to determine if this activity should be expanded. Given the demands of the local job market, the new Board will look at all options to prepare the local workforce for success in the labor market.

- iii. Improve access to activities leading to a recognized post-secondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable) (20 CFR 679.560(b)(2)(iii)).

Jefferson County has made strides in providing access to recognized post-secondary credentials and making them widely available to all eligible participants. Focusing on career pathways and training in high demand occupations has been, and will continue to be, a major focus of Jefferson County's workforce efforts.

Making online/distance training and learning more widely available through the various service providers, along with improved access to transportation will also improve overall access to training participants.

d. What strategies and services will the local area use to:

i. Facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations (20 CFR 679.560(b)(3)(i));

The Local Workforce Board will use of various approaches to facilitate the engagement of employers. Our local board itself has supported workforce efforts by participating in professional associations and sharing information on workforce development. In addition, staff participates in numerous career and job fairs throughout the year. Some of those fairs are sponsored or initiated by the One Stop, while others are supported by our partners or employers themselves. The One Stop also has business service representative and job developers that meet with employers regularly to information, exchange ideas and ensure that we are providing the services need to meet their needs.

ii. Support a local workforce development system that meets the needs of businesses in the local area (20 CFR 679.560(b)(3)(ii));

Not only does the One Stop support workforce development in the local area, but the One Stop is at the heart of the workforce development activity serving business in Jefferson County. Key among the strategies to meet the needs of local business is to maintain current and accurate information of on their employment needs. Face-to-face contact as well as constantly updating Labor Market Information (LMI) data, provides the information needed to assist businesses. Making sure that the labor force has the necessary tools to fill the employment needs of those businesses is a major part of the strategy. While some business needs are less sophisticated than others, they all have needs that must be met. The Jefferson County Local Workforce Board provides that training through its education and training partners. It is important to take the next step and match those employees with the employers, and make sure the employee has the tools need to obtain and sustain employment.

iii. Better coordinate workforce development programs and economic development (20 CFR 679.560(b)(3)(iii));

The Jefferson County Local Workforce Development area is firmly centered in the middle of the largest county and region in the State of Alabama. In addition to maintaining a close working relationship with the economic development leaders in each of those local areas, we have representatives of economic development on the Local Board. The Local area receives leads on development and employee needs from local economic development staff when appropriate. This assists greatly in reaching businesses early to assess their needs and provide needed services.

This close working relationship, also assist Jefferson County with preparing for any shifts in employment needs that may not align with status quo or what has been reported through LMI data.

iv. Strengthen linkages between the one-stop delivery system and unemployment insurance programs (20 CFR 679.560(b)(3)(iv)); and

Jefferson County will continue to work with the Alabama Department of Labor to try to obtain direct access to Unemployment Insurance (UI) data. UI information is accessible next door within the Career Center. However, as the Career Center and the Workforce Development Office are in separate buildings, it is difficult to access the information directly. The UI data would be invaluable in assessing the status of individual participants. Plans are being made to co-locate the Career Center and the Workforce Development office in the near future. If this plan is successful, it will make it easier to access UI information and maybe have direct access.

v. Implement initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of local area employers. Any of the above initiatives the local area chooses to implement should be in support of the other strategies to serve employers outlined above in Section III.d. (20 CFR 679.560(b)(3)(v)).

The Local Area currently provides incumbent worker training in conjunction with the State of Alabama. With the implementation WIOA, the Board may become more involved in directly providing incumbent worker training. This will be determined by the needs of local businesses.

On-The-Job Training has been provided within the local area for several years under the Workforce Investment Act. It is a service that is available to businesses if they choose to take advantage of it.

Within the Jefferson County Region there is a state-sponsored regional workforce initiative called the Central Six Regional Development Council. One of the services provided by Central Six is the development of industry clusters and sector strategies. Jefferson County has been working with Central Six and meeting with employers to discuss sector strategies and industry needs. We will utilize the information provided by Central Six to develop strategies to meet the needs of the businesses and ensure that training is aligned with the needs of those businesses.

Jefferson County has not formed any formal career pathways initiatives. However, it is highly likely that once the new WIOA Board meets, a strategy will be developed that is consistent with the needs of local businesses and the clients we serve.

e. How will the local board coordinate local workforce investment activities with regional economic development activities carried out in the local area (20 CFR 679.560(b)(4))?

Jefferson County has an extensive network of local business, supportive services and education and training interests. Those interests not only serve Jefferson County, but the entire region. In addition to being closely aligned with existing regional workforce and economic development organizations, Jefferson County works with local economic development partners. Maintaining a strong economic development presence on the Local Board will also provide additional input into workforce development strategies. Workforce development managers meet often with economic development officials and government leaders to keep abreast of economic and workforce development needs.

The State of Alabama is planning to create regional workforce development areas. When this occurs, there will be even greater interaction, regionally, with other local economic development officials and government leaders outside of the Jefferson County footprint.

f. How will the local board promote entrepreneurial skills training and microenterprise services (20 CFR 679.560(b)(4))?

Jefferson County plans to coordinate entrepreneurial skills with small business development programs in Jefferson County. The Birmingham area has one of the strongest centers of microenterprise in the country in its award-winning Innovation Depot. The Innovation Depot is a state of the art business incubator that has birthed hundreds of businesses in the Birmingham area. Although Jefferson County will not rely on the Depot as its sole source of support for microenterprise, the resources available through the Depot will be invaluable. There are other small business development centers in the area such as the Bessemer Business Center and the Birmingham Business Resource Center, that provide services to entrepreneurs and that have had great successes. The strategic location and type of business will determine which of these services is most beneficial to the business.

Within the Jefferson County area, several organizations offer small business financial and technical assistance. All potential entrepreneurs should take advantage of these services, which are free in many cases. Jefferson County will encourage and support the entrepreneurial spirit whenever appropriate among its current and former program participants.

g. Provide a description of the one-stop delivery system in the local area, including:

i. How the local board will ensure the continuous improvement of eligible providers of services through the system and that such providers will meet the employment needs of local employers, workers, and jobseekers (20 CFR 679.560(b)(5)(i));

The State Department of Commerce is receiving applications and selecting eligible training providers. It reviews the performance information on each of those providers to ensure that they have been performing at a minimally acceptable level. Jefferson County will work with the State to ensure that eligible training providers are performing at a level consistent with those established standards. The County and the Alabama Department of Labor have been working on a new facility to house the One Stop. This new facility will represent a new and improved service center.

ii. How the local board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means (20 CFR 679.560(b)(5)(ii));

Jefferson County is a fairly urban and densely populated area. Most the clients served reside in local cities with digital access. Very few of the clients served at the One Stop are not able to access services directly. The One Stop has historically provided remote access through a number of venues. The anticipated new service center will continue to provide remote access to services through the widely utilized Alabama Job Link system, internet, email, social media and other related online applications. Moreover, for those individuals without transportation, Birmingham has a public transit system.

iii. How entities within the ne-stop delivery system, including career center operators and the career center partners, will comply with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities (20 CFR 679.560(b)(5)(iii)); and

The Jefferson County One Stop Career Center operator and partners will all have to comply with the provisions of Section 188, regarding Nondiscrimination. Each entity engaged in providing services to participants and/or maintaining a physical location in the One Stop will be subject to the provisions of Section 188 of the Act and the Americans with Disabilities Act of 1990. The compliance with these policies will be a part of any agreement entered into with any partner. In addition, as much as practical, the One Stop will provide the same unfettered access to all services for those individuals' disabilities.

iv. What the roles and resource contributions of each career center partner (20 CFR 679.560(b)(5)(iv))?

The roles of each One Stop partner and its contribution to the operation of One Stop will be established through a Memorandum of Understanding, One Stop Service Agreement and/or a Resource Sharing agreement. Each partner is expected to provide ongoing participation in the One Stop. Each partner will share in the infrastructure cost and the cost of service delivery as required by the Act. The specific role of each partner and the details of cost sharing will be provided in the Memorandum of Understanding and other appropriate agreements.

h. Provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area (20 CFR 679.560(b)(6)).

Adults and dislocated workers have access to the following career service activities within the local area:

- Initial assessment of skill levels, aptitudes, abilities and supportive services needs
- Alabama Joblink usage including enrollment at <https://joblink.alabama.gov/ada/r/>
- Internet browsing for a job, career information and training searches
- Training information
- Labor market information, including industry cluster information
- Information on Jefferson County WIOA partner services and supportive services
- Assistance in establishing eligibility for appropriate programs
- Career counseling

Before providing training services, a staff member must determine that an individual is unable to obtain employment through basic career services, among other criteria to ensure limited training funds are spent on customers most in need. Jefferson County WIOA staff initially meet with a participant; assess his or her skills; consider labor market conditions; and determine that basic career services will not be sufficient to result in employment for the participant. The provision of training or other needed services can then be provided sequentially, concurrently, or in the order that makes the most sense for the individual.

Participation in the Adult or Dislocated Worker program requires the participant be committed to specific steps toward obtaining full-time employment. Career Planners write an Individual Employment Plan (IEP) with each participant that analyzes and identifies the full-time employment objectives. The IEP specifies the occupational goals of the participant, based on assessment, testing and conversations with the participant. The participant is guided through a series of activities and interactions customized to their goal, which may be employment, training or other assessments such as MyNextMove. The IEP drives the services that each customer will access to succeed in gaining employment and is a living document that adjusts to customers' changing needs.

Jefferson County provides a variety of training and employment activities that exist within the local area. Funding may not be available, to directly support participation in all training activities, but Jefferson County WIOA staff provides guidance on career planning that may involve one or more training activities and available funding resources.

i. Provide a description of how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities (20 CFR 679.560(b)(7)).

Jefferson County has a partner relationship with the Rapid Response Team. The Department of Commerce is responsible for all Rapid Response activity state-wide. Jefferson County joins that Rapid Response Team whenever a local company is at issue.

Initial contact with the employer is made by the State's Rapid Response Coordinator. Any layoff aversions activity is conducted by the State. The State then notifies Jefferson County. Jefferson County then participates in Rapid Response activities until the process is concluded. Through this partnership a variety of services may be offered and utilized by the affected workers.

j. Provide a description and assessment of the type and availability of youth workforce investment activities in the local area including activities for youth who are individuals with disabilities, which must include an identification of successful models of such activities (20 CFR 679.560(b)(8)).

Jefferson County and its partners provide local youth with an academic skills assessment and an interest inventory to determine a career pathway. For youth with disabilities, the assessment and career pathway will be completed jointly with the Department of Vocational Rehabilitation. Once a career pathway has been determined, the youth will have access to GED tutoring; high school diploma recovery; construction job training; stem focused training; and medical assistant skills training. During career exploration, each youth will be provided with assistance which aligns with the 14 elements listed in the Act. After the youth has received a nationally recognized certificate from their chosen program, they will receive additional assistance enrolling in advanced education or gaining employment. Once the youth becomes actively enrolled in education or has gained employment, staff will continue to show support, encouragement and further assistance to help them to complete or remain employed.

Youth with disabilities are afforded the same opportunities and individuals without disabilities. In most case, the youth with a disability as a major barrier works with our many other partners that provided additional services uniquely suited to assist them and ensure their success. Those without significant disabilities are encouraged to approach the process as other would and not let their disability become a barrier. This approach does require more attention, counseling and encouragement, but pays major dividends when successful.

k. How will the local board coordinate relevant secondary and post-secondary education programs and activities with education and workforce investment activities to coordinate strategies, enhance services, and avoid duplication of services (20 CFR 679.560(b)(9))?

Developing and maintaining strong working relationships and open lines of communication and coordination, with education and training providers, are essential to the development of a strong workforce system. Jefferson County meets frequently with postsecondary education partners in different settings and to address a variety of concerns and opportunities. Presidents of the local community colleges are represented on the local board and an important part of the strategic planning effort. Open lines of communication are also maintained with secondary education programs to ensure that we are aligning our efforts with theirs and vice versa. Those efforts will be improved in the upcoming program years.

Jefferson County has also established the Jefferson County Workforce Development Collaborative Network. This network of partner agencies is designed to share information about each program and to limit duplication of services. The Collaborative is comprised of approximately 30 required and volunteer partners. This initiative has helped to build new partnerships and stronger alliances among all of the partners.

I. How will the local board coordinate WIOA Title I workforce investment activities (adult, dislocated worker, and youth programs) with the provision of transportation and other appropriate services in the local area (20 CFR 679.560(b)(10))?

Chief among the barriers to training and employment for the vast number of are participants is the availability of affordable childcare and transportation. Recognizing that the needs of these individuals are much greater than the resources available through workforce funds, Jefferson County initiated a competitive process to identify a provider of supportive services. United Way of Central Alabama presented a strong proposal supported by its years of experience assisting the needed. Over the past several years, Jefferson County has developed a strong partnership with United Way. In addition to leveraging United Way's extensive resource of agencies uniquely suited for assisting individuals with many of the barriers possessed by workforce development participants, we are able to pursue workforce funds to support services not funded by other United Way agencies.

Although we are not certain that United Way will continue to be the provider of these services, it is a model that we may continue to use for as long as it is successful.

m. Provide plans and strategies for maximizing coordination, improving service delivery, and avoiding duplication of Wagner-Peyser Act services and other services provided through the one-stop delivery system (20 CFR 679.560(b)(11)).

A major step in this direction will be the co-locating of WIOA core activities and core partners in planned One Stop Career Center facility. Locating Wagner Peyser, WIOA and

other partner agencies in one facility will be a tremendous help with improved coordination and performance for everyone involved.

In addition, there is a move to identify a single client tracking system that can be used to track participants and report performance. This effort, in addition to co-location of agencies will help to prevent duplication of services and improve overall service delivery.

Once these steps are taken in Jefferson County, it will allow for better coordination of services, improved overall performance and client servicing.

n. How will the local board coordinate WIOA Title I workforce investment activities (adult, dislocated worker and youth programs) with adult education and literacy activities under WIOA Title II? This description must include how the local board will carry out the review of local applications submitted under Title II consistent with WIOA Secs. 107(d)(11)(A) and (B)(i) and WIOA Sec. 232, for example, promoting concurrent enrollment in programs and activities, as appropriate (20 CFR 679.560(b)(12)).

Adult Education services are currently provided in the Birmingham One Stop Career Center. It is also provided at several satellite locations, through partnerships with community colleges and adult education providers within the local service area. Adult education providers must have a good performance record and be accessible to the general public. There can be no cost to the participant. In addition, adult education is co-located with other One Stop Career Center Services, when appropriate.

Jefferson County has participated in the co-enrollment of participants in adult education and occupational skills training. This program, which started out as a pilot program, appears to be working well. If the initial success of this program is maintained, Jefferson County plans to expand this type of program to other services providers.

o. Attach current copies of Memorandums of Understanding or other executed cooperative agreements which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local one-stop delivery system (20 CFR 679.560(b)(13)).

p. Provide a statement indicating that the local area will negotiate local levels of performance consistent with WIOA sec. 166(c) with the Workforce Development Division (WDD) and that these performance levels will be included in each year's Grant Agreement. These levels will be negotiated when the U.S. Department of Labor and

other applicable federal agencies finalize performance levels for the State (20 CFR 679.560(b)(16)).

Jefferson County will negotiate local levels of performance consistent with WIOA Sec.166(c) with the Workforce Development Division and these performance levels will be included in each year's Grant Agreement.

q. What actions will the local board take toward becoming or remaining a high-performing board, consistent with the factors developed by the State Board (20 CFR 679.560(b)(17))?

In addition to the factors outline in the State Plan, Jefferson County will work with the State to co-locate its office with its other One Stop Partners in order to operate as a true One Stop Service Center.

The local Board will evaluate all of the approved training programs to ensure that they are suited to help the local area achieve and maintain a high level of performance. Also a review of all policies and procedures by staff and the local area board will be implemented. Policies and procedures that are obsolete or ineffective will be eliminated.

An improved client tracking system that allows local areas to assess current performance status would be extremely helpful in improving performance. The Board will advocate for this change with the State.

r. How will individual training accounts be used to provide training services to adults and dislocated workers? Will contracts for training services be used? If training contracts for services are used, how will this be coordinated with the use of individuals training accounts? How will the local board ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided (20 CFR 679.560(b)(18))?

Training services provided by Jefferson County WIOA are directly linked to an in-demand industry sector or occupation in the local area or the planning region, or in another area to which an adult or dislocated worker receiving services is willing to relocate.

Jefferson County WIOA provides diversified job-driven training opportunities for individuals, including occupational skills training, work based training, and registered apprenticeships. All funded training programs must lead to a recognized post-secondary credential and/or industry-recognized credential aligned with in-demand industry sectors or occupations.

Jefferson County WIOA has innovative programs and strategies designed to meet the needs of employers, which may include employed worker training programs such as, customized training, career pathways and on-the-job training.

Jefferson County WIOA has placed a priority on effective work-based strategies that meet employers' workforce needs, including on-the job training, incumbent worker training and registered apprenticeships. Jefferson County WIOA Board has implemented procedures to direct all Dislocated Worker and Adult WIOA ITA dollars to occupations within the following industry sectors:

- Sector 1: Healthcare
- Sector 2: Manufacturing
- Sector 3: Information Technology
- Sector 4: Financial & Professional Services

Career pathways, customized training, on-the-job training, apprenticeship and internships will still apply to all targeted occupations within any industry sector.

Jefferson County WIOA case management staff determines the customer's need for WIOA funded training services following completion of an interview, evaluation, or assessment, and career planning based on the following criteria:

- Candidate is unable or unlikely to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services.
- Candidate is in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment.
- Candidate has selected a training program or training services that are directly linked to the demand occupations that will lead to employment opportunities in the local area or the planning region.
- Candidate has the skills and qualifications to successfully participate in the selected training program.
- Candidate doesn't currently possess skills in a demand occupation.
- Candidate has limited skills in the chosen training program that will significantly reduce employment opportunities.
- On-the-Job Training Services: Candidate has been unable to secure self-sufficient employment with current skills. Customer is in need of assistance with training in a targeted occupation in

order to become more skilled with the goal to retain employment following the subsidized OJT training period.

s. Describe the one-stop delivery system's current intake and case management information system(s). Are all WIOA and career center partners using the same system? No. How do WIOA and career center partners plan to implement and transition to an integrated, technology-enabled intake and case management information system (20 CFR 679.560(b)(20))?

The Birmingham Career One-Stop delivery system advocates and supports an integrated information system at the state and local level that would allow entities that carry out core programs to better coordinate service delivery for mutual customers and cross program referrals. We will work with state and local organizations to improve customer services and program management by exploring and possibly implementing integrated intake, case management and reporting systems. Wherever possible, the Career One-Stop will maximize the utilization of technology to consolidate, streamline services and enhance the overall customer experience.

Whenever possible Jefferson County's intake, case management, and data systems are also integrated between partners to allow for efficient service access. Where systems are not fully integrated at this time, conversations have been conducted between the Birmingham Career One-Stop and its partners in an effort to promote this integration. It is our intent to continue this dialogue between partners to continue to advance our efforts.

The Birmingham Career One-Stop utilizes the Alabama Joblink database system (AJL), which supports programs and manages all of our Career Center traffic and participant records. Customers entering the Career Center sign in through the AJL system located in the lobby. Veterans and program participants are identified by this system and programmatic staff receives automated notifications. Customers are able to choose what category of assistance, including partner programs, they need to access upon entering the building. Career Center traffic reports are shared with all of our Birmingham Career One-Stop staff, One Stop Committee members and core partner programs.

t. What policies does the local board have in place for the local one-stop delivery system that ensure priority for adult career and training services will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient (20 CFR 679.560(b)(21))?

Many of the former policies of the WIA board will be implemented by the new WIOA Board, with accompanying modifications as needed. The local Board will review all

previous policies and update them to comply with the new vision and strategies of the WIOA Local Board.

Since both WIA, and now WIOA, made recipients of public assistance, other low income individuals and individuals with basic skill deficiencies a priority, the WIOA Board will seek to ensure that those individuals are given priority just as they did with WIA.

u. How will the local area, and in particular the career centers, comply with the Jobs for Veterans Act requirements?

The One Stop will continue to provide priority services to veterans and eligible spouses (including widows and widowers). The Board has an established policy pertaining to priority of services for Veterans and eligible spouses that the local area staff follows. In addition, these policies will be revisited with the purpose of enhancing or making improvements if necessary.

II. Service Provider Selection Policies

a. Provide a description of the competitive process that will be used to award any subgrants and contracts for WIOA Title I activities (20 CFR 679.560(b)(15)).

Jefferson County issues a Request for Proposals (RFP) soliciting proposals for services. The RFP is then advertised in a for 30 days. Once the proposals arrive, they are time and date stamped. The proposals are reviewed by staff for timeliness, completeness, adherence to the published proposal guidelines and to determine if the presence of the minimum information needed to rate the proposal. The reviewing committee then reviews the proposals.

After an oral presentation and rating of the written proposals, the reviewing committee scores them all. Based on the scores, the reviewing committee makes recommendations for funding to the Workforce Board.

For those services that do not require Competitive bidding such as the Adult and Dislocated Worker eligible training providers, the County follows the rules established by the State of Alabama.

b. Identify local board criteria for awarding grants for youth activities.

The local Board criteria includes:

Proposal Guidelines and Submission Instructions; Due Date; Submittal Requirements; Format Requirements; Cover Page; Table of Contents ; Problem Statement; Plan and Implementation; WIOA Mandated Performance Outcomes; Program Performance Measures & Outcomes; Statement of Experience; Financial Statements/Audit Requirements; Insurance Requirements;

The Proposal Budget; The Budget Narrative; Organizational Chart; ac copy of all formalized agreement pertaining to the proposal; Formalized Agreements; outline of all program costs; Program and participant Costs; listing of In-kind or leveraged funds;

Each proposal is evaluated on the following:

- Proposal Narrative
- Budget Narrative
- Oral Presentation

- c. How will the local area determine service provider suitability for inclusion on the Eligible Training Providers List?

For those Eligible Training Providers of Adult and Dislocated Worker training, initial eligible will be determined by the State Department of Commerce-Workforce Development Division. If it is determined additional eligibility criteria needs to be added, the local Board will make that decision. The local Board will also decide what additional criteria needs to apply to eligibility and communicate that decision to the Department of Commerce.

- d. How will the local area secure the required performance information from service providers?

Once the required performance measures and standards are issued for WIOA, Jefferson County will work with the State to secure any performance data they have received and verified from each eligible training provider. Jefferson County will seek performance required to be tracked by the local area using reasonably intrusive, yet acceptable methods when required.

VIII. Monitoring & Oversight Policy

- a. Provide a copy of the local area's monitoring and oversight policies and procedures. (See below)

JEFFERSON COUNTY CENTER FOR WORKFORCE DEVELOPMENT (JCCWD) MONITORING POLICIES and PROCEDURES

JCCWD has established an oversight and monitoring process which includes both fiscal and programmatic compliance reviews of all WIOA contracts through desk reviews and two on-

site monitoring visits annually (contract and performance). These activities are required to fulfill the JCCWD's mandated oversight responsibilities as a Workforce Innovation Opportunity Act (WIOA) Local Area in accordance with Section 107 (d)(8) of Workforce Innovation Opportunity Act.

The monitoring process provides feedback to management through findings and recommendations. It provides for knowledge of what is happening at WIOA funded programs and can provide "warning signals" that issues may be developing so that improvement measures or corrective actions can be taken immediately.

JCCWD monitor will identify and analyze problems found through compliance review and performance review. Reviews will identify technical assistance needs revealed during on-site monitoring visits. Recommendations for corrective action in monitoring reports and follow-up on the recommendations to ensure that corrective action occurs is the result of these activities.

Program Monitoring

Program monitoring ensures that contracted services are carried out. It also addresses 'eligibility' of participants, counseling, orientation, preparation for training and placement, and delivery of all services specified in the contract.

Performance Monitoring

Performance monitoring ensures the contractor is providing said services and said services are provided in conformance with standards specified in the contract and WIOA regulations incorporated in the contract.

Compliance Monitoring

Compliance monitoring ensures the contractor is carrying out the stated terms and conditions of the contract that are administrative.

Fiscal Monitoring

Fiscal monitoring ensures the contractor has financial systems in place required by contract terms. It also ensures the contractor's financial performance is commensurate with program performance.

SCOPE

JCCWD monitor shall be responsible for conducting the monitoring of all contractors. The monitor shall review participant files to determine eligibility. Files shall contain evidence of pertinent client activity records; program activities; and services to participants including review of classroom training. OJT, work experience, supportive services information will be included as well. If necessary, the monitor will interview participants, staff, instructors and employers. The monitor will review actual-versus-planned activities to assess progress toward goals and objectives. The review will include the identification of problems (existing or emerging) and initiate corrective actions as appropriate. Performance outcomes reviewed will include: Entered Employment Rate, Employment Retention Rate, Earnings Change in six months, as indicated, and for Youth Literacy/Numeracy Gains Placement inf

Employment or Education and Attainment of Degree or Certificate, and for all participants, Customer Satisfaction. Reviews of administrative and management policies and procedures will be conducted to determine compliance with EEO and nondiscrimination reporting requirements and if grievance procedures exist and complaints are resolved in accordance with established procedures.

Reviews of compliance with established accounting and internal control; fiscal and procurement policies and procedures; and examine claims for reimbursements and verify against financial records; and other supporting documentation will be conducted by the appropriate JCCWD fiscal staff or contracted agency.

FREQUENCY

Compliance monitoring will be conducted a minimum of once each program year. Performance monitoring will be conducted a minimum of once each program year through desk review and on-site visits. The quality of this data analyses depends on the capabilities of the contractor's management information system to generate timely and accurate reports.

TECHNICAL ASSISTANCE

Technical Assistance is formal or informal training provided to contractors independently as a result of an identified need revealed through a monitoring review.

Problem Solving/ Correction

A major element of monitoring is problem correction and/or problem solving. Technical assistance may be offered to strengthen Contractor's performance as well as prevent weaknesses from becoming problem areas which require correction. This may be as simple as identifying a lack of procedure or an actual procedure which, if continued, will produce deficiencies.

MONITORING REPORT

Each on-site monitoring visit will be documented by a written report. Monitoring reports are official records of JCCWD staff reviews of contractor's program at a certain point identified in the period of performance. It constitutes the basis for future assessment. Monitor's findings are available for federal, state and public inspection. Monitoring reports will be prepared on all on-site visits and when combined with the desk review report, will provide the background of the program, follow-up on previous findings, current findings, (positive or negative), and recommendations (if any) for corrective action with timeline for implementation. Any regular or special review and any technical assistance provided to the contractor are also included in the report.

The monitoring report is issued as promptly as possible to make the information available for timely consideration and action by the management of both the JCCWD and program operators. If there are significant findings, a copy shall be distributed to the contractor identifying definitive corrective actions that may be taken.

Release of Monitoring Report

The original copy of the completed monitoring report shall be filed in the contract folder and shall be available for review by federal and state officials.

Retention of Monitoring Report

The original copy of the completed monitoring report and other records related to the monitoring activities must be retained for three years from the date of submission of the final expenditure reports regarding the funding sources being monitored. Should any litigation, claim, audit or other action involving the records starts before the expiration of the three year period, the records must be retained until completion and resolution of all such actions or until the end of the three-year period, whichever is later.

CORRECTIVE ACTION

Through desk and on-site reviews, the JCCWD monitor makes recommendations in the monitoring report for corrective action on identified problem areas.

Problem Identification/ Analysis

Problem areas and other deficient conditions will be analyzed and discussed so that difficulties encountered by contractors can be presented with a balanced perspective in the monitoring report. Difficulties/problems are essentially deviations from a usual or desired condition. The JCCWD monitor will explain to the contractor what constitutes an acceptable condition.

Corrective Action Plan

The type and extent of the problem encountered may require action at more than one level.

Technical Assistance or Additional Information:

Will be provided when deficient condition is caused by inadequate information or training.

Corrective Action Plan:

The contractor must implement the recommended corrective action in accordance with the adopted plan and within the timeframe indicated by the monitor in his /her monitoring report. The implementation will be closely followed-up by the monitor (1) to determine the overall efficiency and effectiveness of the approach, and (2) to measure progress toward resolving the problem. The contractor is required to respond in writing to the monitor's recommendations to acknowledge that the corrective action plan is being implemented.

Directive:

If the problem has resulted from an incorrect practice, discontinuation of the practice and substituting a correct procedure will alleviate or resolve the problem.

Policy Change:

Some procedures may not be workable in a particular circumstance. The monitor will submit appropriate recommendation for procedure change to allow performance to be acceptable.

As the final step in the monitoring process, the monitor will follow-up on corrective action recommendations as well as on the results of any technical assistance. The monitor may also

extend the target date for completion of the corrective action if the contractor's request for extension is reasonable and has provided justification for such action.

Follow-Up Methodology

If a corrective action is crucial to the operation of the program or is required immediately to resolve a problem involving questioned costs, a follow-up visit for the purpose of ensuring that the correction action has been implemented may be necessary. In other situations corrective actions may be followed-up during the course of the next regular monitoring visit (this may be specified in the monitor's report or follow-up letter).

Corrective actions may be verified through a desk review. Data documentation may be submitted by the contractor in response to a monitoring report.

Follow-up to verify eligibility and services, in addition to a review of participant records conducted by the monitor in the course of the on-site monitoring visit, the JCCWD staff will review data entry information for affected participants in the State's data entry system (AlaWorks).

In the case of incomplete participant files reviewed during site visits, the monitor may allow the submission of photocopies of missing data for purposes of data validation. The contractor's cooperation will be required to obtain the evidence.

In the event of any inconsistencies, Contractor's will be contacted regarding such inconsistencies and will be informed of the appropriate corrective action (including a specific period of time to address the situation or implement the correction action).

IX. Grievance Procedures and Policies

- a. Provide a copy of the local area's Grievance Procedures and Policies. (See below)

The Workforce Innovation Opportunity Act (WIOA) is a federal law designed to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes

The Jefferson County Workforce Development Area receives funds to provide WIOA programs, services and activities from the U.S. Department of Labor via the Alabama Department of Economic and Community Affairs' Workforce Development Division (ADECA WDD).

WHO MAY USE THE GRIEVANCE AND COMPLAINT PROCEDURES

These grievance and complaint procedures apply to WIOA programs, services, and activities in the Jefferson County Workforce Development Area. The procedures may be used by any

person who believes the Local Area, or any rules or agreements under the WIOA, have been violated (not obeyed) in any Jefferson County WIOA program activity.

TIME CONSTRAINTS OR LIMITATIONS TO FILE A GRIEVANCE OR COMPLAINT

There are two types of complaints. Discrimination complaints must be filed within 180 days (within six months) of the date you believe the discrimination happened.

Other WIOA complaints and grievances are those that arise from program activities or agreements, and an individual must file a grievance or complaint within one year of the date you believe the violation occurred.

HOW DO I FILE A GRIEVANCE OR COMPLAINT?

If your complaint is about a Jefferson County Workforce Development Area program or activity, but you are not claiming discrimination, first discuss the grievance or complaint with your supervisor, a counselor at a training location, a human resources or personnel manager where you work, or a person who is responsible for helping people with complaints in the Career Center where you received services to try to settle the complaint. If your complaint is not settled in a way that satisfies you within ten (10) days, you may send a written complaint within five (5) days (after the 10 days are over) to Jefferson County Director of Human-Community Services and Economic Development, located at, Jefferson County Courthouse, Room A-430, 716 Richard Arrington Jr. Boulevard North, Birmingham, Alabama 35203. Include your name, address, telephone number, and the name and address of the persons you believe did something wrong.

An investigation may be conducted, a hearing may be held, or other action may be taken by the Local Area to settle the complaint. If you are complaining about a program or activity of the JCCWD and you do not get a decision about your complaint within sixty (60) days, or if you are not satisfied with the decision, you may appeal by writing to Division Director, Department of Commerce, Workforce Development Division, 401 Adams Avenue, P.O. 5690, Montgomery, Alabama 36103-5690. This appeal should be filed within ten (10) days after you the initial decision.

If you are complaining of labor standards violations (e.g. An employer disobeyed a law or rule about working conditions, wages and benefits, health and safety standards), and you and the employer are complaining about are covered by a collective bargaining agreement (i.e., an agreement between and employer and a union about wage relates, hours of labor and working conditions), you may choose to file your grievance through what is called a binding arbitration procedure. Contact your supervisor, personnel manager or union representative for information about whether this applies to you and the steps you should follow.

THE JEFFERSON COUNTY WORKFORCE DEVELOPMENT AREA IS AN EQUAL OPPORTUNITY EMPLOYER.

EQUAL OPPORTUNITY IS THE LAW

It is against the law for the Jefferson County Workforce Development Area or any person, agency, organization, employer, or training provider that receives WIOA funds to discriminate against any person in the United States on the basis of race, color, religion, sex, national origin, age, disability, political relationship or belief, and against any person who benefits from a WIOA program because of the person's citizenship, because the person is a legal immigrant, or because the person is a WIOA participant.

Jefferson County Workforce Development Area agencies, organizations, employees, and training providers that receive WIOA funds must not discriminate in any of the following ways:

Displaying preferential treatment towards individuals regarding admission to a WIOA program or activity; or

Providing opportunities or treatment to an individual in a WIOA program or activity that is adverse or preferential; or

In making employment (job) decisions related to a WIOA program or activity.

If you think someone discriminated against you because of your race, color, religion, sex, national origin, age, disability, political relationships, or beliefs; or if you are a WIOA participant and you think someone discriminated against you because of your citizenship, because you are a legal immigrant, or because you participate in a WIOA program, you may file a complaint within 180 days of the date you think the discrimination happened with either the Equal Opportunity Officer, Department of Commerce, Workforce Development Division, 401 Adams Avenue, P.O. 5690, Montgomery, Alabama 36103-5690 or the Civil Rights Center, U.S. Department of Labor. This office will explain the avenues of relief available to resolve the complaint.

Grievance and complaint procedures were explained to me by:

Employee's Name _____ Title _____

Agency _____ Date _____

Applicant's/Registrant's/Participant's Signature

X. Comment Period

- a. What process will the local board use to provide a public comment period no longer than thirty days prior to submission of the plan? How will the local board ensure that the public, particularly representatives of businesses, education, and labor organizations, have an opportunity to have input into the development of the plan (20 CFR 679.550(b), 679.560(b)(19))?

The Jefferson County Workforce Development Plan will be posted on the Jefferson County Website and provide the optimal opportunity for comment and input.

XI. Assurances

- a. Provide a copy of the Assurances (Attachment A) signed by the Chief Local Elected Official and the Chair of the Local Workforce Development Board.

Attachment:

A. Assurances

Note: References to the WIOA's Implementing Regulations will be reviewed upon final issuance of the WIOA's Implementing Regulations in mid calendar year 2016. If any revisions to references are required, a change to this policy will be issued by the Workforce Development Division.

Alabama Department of Commerce
Workforce Innovation and Opportunity Act (WIOA)
Assurances

1. Applicable Authority:

Funds provided under this agreement must be expended in accordance with all applicable federal statutes, regulations and guidance, including those of the Workforce Innovation and Opportunity Act as presently in effect and as may become effective during the terms of this Agreement.

2. Administration Limitation:

Local areas are limited to spending no more than 10 percent of their annual allocation on administrative costs. Flexibility is provided to States and local areas in the statute by allowing administrative funds from the three formula funding streams awarded under subtitle B to be pooled and used together for administrative costs for any of the three programs, at the State and locals' discretion.

3. Veterans Priority Provisions:

This program, funded by the U.S. Department of Labor is subject to the provisions of the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215), as implemented by 20 CFR Part 1010. The JVA provides priority of service to veterans and spouses of eligible veterans for the receipt of employment, training, and placement services. Agreement by a program operator to implement priority of service is a condition of receipt of DOL funds. The Planning Guidance (either the Stand-Alone Planning Guidance at 73 FR 72853 (December 1, 2008)) or the Unified Planning Guidance at 73 FR 73730 (December 3, 2008) requires states to describe the policies and strategies in place to ensure, pursuant to the Jobs for Veterans Act and the regulations, that priority of service is provided to veterans (and certain spouses) who otherwise meet the eligibility requirements for all employment and training programs funded in whole or in part by the U.S. Department of Labor. In addition, the states are required to provide assurances that they will comply with the Veterans' Priority of Service Provisions established by the Jobs for Veterans Act (38 USC 4215) and TEGL 10-09 (issued November 10, 2009). TEGL 10-09 is available at <http://wr.doleta.gov/directives/corr/doc.cfm?DOCN=2816>.

4. Salary and Bonus Limitations:

In compliance with Pub. L. 111-117 (Division D, sec. 107), none of the funds appropriated in the Act under the heading 'Employment and Training' shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation shall not apply to vendors providing goods and services as defined in the Uniform Guidance. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative costs-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment & Training Administration programs. See Training and Employment Guidance Letter number 5-06 for further clarification.

5. Intellectual Property Rights:

The Federal Government reserves a paid-up, nonexclusive and irrevocable licenses to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the grantee, subgrantee or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted work, or the cost of acquiring by purchase a copyright in a work, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities. If applicable, the following needs to be on all products developed in whole or in part with grant funds:

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.

6. Transparency Act:

Federal Funding Accountability and Transparency Act of 2006 Pub. L. 109282 as amended by section 6202 of Pub. L. 110-252 ("FFATA"). Grantees must ensure that they have the necessary processes and systems in place to comply with the reporting requirements of FFATA. See Training and Employment Guidance Letter (TEGL) No. 11-10 (issued November 15, 2010) <http://wdr.doleta.gov/directives/attach/TEGL/TEGL11-10acc.pdf>.

7. Personally Identifiable Information:

Recipients must recognize and safeguard personally identifiable information (PII) except where disclosure is allowed by prior written approval of the Grant Officer or by court order. Recipients must meet the requirements in Training and Employment Guidance Letter (TEGL 39-11, Guidance on the Handling and Protection of Personally Identifiable Information (PII)), (located at <http://wdr.doleta.gov/directives/corr doc.cfm?DOCN=7872>).

8. Violation of the Privacy Act:

These funds cannot be used in contravention of the 5 USC 552a or regulations implementing that section.

9. Executive Orders:

12928:

Pursuant to Executive Order 12928, the recipient is strongly encouraged to provide subcontracting / subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions such as Hispanic-Serving Institutions and Tribal Colleges and Universities; and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals.

13043:

Pursuant to Executive Order 13043 (April 16, 1997), increasing the Use of Seat Belts in the United States, recipients are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating vehicles, whether organizationally owned or rented or personally owned.

13513:

Pursuant to Executive Order 13513, Text Messaging While Driving by Government Contractors, Subcontractors, and Recipients and Subrecipients. Contractors, subcontractors, and recipients and subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving company-owned or —rented vehicles or Government-owned, Government-leased, or Government-rented vehicles, or while driving privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government, and to conduct initiatives of the type described in section 3(a) of the Executive Order.

13166:

Pursuant to Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, dated August 11, 2000, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, recipients must take reasonable steps to ensure the LEP persons have meaningful access to programs in accordance with DOL's Policy Guidance on the Prohibition of National Origin Discrimination as it Affects Persons with Limited English Proficiency [05/29/2003] Volume 68, Number 103, Pages 32289-32305.

Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Recipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing budgets and in conducting programs and activities. For assistance and information regarding your LEP obligations, to <http://www.lep.gov>.

13333:

Pursuant to Executive Order 13333, This agreement may be terminated without penalty, if the grantee or any subgrantee, or the contractor or any subcontractor engages in "(i) severe forms of trafficking in persons; (ii) the procurement of a commercial sex act during the period of time that the grant, contract, or cooperative agreement is in effect; (iii) the use of forced labor in the performance of the grant, contract, or cooperative agreement; (22 U.S.C. § 7104(g)) or (iv) acts that directly support or advance trafficking in persons."

10. Buy American Notice Requirement:

It is the sense of Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available under the Workforce Innovation and Opportunity Act should be American made. See WIOA Section 502 — Buy American Requirements. (Sections 8301 of Title 41, United States Code)

11. Special Requirement for Conferences and Conference Space:

Conferences sponsored in whole or in part by the recipient of Federal awards are allowable if the conference is necessary and reasonable for the successful performance of the Federal Award. Recipients are urged to use discretion and judgement to ensure that all conference costs charged to the grant are appropriate and allowable. For more information on the requirements and allowability of costs associated with conferences, refer to 2 CFR 200.432.

12. Health Benefit Coverage:

The recipient must ensure that the use of these funds for health benefits coverage complies with *506 and 507 of Division G of Public Law 113-235, the Consolidated and Further Continuing Appropriations Act, 2015.*

13. Flood Insurance:

The Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4001 *et seq.*, provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification. The flood insurance purchase requirement applies to both public and private applicants for DOL support. Lists of flood-prone areas that are eligible for flood insurance are published in the Federal Register by FEMA.

14. Architectural Barriers:

The Architectural Barriers Act of 1968, 42 U.S.C. 4151 *et seq.*, as amended, the Federal Property Management Regulations (see 41 CFR 1191, Appendixes C and D) set forth requirements to make facilities accessible to, and usable by, the physically handicapped and include minimum design standards. All new facilities designed or constructed with grant support must comply with these requirements.

15. Drug-Free Workplace:

The Drug-Free Workplace Act of 1988, 41 U.S.C. 702 *et seq.*, and 2 CFR 182 require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment.

16. Hotel-Motel Fire Safety:

Pursuant to 15 U.S.C. 2225a, the recipient must ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (P.L. 101-391, as amended). Recipients may search the Hotel Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel> to see if a property is in compliance, or to find other information about the Act.

Prohibition on Contracting with Corporations with Felony Criminal Convictions:

The recipient is prohibited from entering into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

17. Prohibition on Contracting with Inverted Domestic Corporations:

No funds made available under a Federal Act may be used for any contract with any foreign incorporated entity which is treated as an inverted domestic corporation under section 835(b) of the Homeland Security Act of 2002 (6 U.S.C. 395(b)) or any subsidiary of such an entity. Waivers to this regulation may be granted by the Secretary of Labor if the Secretary determines that the waiver is required in the interest of national security.

18. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities:

The recipient may not enter a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding is aware of the unpaid tax liability, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

19. Prohibition of Providing Federal Funds to ACORN:

These funds may not be provided to the Association of Community Organizations for Reform now (ACORN), or any of its affiliates, subsidiaries, allied organizations or successors.

21. Profit:

Pursuant to 2 CFR 200.400(g), non-Federal entities may not earn or keep any profit resulting from Federal financial assistance, except as authorized by WIOA Section 121(d) for One-Stop operators (American Job Centers) or service providers which are for-profit entities.

22. Contracts:

LWDBs must ensure that these requirements as well as any state and local requirements are included in all contracts with WIOA Grant funds.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 39), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required

to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or

articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) **Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) **Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—**Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) **Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).**

(I) **Debarment and Suspension (Executive Orders 12549 and 12689)—**A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(K) § 200.322 Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Signed:

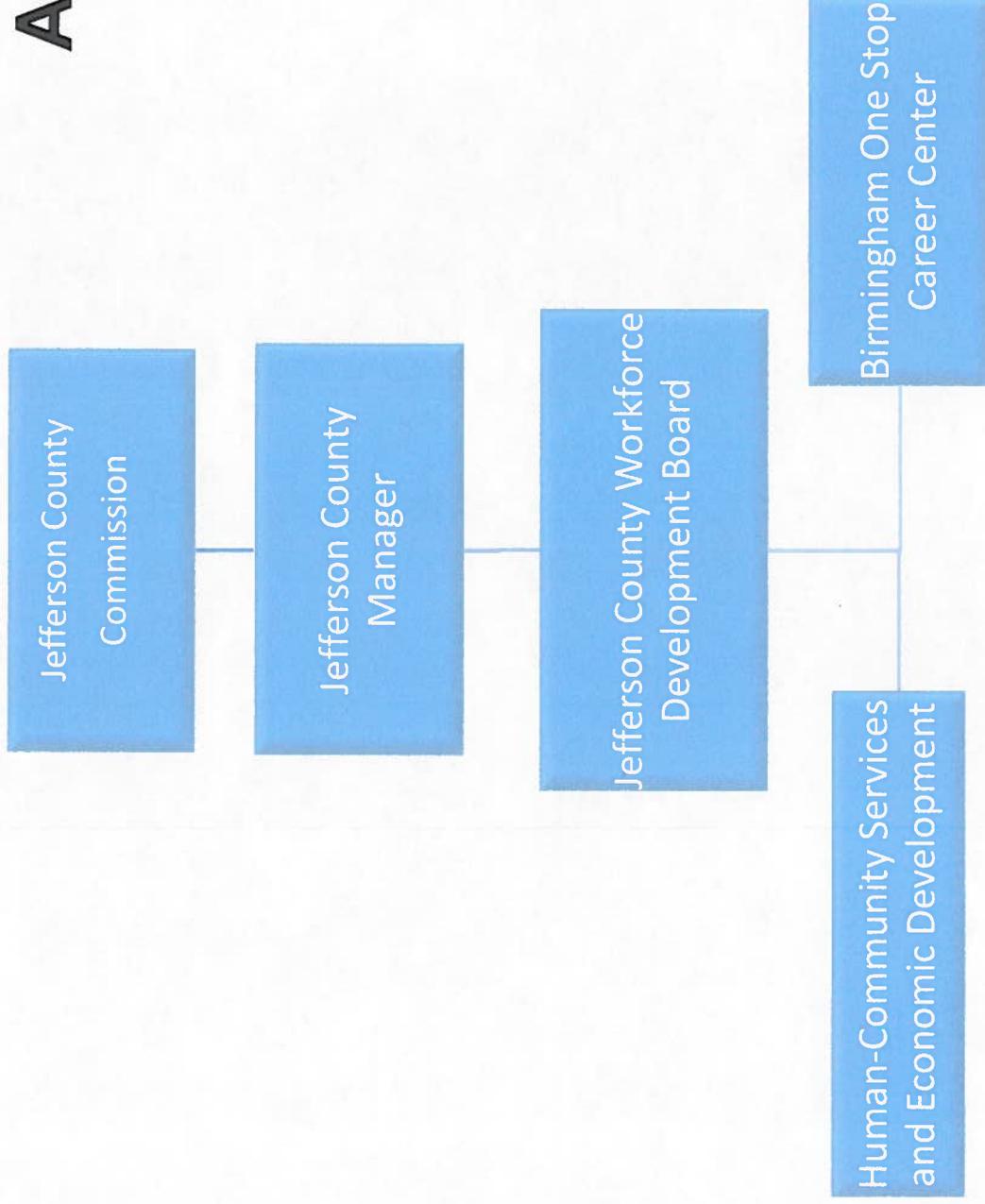
Chief Local Elected Official

Chair, Local Workforce Board

Date

Date

Attachment 1



SCH

Agreement Between

ALABAMA DEPARTMENT OF INDUSTRIAL RELATIONS
and
JEFFERSON COUNTY WORKFORCE INVESTMENT BOARD

WHEREAS, the Alabama Department of Industrial Relations, hereinafter referred to as DIR, and the Jefferson County Workforce Investment Board, desire to enter into this agreement in order to offer One-Stop Services to customers of Employment and Training Programs of the U. S. Departments of Labor and Education in the Birmingham area; and

WHEREAS, the Alabama Department of Industrial Relations and the Jefferson County Workforce Investment Board, respective providers of employment and training programs of the U. S. Department of Labor and education programs under the U. S. Department of Education, desire to co-locate in order to provide services funded by their respective U. S. Agencies in the Birmingham area; and

NOW, THEREFORE, in consideration of the above premises and the mutual covenants contained herein, DIR and the Jefferson County Workforce Investment Board, intending to be mutually bound, agree as follows:

1. DIR agrees to provide office space for the Jefferson County Workforce Investment Board staff in its office complex located at ~~3rd Street~~ ^{3420 3rd St.} Avenue South Birmingham, Alabama, on a continual basis for the duration of this agreement.

The Jefferson County Workforce Investment Board agrees, upon submission of a certified statement following the end of each month of operation under this agreement, to reimburse DIR for the Jefferson County Workforce Investment Boards' share of premises expense and other costs as negotiated per attached addendum to this agreement.

2. The term of this agreement is effective beginning with the first day of occupancy by the Jefferson County Workforce Investment Board within the Birmingham Employment Service Office Complex, and shall continue until canceled by either party at any time upon written notice to the other party giving sixty days notice prior to any termination date.

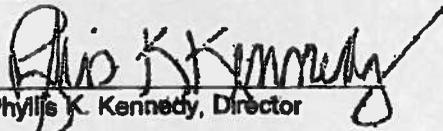
3. The undersigned agrees that the terms and commitments contained herein shall not be constituted as a debt of the State of Alabama in violation of Article 11, Section 213 of the Constitution of Alabama, 1901, as amended by Amendment Number 26. It is further agreed that if any provision of this agreement shall contravene any statute or Constitutional provision or amendment, either now in effect or which may, during the course of this agreement, be enacted, then that conflicting provision in the agreement shall be deemed null and void. The contractor's sole remedy for the settlement of any and all disputes arising under the terms of this agreement shall be limited to the filing of a claim with the Board of Adjustment for the State of Alabama.

4. For any and all disputes arising under the terms of this contract, the parties hereto agree, in compliance with the recommendations of the Governor and Attorney General, when considering settlement of such disputes, to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation by and through the Attorney General's Office of Administrative hearings or where appropriate, private mediators.

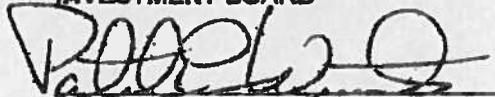
IN WITNESS WHEREOF, this agreement has been executed by the Alabama Department of Industrial Relations and the Jefferson County Workforce Investment Board by their authorized officials.

Signed this the 21 day of July, 2003.

ALABAMA DEPARTMENT OF
INDUSTRIAL RELATIONS


Phyllis K. Kennedy, Director

JEFFERSON COUNTY WORKFORCE
INVESTMENT BOARD


Patrick Winters, Executive Director

9-2410

**ADDENDUM TO ONE-STOP AGREEMENT
BETWEEN
ALABAMA DEPARTMENT OF INDUSTRIAL RELATIONS
and
JEFFERSON COUNTY WORKFORCE INVESTMENT BOARD
(Effective July 1, 2006)**

All expenses for solely occupied and shared premises will be reimbursed based on square footage occupied. Shared premise expenses are allocated based on percentage of total square footage represented by solely occupied area. The Birmingham Complex is made up of three separate buildings. Due to the fact that not all premise expenses are billed separately for each building, there are several percentages used to determine the amounts attributed to each partners. The following are percentages that currently apply to each expense for space occupied. Currently, square footage to be allocated to the Jefferson County Workforce Investment Board in Birmingham is estimated to be approximately 44% of total Employment Security square footage.

	%s
Utilities	
Gas for Bldg 3420	87%
Water for Complex	44%
Sprinkler for Complex	44%
Electricity for Bldg 3420 & 3460	62%
Pest Control for Complex	44%
Garbage Service for Complex	44%
Guard Service for Complex	44%
Security System Service for Complex	44%
Lawn Service for Complex	44%
Janitorial Service for Bldg 3420 & 3440	57%
Repairs & Maint (Bldgs & Grounds) for Complex	44%
Supplies-Maint & Housekeeping (Bldgs & Grounds) for Complex	44%

Non-personal expenses that are shared costs will be charged as a percentage of staff size.

It is agreed that none of the items in this addendum shall be changed without the advance written approval of DIR Finance Division.

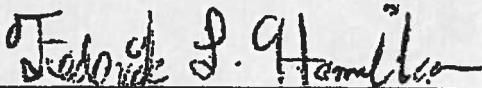
Agreement amendment approved:



Robert Langley, Director Finance Division
Department of Industrial Relations

Date June 29, 2006

Agreement amendment received and accepted:



Frederick L. Hamilton
Jefferson County Workforce Investment Board

Date 7/17/06

BRM PO 2000025860 Created by Janice Ridgeway

Document Overview On Print Preview Messages Personal Setting

BRM PO 2000025860 Vendor 1004275 STATE OF ALA DEPT OF I Doc. date 12/09/2008

Item	Mat	Plant	Material	Short Text	PO Quantity	U	C	Deliv. Date	Net Price	Curr	Per	Mtl Group	Plant
1	K		Property Rent/Lease of Wl		23,888	EA	D	12/10/2008		1.88	USD	EA	PROPERTY Jefferson Count

Item [1] Property Rent/Lease of WIA Building

Material Data Quantity/Weights Delivery Schedule Delivery Invoice Conditions Purchase Order History

Acc	Ass	Cost center	Distribution	Single account assignme	CoCode	Jefferson Cou B
Unloading Point			Recipient			
G/L Account		518815				
Business Area		2020				
CO Area		JCAL				
Cost Center		202000000				
Profit Center		001000000				
Fund		100000000	Grant	NO-GRANT		
Functional Area		EC88				
Funds Center		202000000	Commitment Item	518815		
Earmarked Funds		1000002007.1				

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MEMORANDUM OF UNDERSTANDING (MOU)

Jefferson County One-Stop Career Center System

INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the Jefferson County Workforce Investment Board, hereinafter referred to as the "LWIB", and the One-Stop Career Center partners, hereinafter referred to as the "local partners", to describe how the various resources each possesses will be utilized to better serve our mutual customers, both jobseekers and employers, through an integrated system of service delivery operated at one (1) comprehensive center and four (4) satellite centers. It is understood that the development of these locations will require the full cooperation of the LWIB and the local partners to accomplish our shared goal of enhancing customer service.

STRATEGIC VISION OF THE CAREER CENTER SYSTEM

It is the vision of the LWIB and the local partners that the Career Center System will advance the economic well-being of Jefferson County, Alabama by assisting in the development and maintenance of a quality workforce and by serving as the focal point for all local workforce investment initiatives. This will be achieved through the delivery of high quality, integrated services for both jobseekers and employers.

LOCATION OF CENTERS

Three (3) satellite career centers have been established throughout Jefferson County. These centers will allow citizens of Jefferson County access information on the WIA program from a number of locations. Satellite centers are located at Jefferson State Community College-Birmingham Campus and Lawson State Community College-Birmingham and Bessemer Campus. The comprehensive center is located at the Employment Service office at 3440-3rd Ave S where the core services are provided and the Intensive Services office is at 3420-3rd Ave S in Birmingham, AL.

SERVICES TO BE PROVIDED

A. Core Services

Activity

- Eligibility Determination, Title I-B

System Definition

The evaluation of an individual's eligibility to receive WIA Title I-B program services. (Adults, Dislocated Worker, and Youth services)

Outreach

Activities designed to inform and encourage customers to access the services available in the One-Stop system and by partner programs.

Intake

Process in which basic information is collected from customers by partner programs or the One-Stop system, which may determine program participation (e.g. Name, SSN, Demographic information, etc.)

Orientation

Information to job seekers on partner programs, the One-Stop system, and One-Stop Center services.

<u>Activity</u>	<u>System Definition</u>
Initial Assessment of Skill levels	An initial identification of a customer's skill levels, aptitude, and supportive service needs, if may be done through an interview, a needs survey, or self-assessed.
Labor Market Information	Employment data and information relating to local, regional, and national economic/employment trends, demands, expectations, skill needs wage rates, etc.
Job Listings/Referrals	Job information that is provided by the "public labor exchange", a federally mandated service for the facilitated connection of appropriate job seekers with employer job openings, and/or through other job listing, job referral systems. There are two aspects to the service: the screen/referral of job seekers and the listing of employer job openings.
Job Search Assistance	Services designed to directly assist the job seeker in obtaining work, designed to help the individual's work strategy (as opposed to career counseling). Can be provided to groups or individuals.
Performance and Program Cost Information	Provision of performance and program cost information on service providers for the Title I-B, II Vocational Rehabilitation, and Vocational Rehabilitation Dropouts.
Performance Measures for the One-Stop System	One-Stop system is performing in terms of local performance indicators.
One-Stop Partner Services	Information about partner programs, eligibility criteria, and access. It may include the formal or informal scheduling and referral for customers with other partners.
Supportive Service Referrals	Provision of information to customers on the availability of services in the community such as child care, transportation, and other assistance and referral to service providers when appropriate.
Unemployment Insurance Claims	Information on filing claims for unemployment insurance.
Welfare to Work Referral Assistance	Assistance in referral to Welfare to Work services.
Other Eligibility Assistance Providers	Assistance in establishing eligibility for financial aid or assistance from various other sources.
Resource Room Usage	Participants' access and use of materials that are provided and designed to assist the job seeker in

finding work, i.e. videos, access to computers for resumes, newspapers, electronic job listings, telephones, etc. Can be self-accessed or, staff - assisted in nature.

Rapid Response activities

Assistance to individuals on the range of available services, normally upon mass layoff due to impact of economic/environmental factors, disaster situations, corporate changes, etc.

Follow-Up Services for WIA Participants

A range of services focused on the job retention of an individual who has been "registered" under Title I-B and has "entered employment" (required by WIA for all participants who have "entered employment").

Career Counseling

Services designed to assist the job seeker in making appropriate vocational decisions (job search assistance in find employment).

Adult Education

Services or instruction below the postsecondary level for individuals (A) who have attained sixteen (16) years of age; (B) who are enrolled or required to be enrolled in secondary school under State law; and, (C) who: (i) lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society; (ii) do not have a secondary school diploma or its recognized equivalent level of education; or, (iii) are unable to speak, read, or write the English language. This is combined with other WIA training.

B. INTENSIVE SERVICES

Comprehensive Assessment of Skill Level

Evaluation of an individual skills and abilities related to securing and retaining employment. Often involves using specific assessment and evaluation tools.

Comprehensive Assessment of Service Need

Evaluation of the types of activities and/or service needed to enable an individual to secure employment. Assessment of service needs, as part of intensive services, will be more in depth and comprehensive in nature than the initial identification on needs under the core services. Could include specialized assessments such as substance abuse screening, etc.

Individual Employment Plan (IEP)

A plan, jointly developed with the participant, that identifies short term employment objectives and the

appropriate combination of services and activities to achieve those objectives.

Individual Career Plan (ICP)

A plan, jointly developed with the participant, that identifies long term career goals and strategies to achieve those goals.

Case Management

The process of working with an individual in the context of an agreed upon plan that addresses issues, supports, services goals and how they will be achieved.

Short-term Pre-Vocational Services

Activities and services that can be delivered in a short period of time that are designed to assist an individual in increasing their job readiness. Intensive activities include, but are not limited to, Adult Basic Education, GED, English as a Second Language, Workplace Preparation. Services that are designed to remove barriers and improve employment opportunities.

Group Counseling

Assisting individuals with issues and/or strategies related to job readiness. Activities provided on a group basis and include activities such as mental health, and A & D that would be delivered in an in-depth, clinical fashion. These activities would normally be provided concurrently with other services such as job search or retention activities.

Individual Counseling

Assisting an individual with issues and/or strategies related to job readiness. Activities provided on a one-on-one basis and would be more in-depth, and clinical in nature. These activities would normally be provided concurrently with other services.

Retention Services

Services designed to help employed individuals retain employment.

C. TRAINING SERVICES

Adult Education

Services or instruction below the postsecondary level for individuals (A) who have attained sixteen (16) years of age; (B) who are enrolled or required to be enrolled in secondary school under State law; and, (C) who: (i) lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society; (ii) do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or (iii) are unable to speak, read, or write the English language. This is combined with other WIA training. (WIA)

Customized Training	Training (A) that is designed to meet the special requirements of an employer (including groups of employers); (B) that is conducted with a commitment by the employer to employ an individual on successful completion of the training; and (C) for which the employer pays for at least fifty per-cent (50%) of the cost of training (WIA).
Employer Training	Provision of training and technical expertise to individuals and groups of employers on areas of knowledge, normally on program topics such as American Disabilities Act, accommodations, agricultural, recruitment, labor law, etc.
Entrepreneurial Training	Training that provides an individual with the knowledge and skills to start and grow a business. (Small Business Administration).
Job Readiness Training	Training that provides an individual with the workplace competencies (resources, interpersonal skills, information, systems, technology) and foundation skills (basic skills, thinking skills and personal qualities) needed to obtain and maintain a job (Based on the SCANS Report).
Occupational Skills Training	Programs designed to prepare persons with the skills and knowledge to enter employment in a specific occupation or group or occupations. Programs vary in length depending on the current knowledge of the participant and the skills necessary for employment in the particular field. (Based on occupational preparatory training definition, Oregon Community College Handbook.)
On-the-Job Training (OJT)	Training by an employer that is provided to a paid participant while engaged in productive work in a job: (A) provides knowledge or skills essential to the full and adequate performance of the job; (B) provides reimbursement to the employer up to fifty percent (50%) of the extraordinary cost based on the entry level wage rate of the participant.; and (C) is limited in duration as appropriate to the occupation for which the participant is being trained, the prior work experience of the participant, and the service strategy of the participant, as appropriate. (WIA).
Retraining Services	Includes classroom training, occupational skill training, on-the-job training, out-of-area job search, relocation, basic and remedial education, literacy and English for non-English speakers training, entrepreneurial training, and any other appropriate

training activities directly related to appropriate employment opportunities.

Skills Upgrade Training

Training that provides the skills necessary for an individual to maintain their job and/or increase their upward mobility to a better job.

Workplace Training/Related Instruction

A program of study that combines occupational skills training, related instruction and work-experience to provide persons with the skills, knowledge and abilities to enter employment in a specific occupation or group of occupations.

D. EMPLOYER SERVICES

Labor Market Information, Customized

Information and services such as labor market studies done in response to employer requests (the development, publication, and/or distribution of labor market information material beyond that routinely done for the business and employer community.)

Labor Market Information, Routine

A variety of information and services for employers covering work trends, labor market expectations, business outlooks, etc. that is developed and/or provided on a somewhat regular basis.

Job Order taking

Obtaining and listing job orders from employers as an aspect of basic labor exchange services (referral of job seekers is the other "half" of the public labor exchange), partners may have their own labor exchange services (i.e. job listings for specific programs, OJTs, training, clientele, etc.).

Referral and Interview Scheduling, and

Making special arrangements for job applicants/program participants for an employer such as coordinating interview times, consolidating application forms, facilitating use of interview room, etc. (beyond referral of applicant to employer); done in situations for special employer needs, dependent upon resources and office priorities, etc.

Employer use of Facility/Office

Special Recruitment for Employer

Solicitation of job seekers for specific employer needs; radio, mailings, media and other efforts to encourage job seekers to apply with an employer (activities beyond normal listing/referral).

Access to America's Job Bank (AJB)

Information and support of AJB to employers (nationwide job listings, entry of job orders, access to resumes, and other features.)

Occupational Testing	Administration of typing and other standardized tests to meet employer needs.
Employer seminars/conferences	Development and coordination efforts in employer groups to address or educate employers on programs, activities, mutual needs, etc.
Job Fair Coordination	Development and coordination of employer job fairs with job seekers.
Training and Technical Assistance	Provision of training and technical expertise to individuals and groups of employers on areas of knowledge, normally on program topics such as ADA, accommodations, agricultural recruitment, labor law etc.
Assistance on tax credit eligibility and other Wages subside programs	Screening, informing, and/or assisting employers in eligibility for program or governmental programs with financial incentives for the business (e.g. JOBS Plus, WOTC, First Source Hiring, ADA accommodation, On-the-Job Training and other programs.)
Allen Certification and Similar Programs	Federal programs for recruitment/consideration of U.S. workers and potential foreign workers (agricultural and non-agriculture workers/employers).
Job Retention Services	Activities designed to assist the employer in maintaining stable workforce. The services may be specifically for the employers, facilitated through the employer or provided directly to employees. They include: employee assistance (e.g. resolving child care, transportation, accessing mental health and/or substance abuse services), staff training, or information on the "work-share" program, etc.

CAREER CENTER OPERATORS

The LWIB has designated a consortia of local partners to serve as the One-Stop operator in Jefferson County, AL. The local partners so designated include those programs authorized under Title I of the Workforce Investment Act of 1998, those programs authorized under the Wagner-Peyser Act, those Postsecondary vocational education activities authorized under the Carl D. Perkins Vocational and Applied Technology Education Act.

COST-SHARING ARRANGEMENT

The parties to this agreement will develop Resource Sharing Agreement (RSA's) as necessary and applicable. These RSA's will be made a part of the MOU. Resources contributed to the local career

center system can be in-kind or financial in nature. At a minimum, the resources contributed shall be for the purpose of providing applicable core and intensive services. It is understood that this MOU does not constitute a binding financial commitment, but rather intent to commit resources as the local career center system evolves.

REFERRALS

The local partners agree to develop a cross-referral process that will develop cross-referrals protocols, provide feedback on the success of those arrangements, and improve the delivery of services to all customers.

REPORTING

Each local partner agrees to provide all necessary reports relative to participant services, including all Customer satisfaction surveys conducted for both jobseekers and employers.

PERFORMANCE AND ACCOUNTABILITY

Each local partner is responsible for ensuring that its legislated programs, services, and activities are provided through the One-Stop Career Center system in accordance with the goals, objectives, and performance measures of the Workforce Investment Act of 1998. Each partner agrees to work to support the achievement of the local WIA performance measures.

CONFIDENTIALITY

The local partners agree to develop a common information release form. Exchanged information will remain confidential, in accordance with the most restrictive confidentiality requirements of any of the parties collecting, receiving, or sharing information.

DISPUTES

All parties agree to attempt to resolve any disputes informally. A dispute not able to be resolved informally shall be referred to the One-Stop consortium for resolution. Unresolved disputes at the One-Stop operator level will be referred to the LWIB for mediation and the decision by the LWIB shall be final and binding on all parties.

DURATION

This MOU shall remain in effect from the date of signature until repeal of the Workforce Investment Act of 1998 or the reauthorization of this "two year plan" whichever comes first. Any party may withdraw from this MOU by giving a written notice to withdraw to all parties of this agreement at least one hundred and twenty (120) days prior to the effective withdrawal date. Should a party withdraw, this MOU shall remain in force with respect to all remaining partners.

MODIFICATIONS

This MOU may be modified at any time by written agreement of all parties.

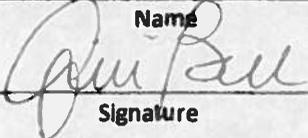
SEVERABILITY

If any part of this MOU is found null and void, or is otherwise stricken, the rest of the MOU shall remain in force.

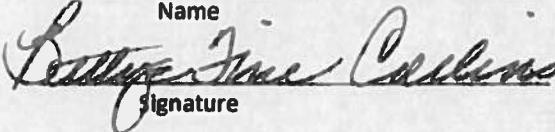
AUTHORITY AND SIGNATURES

The individuals signing below have the authority to commit the party they represent to the terms of this MOU, and do so commit by signing.

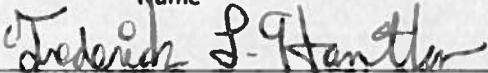
For the Jefferson County Workforce Investment Board (LWIB)

<u>Gini Bell</u>	<u>Chair</u>
Name	Title
	<u>6-18-10</u>
Signature	Date

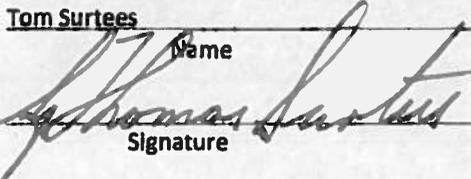
For the Jefferson County Commission

<u>Betty Fine Collins</u>	<u>President</u>
Name	Title
	<u>6-8-10</u>
Signature	Date

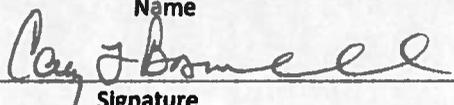
For the Workforce Investment Act of 1998

<u>Dr. Frederick Hamilton</u>	<u>Director</u>
Name	Title
	<u>6-8-10</u>
Signature	Date

For the State Department of Industrial Relations

<u>Tom Surtees</u>	<u>Director</u>
Name	Title
	<u>7-26-2010</u>
Signature	Date

For the State Department of Rehabilitation Services

<u>Cary F. Boswell</u>	<u>Commissioner</u>
Name	Title
	<u>8-23-10</u>
Signature	Date

For the State Department of Human Resources

Nancy T. Buckner
Name

Commissioner
Title

Nancy T. Buckner
Signature

8/27/10
Date

For the Jefferson County Housing Authority

Lewis McDonald
Name

Director
Title

Lewis McDonald
Signature

7-22-10
Date

For the Jefferson County School System

Phil Hammonds
Name

Superintendent
Title

Phil Hammonds
Signature

7-7-10
Date

For Jefferson State Community College

Dr. Judy M. Merritt
Name

President
Title

Judy M. Merritt
Signature

Date

For Lawson State Community College

Dr. Perry Ward
Name

President
Title

Perry Ward
Signature

Date

For the Regional Planning Commission of Greater Birmingham

Charles Ball
Name

Executive Director
Title

Charles Ball
Signature

6-22-10
Date

For the Jefferson County Office of Senior Citizens

Bill Voight
Name

Director
Title

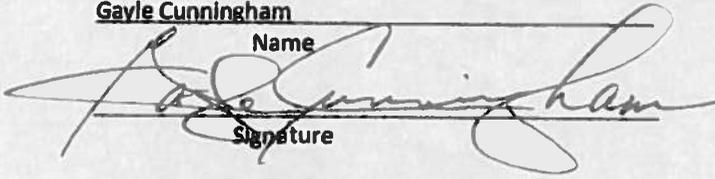
William D. Voight
Signature

7-14-10
Date

For the Jefferson County Committee for Economic Opportunity

Gayle Cunningham

Name



Signature

Executive Director

Title

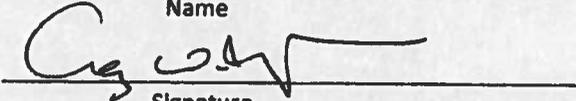
7-8-10

Date

For the Birmingham City School System

Craig Witherspoon, Ed.D.

Name



Signature

Superintendent

Title

7/19/10

Date

RESOLUTION

BE IT RESOLVED by the Jefferson County Commission that the President, Bettye Fine Collins is authorized to sign a Memorandum of Understanding with the One Stop Career Center partners to describe how the various resources that each partner possesses will be utilized to better serve the mutual clients through an integrated system of service delivery operated at one (1) comprehensive center and four (4) satellite centers.

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
DATE: 6-8-10
MINUTE BOOK: 160
PAGE(S): 59