

Pennsylvania WIOA Plans Submission Checklist
 Fiscal Year 2021-2024 WIOA Regional and Local Area Plans

This checklist is used to ensure completeness; indicate each submitted item prior to emailing this form and items listed below to RA-LI-BWDA-Policy@pa.gov .

<input checked="" type="checkbox"/>	Cover Letter <i>(see submission cover letter template and page 4 of guide for additional details)</i>
<input checked="" type="checkbox"/>	Regional Plan <i>(if in a planning region)</i> and Local Area Plan saved in Microsoft Word
<input checked="" type="checkbox"/>	Provided documentation of public notice/public comment <i>(see pages 3-5 of guidance for additional details)</i>
<input checked="" type="checkbox"/>	Attestations Completed
<input checked="" type="checkbox"/>	Attachment 1: Local Area WIOA Title I Programs Performance Accountability Table
<input checked="" type="checkbox"/>	Attachment 2: Local Workforce Development System Organizational Chart
<input checked="" type="checkbox"/>	Attachment 3: Local Workforce Development System Program Partner-Provider List
<input checked="" type="checkbox"/>	Attachment 4: Local Workforce Development System Supporting Data
	<p>Option 1 or 2 is only used when submitting a planned two-year <u>modification</u>:</p> <p>Option 1: WIOA Plan Review and Modification Form (Local Area Plan)</p>
	<p>Option 2: If in a planning region, the designated point of contact will complete the <u>WIOA Plan Review and Modification Form</u> (Regional Plan) <i>and will disperse</i> the <u>Planning Region CEO and LWDB Chair Dated Signatures Supplemental Form</u> (Regional Plan) to the rest of the planning region.</p> <p>WIOA Plan Review and Modification Form (Local Area Plan)</p>
	<p>Only use Option 3 when submitting a modification <u>NOT within a two-year modification period</u>:</p> <p>Option 3: If in a planning region <i>and</i> the LWDB’s Local Area Plan modification is deemed to provide a minor impact on the Planning Region, the <u>Planning Region CEO and LWDB Chair Dated Signatures Supplemental Form</u> (Local Area Plan) is used.</p> <p>WIOA Plan Review and Modification Form (Local Area Plan)</p>



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June 23, 2021

To: Deputy Secretary for Workforce Development of Pennsylvania

On behalf of the Westmoreland-Fayette Workforce Development Board (FWWDB), we approve the submission of the revised PY 2021 -2024 WIOA Multi Year Local Plan for Westmoreland and Fayette counties. These documents are being submitted for your review with the concurrence, support, and approval of the FWWDB at its meeting on June 14, 2021 as per WIOA regulations WSP# 108-01, Change 1. The local plan provides the framework in defining how a designated area's workforce development system will achieve the purposes of WIOA. Therefore, the FWWDB staff initiated planning with the FWWDB Planning Committee to address changes and needs within the Westmoreland-Fayette area. The committee collected and provided regional and local data to support the plan in addition to the data that was provided by the Center for Workforce Information and Analysis. Throughout the creation process, the FWWDB Planning Committee and staff provided input and updated the information within the local plan. The FWWDB contracted services through Strategy Solutions, Inc. to coordinate public comment opportunities through virtual sessions. Despite no public comments being collected, the FWWDB achieved convening local employers, educators, workforce partners, and the community via virtual sessions regarding the local plan.

The Westmoreland-Fayette Workforce Development Board solicited public input in accordance with WIOA Sec. 107 and 20CFR Part 679 for the period of February 8, 2021 to March 8, 2021. The plan was available for review on the www.westfawib.org and a public legal notice was published in two newspapers: Tribune-Review and Herald-Standard. Copies of legal notices with dates of public notification are also included in the submission. No comments were received during the 30-day public comment period.

If you have any questions or need additional assistance, please do not hesitate to contact Executive Director Janet Ward by telephone at 724-755-2145 or via email at jward@westfawib.org.

The signatures below certify that we approve the submission of the revised FWWDB PY 2021- 2024 WIOA Multi Year Local plan to the PA Department of Labor & Industry.

Best Regards,

Sean Kertes

Sean Kertes (Jun 23, 2021 11:05 EDT)

Sean Kertes
FWWDB Chief Elected Officer (CEO)

Brian Edmiston

Brian Edmiston (Jun 23, 2021 11:03 EDT)

Brian Edmiston
FWWDB Chair

PY 2021-2024 WIOA Multi-Year Local Area Plan

Effective Date July 1, 2021



Westmoreland-Fayette Workforce Development Board

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The Westmoreland-Fayette Workforce Investment Board is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

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Introduction

The Westmoreland-Fayette WIB, or Westmoreland-Fayette Workforce Development Board (WFWDB) as defined in this document, oversees the workforce development activities of Westmoreland and Fayette counties. The WIOA Multi-Year Local Plan, or local plan, ensures that workforce activities are mindfully guided over the next several years to the local workforce development area (LWDA). This local plan is developed in partnership with WFWDB members, staff, and the community to outline and address workforce needs. Additionally, the local plan considers regional and local data, public input, and economic and industry leaders’ expertise. In addition to workforce development activities, the data and information collected within this local plan will guide workforce programming, funding streams, and partnership development.

Strategic Planning Process:

The WFWDB staff initiated planning with the WFWDB Planning Committee to address changes and needs. Comprised of healthcare, education, and business professionals, the Planning Committee provides input on industry needs and conditions. They collect and provide regional and local data to include in the local plan along with data that was provided by the Center for Workforce Information and Analysis (CWIA) to the WFWDB.

Throughout the drafting process, the WFWDB Planning Committee and staff provided input and updated the information within the local plan. The WFWDB contracted services through Strategy Solutions, Inc. to coordinate virtual sessions open to the public to collect public comments. After the drafting process, the WFWDB reviewed the Local Plan and offered additional edits. The local plan was revised and submitted to the PA Department of Labor and Industry (L&I) after making edits and including information obtained during the community engagement sessions.

Local Plan Timeline:

- | | |
|--|-------------------------------|
| • Review and drafting of Local Plan | December 2020 – February 2021 |
| • Coordinate with Strategy Solutions to facilitate public engagement | February 2021 – March 2021 |
| • Plan posted for public comment | February 8, 2021 |
| • Plan is shared with WFWDB | March 8, 2021 |
| • Local Plan is revised | March 9 – April 1, 2021 |
| • Local Plan is submitted to L&I | April 2, 2021 |
| • State feedback is addressed to finalize Local Plan | April 2021 – May 2021 |
| • Board and LEO approval of Local Plan | June 14, 2021 |
| • Effective Date of new Local Plan | July 1, 2021 |

Strategic Planning

Section 1: Local Area Workforce and Economic Analysis

1.1. Identify the composition of the local area’s population and labor force.

The Westmoreland-Fayette Workforce Development Area (WFWDA) is comprised of Westmoreland County and Fayette County located within Southwest Pennsylvania. The WFWDA’s local plan is effective July 1, 2021. The WFWDA is home to approximately 483,892 citizens as of 2019.¹

Population

¹ US Census Bureau

The population in the WFWDA, as well as the Southwest Region, declined between 2010 and 2020 and is expected to continue to decline over the next five years. An overview is provided in Figure 1 found under Attachment 4.

The population in the WFWDA is an older population when compared to the Southwest Region with a median age of 46.0.² This gap between median ages is expected to increase by 93% by 2030. An overview is provided in Figure 2 under Attachment 4.

At 94.1%, the majority of the WFWDA's population is White. The Southwest Region is slightly more diverse with an overall population of 87.0% White, 7.8% Black or African American, 2.4% Hispanic or Latino, and higher populations of other races.³ An overview is provided in Figure 3 under Attachment 4.

Households and Housing of Population

Coinciding with the changes in population, the number of households in the WFWDA decreased between 2010 and 2019 and is projected to continue to decrease, while the number of households in the Southwest Region has increased and is projected to continue to increase. An overview is provided in Figure 4 under Attachment 4.

The average number of persons per household in the WFWDA is 2.3 with 76.5% of housing in the WFWDA being owner occupied and 23.5% of housing in the WFWDA being renter occupied. The WFWDA has a higher percentage of owner-occupied housing than the overall Southwest Region (69.7%) most likely as a result of Westmoreland and Fayette counties being more rural.⁴

Computer and Internet Use of Population

Within the WFWDA, the average percent of households with a computer is 85.2% and the average percent of households with a broadband internet subscription is 79.0%. These averages are slightly below the averages for the overall Southwest Region with 87.7% of households having a computer and 82.0% of households with a broadband internet subscription.⁵

Reaching individuals who lack a computer and broadband internet has been a struggle for the WFWDB as these individuals cannot communicate via email, visit the WFWDB and PA CareerLink® website, and access labor market information. With the COVID-19 Pandemic creating situations in which remote work and schooling is encouraged, it is most likely that these figures will shift over the next several years. Yet, it is still critical to find ways to connect with and support households that lack this access. With more of the population being able to connect with the WFWDB, the easier it will be to serve those individuals.

Education of Population

When looking at the population of individuals 25 years or older in the WFWDA and Southwest Region, the WFWDA has a slightly lower educational attainment. 16.8% of the WFWDA population has attained a bachelor's degree compared to 20.9% for the Region. This is similar for the population that has attained a graduate or professional degree at 9.1% for the WFWDA and 13.4% for the Southwest Region. However, this trend is opposite for those who have attained a high school diploma with 39.9% in the WFWDA and only 32.9% for the Southwest Region.⁶

There is little to no difference when comparing populations that have some college and that have attained an associate degree. This shows that there is a balanced number of individuals attending college/a post-

² US Census Bureau

³ US Census Bureau, 2019 5-Year ACS

⁴ US Census Bureau, 2019 Quick Facts Tables.

⁵ US Census Bureau, 2019 5-Year ACS

⁶ US Census Bureau, 2019 5-Year ACS

secondary education institution, but many of them struggle to complete their education in attaining a bachelor's degree or professional degree. An overview is provided in Figure 5 under Attachment 4.

When considering how the employment distribution by educational level for the WFWDA changes over time from 2018 to 2028, there is little to no change. These projections will assist in what workforce development activities will be needed to maintain the expected number of individuals in the WFWDA that are prepared to fill these employment opportunities. Figure 6 shows a detailed overview under Attachment 4.

Income of Population

The average median household income for the WFWDA is estimated to be \$53,918 in 2019, which is lower than the Southwest Region's average median household income of \$57,378. This gap between median incomes is expected to slightly decrease by 2025 with a projected average median household income of \$66,098 for the WFWDA and \$68,632 for the Southwest Region.⁷ However, workforce development activities should focus on decreasing this gap for next several years.

Employment Status of Population

The WFWDA has a slightly higher percentage of the civilian population that is not in the labor force (41.0%) when compared to the Southwest Region (37.6%). Additionally, the WFWDA has a slightly smaller population of citizens that are employed (56.0%) compared to the Southwest Region (59.3%), but an overall similar unemployed citizens population.⁸

The WFWDA has a higher population employed in Blue Collar occupations (27.4%) than the Southwest Region (25.9%).⁹ Over half of the WFWDA's and Southwest Region's workforce hold White Collar occupations, with the WFWDA having slightly less individuals in these occupations. When considering the populations within Service and Farm occupations, both the WFWDA and Southwest Region have a significantly similar distribution. Figure 8 under Attachment 4 provides a table breaking down this information.

Commuting Patterns of Population

In its most basic form, commuting patterns reveal how workers travel from their home counties to their work counties. The specific reasons for commuting may be unknown; however, it may be reasoned that workers travel to other areas for job opportunities that are not found within their home counties. Or they may choose to live in their home counties due to housing, schools, or entertainment preferences.

Of those living in the WFWDA, 49.2% work within the WFWDA. Of those employed in the WFWDA, 62.6% live within the WFWDA. The WFWDA has a negative Net Commuting In/Out, meaning that the number of individuals working within the WFWDA and living outside the WFWDA is smaller than the number of individuals living within the WFWDA and is employed outside the WFWDA.¹⁰ Figure 9 provides a more detailed view of the data.

According to the US Census Bureau, 2019 5-Year ACS, both residents within the WFWDA and the Southwest Region, overwhelmingly drive alone as their primary means of transportation to work with 83.8% from the WFWDA and 76.7% from the Southwest Region. 4.2% of residents within the WFWDA and 4.9% of residents within the Southwest Region work from home. It is expected that these work from home figures will increase as a result of the COVID-19 pandemic and the remote working measures taken to keep employees safe.

Population with Barriers

⁷ US Census Bureau, 2019 5-Year ACS

⁸ US Census Bureau, 2019 5-year ACS

⁹ US Census Bureau, 2019 ACS 5-Year Estimates Data Profiles

¹⁰ Center for Workforce Information and Analysis

Among the factors that often contribute to poverty are unemployment and underemployment. Many people live in poverty because they are unable to find a job that pays a living wage or to find a job at all. When looking at the WFWDA, 8.2% of families are below the poverty level as of 2019. This is a higher percentage than the Southwest Region population at 7.3% of families living below poverty level.¹¹ There are more areas within Fayette County with higher poverty levels than Westmoreland County. This indicates that workforce development activities are highly needed in these areas to assist families living in poverty. Figure 10 shows a detailed view of areas with the highest levels of poverty under Attachment 4.

When considering the English-speaking abilities of those living in the WFWDA, data shows that this is not a significant concern. The average percentage of individuals living in the WFWDA who speak English less than “very well” is 0.7%. This is below the average for the Southwest Region at 1.11% and far below the average for the state of Pennsylvania at 4.30%.¹²

An area that does require attention, however, is the WFWDA’s population of disabled individuals. 14.9% of individuals in the WFWDA have some type of disability. This figure is higher than the Southwest Region at 13.3%. Not only does the WFWDA have more disabled residents, but the unemployment rate of those with a disability is 13.9%, which is also higher than the Southwest Region at 12.5%. The unemployment rate of those with a disability in the WFWDA is three times higher than the unemployment rate of those without a disability (4.6%).¹³

According to the United Nations Department of Public Information & Enable, persons with disabilities are frequently not considered potential members of the workforce. Perception, fear, myth, and prejudice continue to limit understanding and acceptance of disability in workplaces everywhere. Myths abound, including that persons with disabilities are unable to work and that accommodating a person with a disability in the workplace is expensive. Contrary to these notions, many companies have found that persons with disabilities are more than capable. Workforce development activities over the next several years must have a focus on reaching these individuals and providing them with job-finding assistance.

Finally, the CWIA shared that approximately 21% of families in the WFWDA are considered to be single-parent families. These single-parent families are at a higher risk of facing poverty related barriers.

Figure 11 breaks down the highlighted points of WFWDA residents with barriers to employment.

Labor Force and Workforce Trends

Labor Market trends can be examined by looking at Long Term industry Projections as well as other Labor Market information. According to the CWIA, the WFWDA has a labor force of 238,700 as of 2019. Of the WFWDA labor force, 227,200 are employed and 11,500 are unemployed making the average unemployment rate for 2019 4.8. The unemployment rate for 2020 increased significantly beginning of April 2020, most likely as a result of the COVID-19 Pandemic. These monthly unemployment rates for 2020 are substantially higher than in 2019.¹⁴ Figures 12 and 13 break down the data collected.

1.2. How are skills gaps defined in the local area? Provide a description of the skills that are required to meet the needs of employers in region and local area?

One way to measure the skill gap is to compare the current education attainment with the expected employment growth by education level. The largest growth is projected for employment opportunities that

¹¹ US Census Bureau, 2019 5-Year ACS

¹² Center for Workforce Information and Analysis - American Community Survey, 5-Year Estimates; 2015-2019

¹³ Center for Workforce Information and Analysis

¹⁴ Center for Workforce Information and Analysis - Local Area Unemployment Statistics (LAUS)

require some sort of an advanced degree, which approximately 36% of the WFWDA population currently holds as explained in Section 1.1 and in Figure 5.¹⁵ On-the-job training (OJT) employment opportunities are expected to decrease by 2028, potentially signifying that less workforce activities should focus on this and more on higher education attainment. Figure 14 shows this data for all educational groupings under Attachment 4.

However, the top three detailed work activities and knowledge areas employers are projected to look for in candidates are primarily considered to be hard skills. Figure 15 and 16 provide a list of the top 10 detailed work activities and knowledge areas respectively required by employers in the WFWDA under Attachment 4.

The top three tools or technology that are currently and are projected to be required by employers are spreadsheet software, Office Suite software, and word processing software.¹⁶ In 2016, a total of 928 occupations were available for individuals who possessed these skills. These hard skills can be taught and experienced while receiving OJT. Figure 17 displays the top 10 tools or technology knowledge required by employers under Attachment 4.

Populations with barriers to employment, as described in Section 1.1, are the populations that the WFWDB focuses many of its workforce development efforts towards. Many career readiness, career awareness, and job training programs, specifically WIOA programs, center on supporting these individuals.

The WFWDB's Business Services Team (BST) continually validates and updates the labor market information cited in the figures above through its real-time interactions with regional and local area employers, including data received during Rapid Response interactions. Using this information, the WFWDB enrolls individuals into a variety of education and training programs, including work-based learning opportunities that bridge skills gaps and prepare qualified candidates to meet employer demands.

1.3. What are the challenges the local area face in aligning existing labor force skills and education and training activities with the needs of regional employers?

The educational attainment level of the region's workforce meets the requirements of the entry-level occupations that are in-demand. However, these jobs typically do not provide family sustaining wages. Therefore, the challenge for the WFWDA is to align these lower-skilled jobs with career pathways that meet the needs of the employers and the labor force. Specifically, the local area needs to prepare skilled and qualified candidates to fulfill employer demand for middle- and higher-skilled jobs in the region.

Reflecting on the projected long-term and fastest growing industries and occupations, additional educational enrollments and completions will be needed to fill the openings in Education and Health Services; Healthcare Practitioners, Technicians & Support; Protective, Food, Building & Personal Service; and more.¹⁷ Generally, these jobs provide family sustaining wages, but may require post-secondary education and/or training.

As outlined previously in Figure 5, only 16.3% of residents in the local area have some college and another 39.9% possess only a high school diploma (including GED).¹⁸ The WFWDB must endeavor to recruit

¹⁵ Center for Workforce Information and Analysis - Long-Term Occupational Employment Projections

¹⁶ CWIA analysis of Occupational Information Network (ONET) data (www.onetonline.org) and Occupational Employment Projections

¹⁷ Center for Workforce Information and Analysis - Long-Term Occupational Employment Projections (2018-28)

¹⁸ US Census Bureau, 2019 5-Year ACS

individuals from these two groups and enroll them into education and/or training programs that provide them with the specific skills and certifications needed to meet the current and projected employer demand.

The WFWDB will meet this challenge by prioritizing its employment and training investments in the targeted industries of Healthcare, Advanced Manufacturing, Energy, Construction, and Transportation as identified as industries with the largest Location Quotient (LQs) in the Westmoreland-Fayette region in Section 1.5. Each local board in the Southwest Region pursues sector strategies in industries such as Manufacturing, Healthcare, Energy, and Construction. Observing the overlap in these sectors, the Southwest Planning Region will explore opportunities to align local efforts into a region-wide effort.

The WFWDB utilizes Incumbent Worker Training (IWT) to assist employers in improving the skills of their current workforce enabling them to be upskilled and promoted. As those individuals are promoted or moved up, the WFWDB will also assist employers to fill the vacated entry-level positions but utilizing OJT funding and other training investments.

Ultimately, the WFWDB will remain aware of industry changes to best prepare and support the workforce as employment needs shift.

1.4. Provide an analysis of local area workforce development activities, including education and training.

The following narrative provides an overview of the strengths and weaknesses of the WFWDA's workforce development activities.

Strengths:

The WFWDB works closely with its partners to deliver an array of services to its job seeker and employer customers. It has three primary PA CareerLink® centers:

- PA CareerLink® - Westmoreland County at Youngwood
- PA CareerLink® - Alle-Kiski
- PA CareerLink® - Fayette County

The WFWDB competitively procured the Title I Career Services Provider. This Title I Career Services Provider provides services within the PA CareerLink® centers for two partner authorizations, Workforce Innovations and Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), and WIOA Title I Adult, Dislocated Worker, and Youth. This design allows efficiencies in staffing, eliminates administrative overhead, supports the infrastructure costs, and, most importantly, enhances integration and the seamless delivery of services to workers, job seekers, and employers.

The local area possesses several institutions of higher education that support the WFWDB's initiatives, including Penn State Fayette, Penn State New Kensington, Seton Hill University, St. Vincent College, and the Westmoreland County Community College (WCCC). These organizations not only provide valuable education and training services that complement and support the WFWDB's PA CareerLink® workforce activities but are committed to the partnership that has developed between them and the WFWDB.

The WFWDB has also developed long-term partnerships with local employers. Additionally, school districts, specifically Career and Technology Centers (CTCs), have been strong partners in connecting with students in the WFWDA. These partnerships help the WFWDB to connect educators and employers and inform educators on employers' needs to support students throughout their education to better prepare them for the workforce.

Within the local area, the WFWDB invests WIOA funding to develop a broad array of work-based training, including apprenticeship programs. These opportunities provide benefits to a diverse group of job seekers and employers, including those with barriers to employment and those in underserved communities. By providing several apprenticeship program opportunities, individuals gain valuable skills that will directly benefit local employers through hands-on work-based training. The WFWDB, and Southwest Planning Region as a whole, will continue exploring ways to partner with training providers, employers, and the Commonwealth's Apprenticeship and Training Office (ATO) to expand apprenticeships in the region, including ways to connect women, people of color, and other populations to apprenticeship opportunities. The PA CareerLink® BST works to coordinate additional OJT programs. The WFWDB authorizes Customized Job Training to those employers in need of a constant supply of skilled workers.

Weaknesses:

A primary weakness in the WFWDA's workforce development activities involves challenges common to training activities. It is complicated and time consuming to organize and implement educational and training programs, from developing a curriculum to identifying faculty to creating a sustainable financial model. Often, training programs emerge months or even years after industry needs are expressed. In a sense, training and education are constantly trying to catch up with industry. Furthermore, within the energy sector, it is somewhat difficult to develop and sustain permanent capacity. This challenge affects graduates who may find themselves unable to find positions that utilize their skills.

1.5. Describe strategic planning elements including regional analysis of economic conditions.

Considering existing and emerging in-demand industry sectors, the industries projected to have the largest percent increase in the WFWDA is Education and Health Services with a 6.8% employment change. The Information industry, however, is expected to have the largest percent decrease in employment with a negative 12.7% change. Despite this, there are several industries in the WFWDA that are projected to grow by volume and percentage between 2018 and 2028. Specifically, Agriculture, Mining, & Logging; Construction; Professional & Business Services; Leisure & Hospitality; and Self-Employed Workers.¹⁹ Figure 18 shows a more detailed view of all industries under Attachment 4.

Source: Center for Workforce Information and Analysis - Long-Term Industry Employment Projections (2018-28)

When considering growth in occupations from 2018 - 2028, Healthcare Practitioners, Technicians, & Support occupations are projected to increase the most by percentage and Protective, Food, Building, & Personal Service occupations are projected to increase the most by volume. Oppositely, Office & Administrative Support occupations are projected to decrease the most by both percentage and volume from 2018 to 2028.²⁰ Figure 19 details the long-term growth of occupations in the WFWDA under Attachment 4.

As a result of these long-term projected outcomes for industries and occupations, there is a need to ensure that the LWDA has a skilled workforce that is prepared to meet the needs of employment demands.

Within these growing industries, there are specific industries that are projected to grow the fastest by volume and percentage. The fastest growing industry by volume is projected to be Self-Employed Workers.²¹ As the COVID-19 pandemic continues, these numbers can be expected to shift. Workforce development activities relating to business and entrepreneurial skills will most likely be encouraged to prepare for these industry changes. The fastest growing industry by percentage is projected to be Home Health Care Services. Details of the fastest growing industry titles are found in Figure 20 under Attachment 4.

¹⁹ Center for Workforce Information and Analysis - Long-Term Industry Employment Projections (2018-28)

²⁰ Center for Workforce Information and Analysis - Long-Term Occupational Employment Projections (2018-28)

²¹ Center for Workforce Information and Analysis - Long-Term Industry Employment Projections (2018-28)

Looking at occupations, Personal Care Aides are expected to increase the most by volume, Home Health Aides are expected to increase the most by percent, and Combined Food Preparation & Serving Workers are expected to have the most annual demand by 2028.²² Workforce development activities in the WFWDA will likely be adjusted to prepare the workforce for these occupational changes. Figure 21 outlines these changes under Attachment 4.

LQ is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a region “unique” in comparison to the national average. An LQ of 1.0 means that a region has the same employment as the nation, while an LQ greater than 1.0 has a greater share of employment than the nation and an LQ less than 1.0 has a smaller share of employment than the nation.

According to the Center for Workforce Information - Quarterly Census of Employment and Wages, the industries with the largest LQs in the WFWDA include **Advanced Manufacturing (AM)** (LQ=1.57), **Building and Construction (BC)** (LQ=1.07), **Energy (ENGY)** (LQ=1.72), **Health Care (HC)** (LQ=1.08), **Logistics and Transportation (LT)** (LQ=1.30), and **Wood/Wood Products and Publishing (WWP)** (LQ=1.30). Combined, these industries have seen an average 6.7% growth increase from 2014-2019, excluding WWP which saw a -8.3% in growth. These industries account for approximately 46% of the workforce development area’s employment.

When evaluating industry employment by 2-digit NAICS codes, Health Care and Social Assistance (NAICS 62) is the WFWDA’s largest sector employing approximately 26,296 workers in 2020, representing 16.6% of the Gross Regional Product (GRP) with average earnings of \$44,200. The next largest sectors are Retail Trade (NAICS 44-45) (employs 20,086 workers, average earnings of \$33,956, and accounts for 9.8% of the GRP) and Manufacturing (NAICS 31-33) (employs 19,721 workers, average earnings of \$59,488, and accounts for 16.8% of the GRP).²³

As described in Section 1.2, employers’ employment needs surround basic job functions and being able to use digital and software technology pertaining to those job functions. These skills can also be seen as transferrable to other employment opportunities. The WFWDB continually validates labor market information through real-time interactions with not only employers, but with industry leaders, educators, and education institutions. Using this information and feedback, the WFWDB will work to enroll job seekers into a variety of education and training programs, including work-based learning opportunities that connect prepared and skilled job seekers with employers to demands.

Section 2: Vision and Goals

2.1. What are the local board’s strategic vision and goals for preparing its workforce?

The strategic vision of the WFWDB is a “job for every worker and a worker for every job”. This vision is employer-focused and involves building industry partnerships with selected entities in the local area such as healthcare, advanced manufacturing, energy, and transportation. The WFWDB believes that there are four key strategies to achieving this vision.

- **Ensure that workforce investments are based on labor market and economic analysis.**

The WFWDB continually analyzes data in the two-county area provided by the CWIA, specifically the LQs, average salaries, employment numbers, and employment growth in various industries, to meet the WFWDB’s goals of investing resources in both training for high priority occupations (HPOs) and industry driven partnerships. To further these efforts, the WFWDB works closely with

²² Center for Workforce Information and Analysis - Long-Term Industry Employment Projections (2018-28)

²³ Center for Workforce Information and Analysis - Quarterly Census of Employment and Wages

economic development agencies in both counties to assess local economic indicators. Additionally, the WFWDB utilizes the PA's workforce development system of record at PA CareerLink® centers to provide specific information to job seekers and employers in their respective efforts to obtain employment and find the best employees.

- **Manage employer driven industry partnerships in high growth/economically critical industries.**
 By managing these partnerships, the WFWDB supports the goal of constructing a demand-driven public workforce system and investing training resources in HPOs. In the past, the WFWDB successfully managed the Southwestern Pennsylvania Manufacturing Partnership. The WFWDB has also led various initiatives in the Healthcare Industry, such as EMT to RN and training in the long-term healthcare industry, to help both local health care providers and job seekers connect to family sustaining jobs. The WFWDB believes in engaging employers through multi-firm workforce partnerships to improve the connection and responsiveness of workforce programs to the demand side of the labor market, increase public/private investment of critical skills, and support the spread of employer practices that create well-paying jobs. The WFWDB engages with businesses, industries, education institutions, economic development organizations, and community organizations to achieve greater participation within the local workforce system, identify workforce challenges, and develop strategies and solutions to address those challenges in three ways. 1.) The Board of Directors is comprised of individuals of these various entities from across the two-county area. 2.) All board meetings are publicized and open to the public with time scheduled for public comment. 3.) The WFWDB staff meets formally and informally with many of the entities to discuss both general and specific workforce issues.
- **Develop a skilled workforce trained for HPOs.**
 Developing a skilled workforce trained for HPOs bolsters the WFWDB's goal that the PA CareerLink® centers will frame service delivery according to the strategic direction defined by the WFWDB. The WFWDB supports HPOs through the delivery of OJT opportunities and Individual Training Accounts (ITAs). Industry partnership support will consist of financial resources when available and collaboration with the WFWDB staff. Service delivery through the PA CareerLink® centers will be strategically directed by the WFWDB through the Customer Service Committee and the PA CareerLink® One-Stop Operator.
- **Prepare youth for careers in high growth and economically critical industries.**
 Preparing youth for the workforce directly supports the WFWDB's goal of investing resources to build a pipeline of talent by connecting with the educational system. This connection places an emphasis on equipping youth with high-demand skills. Due to the retirement of older generations in the local workforce area, the WFWDB views the preparation of young people as a critical solution to the current and future shortage of workers. The WFWDB's Business Education Partnership (BEP) with the Westmoreland County Forum for Workforce Development and Fayette Business Education Partnership has significantly impacted efforts of focusing on youth. The WFWDB's BEP specifically focuses on career pathways for youth as they attend and graduate from school and on developing programs that are aimed at local workforce needs. For example, the regional Teacher in the Workplace (TIW) Program coordinated by the WFWDB relies on the partnerships provided by the BEP to connect educators with local employers. Through these connections, educators are informed on the workforce needs of local employers and can relate their new understanding to classroom teaching. Moreover, the WFWDB's CTCs focus on the delivery of training for HPOs which is critical in preparing youth to meet the needs of employers. To assist older youth, the WFWDB has increased its focus on the Out-of-School Youth (OSY) population ages 18-24 to address the number of local youths without a high school diploma and youths without post-secondary credentials. Youth program participants receive intensive case management services focused on addressing barriers to educational and career success. The WFWDB provides direct career awareness information to teachers, counselors, administrators, parents, and students through events and activities in coordination with the local school districts, employers, and partnering agencies.

Finally, the WFWDB is actively engaged with the other local workforce development boards (LWDBs) in the Southwest Region to increase work related opportunities for youth and to improve the youth talent pipeline. The development of career pathways and sector strategies for youth are promising areas for collaboration between local boards. Each of the local boards in the Southwest Planning Region is working to engage youth in career exploration. The WFWDB, in addition to the LWDBs, will expand efforts to support such youth programming on a regional scale. As an example, each workforce area in the region has developed and implemented TIW and BEP programs to strengthen connections between education and business, while enhancing work-based learning and work-readiness skills development in schools. The Southwest Region, as a whole, will utilize Industry Partnerships as another mechanism to support career exploration and career pathway development for youth and young adults.

2.2. What is the local board's strategy to work with the entities that carry out the core programs to align resources available to the local area, in order to achieve the strategic vision and goals for the local area?

The Westmoreland-Fayette PA CareerLink® centers, part of the American Job Center Network, are the primary access point to the public workforce development system for job seekers and employers and are the core entities that carry out core programs to align resources to the local area. PA CareerLink® Westmoreland County at Youngwood, PA CareerLink® Fayette County, and PA CareerLink® Alle-Kiski provide access on-site to WIOA core partner programs, including Title I Adult/Dislocated Worker, Title II – Adult Education, Title III – Wagner-Peyser, and Title IV – Vocational Rehabilitation. Access to all WIOA required partner programs is provided at Westmoreland-Fayette PA CareerLink® centers directly by PA CareerLink® staff or indirectly through referrals. The WFWDB and WIOA partners have each signed on to the PA CareerLink® Partner Memorandum of Understanding (MOU), which outlines how services will be coordinated within the one-stop system and the role of the one-stop operator in providing functional supervision over the PA CareerLink® sites.

The WFWDB's strategy to work with entities that carry out core programs will be heavily influenced by the workforce information, labor market data currently stated in Section 1, and the Southwest Planning Region WIOA Regional Plan PY2021 - PY2024. The WFWDB will also be mindful of updated information and data throughout the next several years and how it will impact core programs and outcomes. Combined with workforce information and labor market data, the WFWDB's strategy to work with the entities that carry out the core programs primarily includes the following elements:

- Streamline talent delivery and business services of the core partners and exploring opportunities to reduce the administrative burden for employers who work with the core partners.
- Increase work related opportunities for youth, improving the youth talent pipeline, and collaborating on the development of career pathways.
- Explore sector-based strategies based on industry demand through a coordinated model focused on skills, recruitment, retention, and advancement with all core partners' resources.
- Enhance coordination among all local boards in the Southwest Region to connect programs and services, with emphasis on joint development of policies, messages, and tools that are aimed at consistent higher levels of customer service.

2.3. How will the local board's vision and goals align with, support, and contribute to the governor's vision and goals for the state's workforce development system, as well as any of the goals and strategies articulated in the regional plan?

As described in the response to Section 2.1, the WFWDB's local workforce vision and related strategies fully complement and support the Commonwealth's goals and Governor's vision as outlined in the WIOA Combined State Plan.

Specifically, the aim to develop and implement a comprehensive career pathway plan is addressed through the WFWDB's continued emphasis on using OJT, Customized Training, and ITAs. Additionally, the WFWDB supports the goal of engaging employers through multi-employer workforce partnerships. This focus improves the connection and responsiveness of workforce programs to the demand side of the labor market, connects job seekers to in-demand occupations, increases public-private investment in critical skills, and supports the spread of employer practices that create jobs that pay.

As stated in Section 1.2, the WFWDB will continually validate and updates the labor market information through its real-time interactions with regional and local area employers, including data received during Rapid Response interactions, to eliminate or narrow skill gaps. Using this information, the WFWDB is able to efficiently educate and enroll individuals into a variety of education and training programs, including work-based learning opportunities that bridge skills gaps and prepare qualified candidates to meet employer demands. This ultimately increases the workforce's knowledge and skill sets.

As mentioned in Section 4.10, the WFWDB will coordinate with secondary and post-secondary institutions to align strategies, enhance services, and avoid the duplication of services. Additionally, these actions provide access to services and activities that lead to post-secondary credentials for individuals.

The WFWDB strongly believes in the Governor's goal to increase work-based learning or transitional work opportunities for all youth through summer employment, pre-apprenticeships, apprenticeships, internships, and other similar experiences. To meet these goals, the WFWDB has undertaken several efforts.

The WFWDB's CTCs are aimed directly at strengthening opportunities for youth who desire vocational training that is demanded by employers. To re-engage disconnected youth, the WFWDB's Youth Committee has made re-engagement a primary focus, the WFWDB outreaches to At Risk Youth providers, and the WFWDB has utilized and created new youth programs to affect this population. Access to local Pre-Apprenticeships and Registered Apprenticeships (RA) programs is another way to re-engage disconnected youth. WFWDB has supported pre-apprenticeship programs with BEP funds, TANF funds and WIOA youth funds to assist our local youth to prepare for skills needed for local industries and enter into RA programs. In addition to working with the many established pre-apprenticeship and RA programs, the WFWDB staff assist employers in developing RA when needed. The WFWDB's support of BotsIQ is increasing young people's participation in Science, Technology, Engineering, and Mathematics (STEM). Additionally, the WFWDB has increased its focus on OSY ages 18-24 to address the high numbers of local youth without high school diplomas or equivalency. Youth programs are aimed at assisting OSY in obtaining successful employment and education and overcoming barriers to reach that point. Ultimately, the WFWDB would like to see an increase in the percentage of 18-24-year-olds achieving post-secondary credentials or higher education attainment in future census data reports for the local area.

The WFWDB utilizes data and statistics to make fact-based decisions regarding its goals, strategies, and programming. It fully supports the Governor's goal to strengthen data sharing across state agencies and workforce development partners. The Governor's goal and efforts will allow state workforce development boards (WDBs) to better understand education and employment outcomes and rely more effectively on data to improve and target their endeavors.

2.4. What are the local levels of performance that have been negotiated with the governor and chief elected officials?

As shown in Attachment 1: WIOA Title I Programs Performance Accountability, the WFWDB and elected officials of the local area have agreed to adopt the levels of WIOA performance that have been established by the governor for the Commonwealth of Pennsylvania.

The WFWDB's primary workforce strategies, as discussed in Section 2.3, fully support the Performance Measures. The WFWDB further promotes the performance measures by including factors as part of its expectations in agreements with service providers and the PA CareerLink® centers. The One-Stop Operator measures performance through the number of job seekers, individuals enrolled in training, businesses served, and placement goals.

The WFWDB reviews overall performance results on a continual basis to ensure desired results are being achieved. If results are not meeting expectations, then the WFWDB will work with service providers and partners to develop appropriate, corrective-action plans.

Operational Planning

Section 3: Local Workforce Development System and Investment Strategies

3.1. Provide a descriptive overview of the governance structure for the workforce system, including key stakeholders and entities in the local area.

Organizational Chart

An Organizational Chart that depicts the structure of the WFWDA is included as Attachment 2: WIOA Local Workforce Development System Organizational Chart Model.

Local Elected Officials

The County Commissioners in each county are responsible for nomination of prospective members to the WFWDB's Board of Directors. The Chairman of the Westmoreland County Commissioners serves in the role of Chief Elected Official.

The WFWDB works with the County Commissioners to keep them well informed on operating and implementation activities, including input on decisions for the priorities of services, programming, and services for the local area.

The County Commissioners are invited to every WFWDB meeting. They receive agendas for all meetings, Local Plan documents, budgets, and copies of all audits. They are also invited to participate in all WFWDB activities, events, and functions. Additionally, the WFWDB Executive Director and Board Chair meet at least annually with the County Commissioners to provide updates and information.

Administrative and Fiscal Agent Entity

The Westmoreland-Fayette Workforce Investment Board (WFWIB) is a non-profit organization registered with the IRS as a 501(c)3 organization. The WFWIB provides administrative support for the WFWDB. It has been designated as the entity responsible for the disbursement of grant funds and holds the role of providing staff to the local board. The Executive Director and Chief Financial Officer are the contacts for the WFWDB regarding financial issues.

The WFWDB has established a Financial Management System that follows a systematic process to maintain effective control and accountability for all funds, property, and other WFWDB assets. The system uses Generally Accepted Accounting Principles (GAAP) and includes financial recordkeeping, reporting, internal and external auditing, and debt collection. It utilizes appropriate software to generate and accrue information needed to complete required financial reports.

Workforce Development Board

The WFWDB is an appointed board with a maximum of 29 members representing business, community organizations, and core partners from the workforce development system. Twenty-seven members are currently serving on the WFWDB. It is focused on a unified career and workforce development system which is responsive to the needs of regional employers and prevailing labor market demands. The local area consists of two counties: Westmoreland and Fayette.

Board Committees

There are six standing WFWDB committees described below:

- The Executive Committee is composed of the four (4) Officers of the WFWDB, which includes the Chairs of each Standing Committee and two (2) Members-At-Large appointed by the WFWDB Chair. The Executive Committee will act for the Board of Directors between meetings on those issues only of policy that requires timely action to meet statutory compliance.
- The Finance Committee is composed of the Treasurer of the WFWDB as its Chair and such additional members of the Board as the Chair of the WFWDB may appoint. It will ensure good internal control by a) developing and recommending general policies regarding financial matters, b) ensuring the recommendation of a budget, and c) ensuring that an annual audit of the organization is performed by an independent third party certified public accounting firm. In cooperation with the Fiscal Agent, the Finance Committee will also plan and supervise the investment and management of funds and will assure that necessary audits are performed in a timely manner.
- The Customer Service Committee is composed of a Chair and such additional members of the WFWDB as appointed by the Chair of the Board. It will oversee the development and implementation of PA CareerLink® services within the workforce area, as well as the evaluation of PA CareerLink® goals and services. The Customer Service Committee will also oversee a) instructional programs and services, b) the evaluation of outside program vendors and the awarding of outside training contracts, c) monitoring client statistics and making suggestions for groups/areas to target for special recruitment or programs, d) conducting client needs assessments, and e) soliciting client feedback and evaluations.
- The Marketing & Government Affairs Committee is composed of a Chair and such additional members as appointed by the Chair of the Board. It will promote changes at the state level that will remove barriers to service integration. It will ensure the coordination of efforts by all Pennsylvania WDB. The Marketing and Government Affairs Committee will develop the message that the WFWDB wants to project in the local area. It will develop and implement the WFWDB Marketing Plan for both employers and the public.
- The Youth Committee is responsible for connecting youth and youth-focused agencies to opportunities that prepare all youth for the careers of tomorrow. It consists of appointed WFWDB members who have voting rights on the Board, and non-voting members who represent youth service agencies, local public housing authorities, parents of eligible youth seeking assistance, representatives having experience relating to youth activities, and representatives of the Job Corps. Many members of the Youth Committee promote career exploration of the high-priority occupations as part of their agency's missions.
- The WFWDB has also formed a Planning Committee that is charged with developing strategies to enhance the existing workforce as an asset for overall economic development in the region. Additionally, it is responsible for developing strategies to help align the education system with workforce needs, and to make recommendations to the WFWDB on planning documents as required under WIOA.

Equal Opportunity Officer

To ensure equal opportunities and civil rights protections are upheld, the following individual serves as the Equal Opportunity Office for the Westmoreland-Fayette workforce area:

- Melissa Keys
Email: mkeys@westfaywib.org
Phone #: 724-755-2145 x 504
TTY #: 724-925-3243

3.2. What are the programs included in the local workforce delivery system and how will the local board work with the entities carrying out all workforce programs to support service alignment?

The WFWDB collaborates with the entities that are carrying out workforce programs to support service alignment in the local area. A One-Stop Location and Program Services Chart that identifies the workforce programs, providers, and locations is included. See Attachment 3: Workforce Development Delivery System Program Partner & Provider List.

The WFWDB competitively procures the One-Stop Operator, who is responsible for coordinating partner activities and services at each of the PA CareerLink® centers. The WFWDB has established three comprehensive PA CareerLink® centers as described in Section 1.4. Within the centers, partner staff provide seamless service delivery to all clients, from the initial intake assessments and direct referrals to partner services and programs, recognizing that services must be guided by the policies of the designated funding streams.

The Resource Center serves as the focal point of the PA CareerLink® centers. Staff are available to assist individuals in enrolling on the Internet-based system, browsing written materials, and signing up for scheduled workshops and events. A team approach is utilized to assist customers, which involves the cooperation and collaboration of staff from multiple departments (e.g., case managers, workshop facilitators). Staff from partner organizations, such as the Bureau of Workforce Partnership and Operations (BWPO), also participate directly in work that is specifically related to their target populations.

The Title I Provider and BWPO provide the most services in the PA CareerLink® centers. Typically, Basic Career Services and Individualized Career Services are initially provided to clients. Clients may then be referred to the one of the partner programs for further assistance and services.

The special populations services provided include:

Veterans and their spouses are given priority of service. A triage form is used to help identify those veterans who may have special needs. The form is provided to the on-site veteran representative and the person is called in for specialized services. Based on individual need, the staff may refer the veteran to training options and/or job placement. Staff may also refer a veteran to the office of vocational rehabilitation (OVR) or other social service agencies for help with disabilities or more comprehensive needs.

Individuals that are basic skills-deficient have their education needs met by the Adult Basic Education provider. In the Westmoreland-Fayette area, the Intermediate Unit (IU1) receives Title II funds through the PA Department of Education providing a literacy program that includes high school equivalency review, English as a Second Language (ESL), math and English remediation programs through the Fayette and Westmoreland County area.

Individuals who receive public assistance are referred to the Employment, Advancement, and Retention Network (EARN) for employment and training assistance. EARN services and staff are fully- integrated and co-located with the PA CareerLink® centers for job search, job development services, and training programs.

Older individuals who may be eligible under Title V are referred to WCCC's Senior Employment Program. In addition, PA CareerLink® centers often serve as host agencies and hire older workers as greeters. Moreover, older workers have additional resources available to them through the Life-Long Learning Center, Social Security Administration Office, and OVR.

Returning citizens receive guidance and counseling to prepare for employment. The WFWDB has initiated an expansion of the USDOL customer-centered design project that includes training and education services for populations who are part of the county-based justice system. It is also building stronger partnerships with local Probation Offices, the Warden, and the Clerk of Court Officer as representatives of the President Judge. The WFWDB is reaching out to the local Criminal Justice Advisory Boards to better understand the needs of incarcerated individuals prior to their release.

Finally, PA CareerLink® staff encourage ex-offenders to participate in workshops to help them reinstate their driver's license, health insurance, and social security benefits, as well as to have their record expunged, when applicable. Workshops geared to returning citizens focus on financial literacy, credit rebuilding, and fair housing.

Individuals with disabilities access services provided by the OVR, the Blind Association, Life's Work of Western PA, Mental Health, the Veterans Administration, and the Deaf Association. OVR helps them secure and maintain employment and independence; helping them become qualified trained members of the workforce. Eligible OVR customers receive multiple, individualized services such as, diagnostic testing, vocational counseling and guidance, vocational evaluation, restoration, occupational training, and job placement. Under WIOA, OVR provides both eligible and potentially eligible In-School Youth (ISY) with pre-employment transition services (PETS) to better prepare these students for life after high school. PETS services include paid work experience, job shadowing, workplace readiness training, and career guidance. OVR also provides multiple services to the business community designed to assist with onboarding of pre-screened qualified employees with disabilities. WDB provides funding for participants under the National Health Emergency Dislocated Worker Demonstration Grant addressing the Opioid Crisis.

Underemployed individuals are referred to PA CareerLink® staff for individualized services including testing, provision of labor market information, assistance in defining marketable and transferable skills, and development of an individual employment plan (IEP). They are informed about State Civil Service job opportunities to pursue while still employed and other existing training.

Unemployed individuals are also served through the system. Title I staff participate in Rapid Response activities and provide assistance such as re-employment services, the Unemployment Compensation (UC) Work Test, and Trade Adjustment Act services to help impacted workers return to work as quickly as possible.

Persons with limited English proficiency are a minimal percentage of the labor force in Westmoreland and Fayette Counties as stated in Section 1.1. When such individuals seek assistance, an intensive assessment is conducted to identify needs. Typically, the services include English proficiency instruction, a translator, and/or information provided in other languages.

Women receive all the services listed previously under other specific populations. In addition, adolescent females are encouraged to research manufacturing through participation in BotsIQ and WCCC Women in manufacturing initiative.

Migrant or Seasonal Farm Workers (MSFWs) are not a significant population in Westmoreland and Fayette Counties. However, these individuals can access services through the PA CareerLink® centers. They receive the full range of employment services, benefits, and protections including counseling, testing, and job and training referrals. In providing such services, all PA CareerLink® offices will consider the preferences, needs, and skills of the individual MSFW. PathStone Corporation provided migrant and seasonal farm worker services common-wealth wide. WFWDB works with this organization to provide assistance to individuals identified in our area.

Youth are referred to the Title I Contractor staff to provide one-on-one Basic and Individualized Career Services.

3.3. How will the local board work with the entities carrying out core programs to:

- **Expand access to employment, training, education, and supportive services for eligible individuals, particularly individuals with barriers to employment.**
- **Facilitate the development of Career Pathways and co-enrollment, as appropriate, in core programs (specify on-ramps from adult education).**

The WFWDB is working with organizations throughout the local area to expand access to employment, training, education, and supportive services. These efforts include effective and extensive outreach and marketing to the public, job seekers, individuals, and youth. Outreach and marketing involve the posting of WIOA Title II program and opportunity information on the WFWDB's website and social media platforms controlled by the WFWDB and Westmoreland-Fayette PA CareerLink® centers. Additionally, core program information is regularly shared with other program providers and partners and through local media outlets. Particularly, efforts are targeted to those with barriers to employment and to facilitate the development of Career Pathways and co-enrollment processes within the PA CareerLink® system.

An overview is described below:

Eligibility Validation

Individuals must be determined "eligible" prior to enrollment into any type of WIOA-funded services. The WFWDB understands the importance of correctly documenting this eligibility and requires 100% verification of all documents.

PA CareerLink® staff help customers gather the required eligibility paperwork by giving them a detailed listing of the forms and materials that meet programmatic standards. Additionally, they offer advice on how individuals can get required documents, such as contacting Vital Records offices for birth certificates or checking online for selective service registration.

As needed, PA CareerLink® staff may also provide more intensive assistance to help individuals with barriers to employment gather the required information. Moreover, in certain instances, staff may accept an individual's self-certification as to support specific eligibility criteria. However, hard-copy documentation is always preferred.

As eligibility information is provided by the customer, PA CareerLink® staff verifies it by examining it or speaking with official representatives of authorized agencies. They also document eligibility in case files by maintaining physical evidence such as copies of documents (where legally permitted) and completed and signed telephone records and/or document inspection forms.

PA CareerLink® staff refers any customers who are determined ineligible for WIOA services to an appropriate partnering agency or other community organization that may be able to provide alternative services or assistance.

On-Ramps

To further expand on-ramps for customers, the WFWDB will work with staff and program providers to develop and enhance ways to provide outreach, education around services and resources, and tools to ensure appropriate communication and deployment of resources as available. Further education and planning efforts will be necessary to ensure the system is accessible to the many populations it would like to serve. While not every step in the process of serving individuals with barriers to employment is clearly identified in this document, the WFWDB is committed to exploring options that maximize awareness and participation. Local Adult Basic Education provider is co-located at two of the Westmoreland-Fayette PA CareerLink® centers as well, providing easy access for GED and Remedial and ESL services. These programs are open-entry/open-exit and self-paced, thus allowing for continuous enrollment of service – targeting those with basic skills deficiencies. The provider is also able to conduct pre- and post-tests on academic skill levels for customers.

Referrals and Co-Enrollment

As described in Section 3.2, the WFWDB coordinates the delivery of training, education, and supportive services through the PA CareerLink® centers. By combining the expertise of partners (such as: WIOA Adult, WIOA Dislocated Worker, WIOA Youth, Adult Education and Literacy, Wagner-Peyser, Vocational Rehabilitation, etc.) who provide counseling, supportive services, high school equivalency exam assistance, literacy training and advocacy, and related workforce services, the local system can actively refer and co-enroll individuals into a variety of services that promote and assist long-term employment. Most partners are co-located in the PA CareerLink®, including Title II, center or offer services in collaboration with the PA CareerLink® center, as needed or as referred. Co-enrollment in programs is encouraged to best meet a customer's needs to be successful in their employment and careers. Leveraging resources and direct communication with the partners promotes non-duplication of services.

For example, OVR provides services to eligible individuals with disabilities so that they may prepare for, obtain, and maintain employment and independence. Eligibility to receive services under WIOA Title IV may only be determined by a qualified OVR Counselor. These counselors work with customers to develop an Individual Plan for Employment and provide services necessary to meet their specific vocational goal. Examples of services include diagnostic assessment and evaluation, counseling and guidance, restoration, and training and placement services. OVR often collaborates with other workforce program partners to provide services, outreach, and assessments. Training for OVR staff and OVR staff supervision and direction is at the discretion of the local OVR District Administrator. Additional information regarding the WFWDB's efforts to increase awareness and access to Title IV services is provided in Section 3.2 and Section 4.3.

Post-Secondary Credentials

WCCC has over 55 certificate programs that offer stackable post-secondary credentials preparing students for careers or to transfer to an associate degree. The WFWDB supports WCCC's initiative for developing a standardized curriculum for mapping career pathways in the energy industry, utilizing the stackable credential model. Moreover, the WFWDB is currently partnering with WCCC on a Micro-Credential initiative.

Additionally, WFWDB and the Southwest Planning Region are working together regionally with the Tristate Energy and Advanced Manufacturing (TEAM) Consortium. TEAM was formed to effectively respond to the increased demand for workers in the Energy and Advanced Manufacturing industries in the Tristate area. TEAM convenes stakeholders from industry, higher education, and workforce and economic development to create clear and accessible pathways to jobs being created in these industries in the region.

Career Pathways

The WFWDB has joined efforts with local economic development partners, school districts, CTCs, and WCCC to develop a Career Pathway model which supports linking secondary education with the following industries and programs: Career Pathways at WCCC, Information Technology, Advanced Manufacturing, Energy, Allied Health and Human Services, and Financial and Business Services. The effort has led to local CTCs and high schools beginning to align their curriculum with the Post-secondary Pathway.

Adult basic education partners under Title II develop pathways to careers for adults who are basic skills deficient. Programming includes beginner level literacy instruction to support college and career readiness. Instruction is also provided for English language learners and workforce and workplace preparation activities. Extensive case management is provided to participants that help students address barriers to participation (such as transportation, childcare, housing, and healthcare). The WFWDB works in tandem with Title II staff to support alignment of core programs and other workforce system partners.

Career Pathways are developed through teamwork with Title I and Title II staff and local employers to determine HPOs in the WFWDA. Care is taken to identify “on-ramps” for customers depending on their skills levels, training needs, etc. These pathways are then explained to the customers. A viable education and training plan is created, focusing on raising basic literacy skills, building employability skills, and developing sound study skills (in the case of a student pursuing post-secondary training). Title II staff contextualize these skills as much as possible to better prepare the students for their specific on-ramps. For example, the Title II staff may provide a Licensed Practical Nursing (LPN) bridge program or a manufacturing math curriculum. To expedite post-secondary training, customers may co-enroll in certain trainings (i.e., enroll in welding training while also attending adult literacy classes to brush up math skills). The Title II provider may offer non-traditional class hours to accommodate adults attending daytime post-secondary training or refer students to Pennsylvania’s Distance Learning Project.

Youth Re-Entry Program

The Youth Re-Entry Program (YRP) is funded by the Youth Reentry Cooperative Network (YRCN). The YRCN is a collaborative project between the Southwest Corner Workforce Development Board (SCWDB) and the WFWDB. The YRP aims to enhance re-entry strategies for young adults ages 18 to 24 who have been involved in the juvenile justice system. Comprehensive case management and supportive services are delivered in tandem with mentoring support, including facilitating access to vocational training, education, post-secondary information, soft-skills training, and transitional employment to increase job skills and readiness. In the event that the returning youth does not have a high school diploma, youth will be worked back into the school system or connected to a local GED/remediation program. A primary goal of YRP is to help participants gain unsubsidized, career-track employment that affords self-sustaining income. The gains of YRP participants will result in long-term community benefits of higher employment, lower recidivism, and increased public safety.

3.4. What strategies will be implemented in the local area to improve business and employer engagement that:

- **Support a local area workforce development system that meets the needs of businesses in the local area.**
- **Manage activities or services that will be implemented to improve business engagement.**
- **Better coordinate regional workforce and economic development strategy, messaging, engagement, and programs.**
- **Strengthen linkages between the PA CareerLink® service delivery system and unemployment insurance (UI) programs.**

Business Needs

The WFWDB values the small employers that account for many of the available jobs in the local area. Supporting this value, the WFWDB has specifically directed the One-Stop Operator to establish and maintain a robust BST in each PA CareerLink® center. The BSTs are responsible for cultivating strong relationships with and supporting small employers. These teams are made up of Title I provider staff and BWPO personnel, including staff that helps with layoff aversion and Rapid Response activities.

Title IV staff and EARN personnel also actively participate to help meet the needs of their respective target population. In addition to the core partners, the local economic development organizations, Westmoreland County Industrial Development Corporation and Fay Penn Economic Development Council, participate and assist with BST activities.

The BST provides services to employers in the following target clusters: advanced manufacturing, healthcare, energy, and transportation. Small employers in these industries are often short-staffed with human resource professionals. The PA CareerLink® BST team members thus assist with workforce development needs. The BST members make personal visits to employers at their locations and work one-on-one as needed with employers to provide individualized service. Each employer is given an informational packet which explains the services, such as contact information, OJT information, labor market information, tax credit information, as well as UC Workshops, and planned job fairs, trainings, and presentations.

With respect to meeting business needs, employers may complete PA CareerLink® registration on their own or they may choose to contact the PA CareerLink® to get staff assistance. Once the employer has been approved, job orders are placed on the PA CareerLink® website to be viewed by any interested job seekers.

Additionally, recruitment assistance, such as promoting job openings at the PA CareerLink® sites, collecting resumes, and conducting screening interviews, may also be provided. Moreover, labor market information, wage data, Equal Opportunity Compliance, industry and occupation projections, and new hire reporting guidelines are available to all employers. The BST team also provides information about employee assistance programs to employers, through a partnership with the PA Office on Vocational Rehabilitation.

Business Engagement

As part of its overarching strategies, the WFWDB has worked to engage employer partners through the PA CareerLink® delivery system and its core service programs. Additionally, the WFWDB has engaged employer partners by building and managing employer-driven industry partnerships within the region's high growth and/or economically critical industry sectors and occupations. The WFWDB successfully managed the Southwestern Pennsylvania Manufacturing Partnership in previous years. The WFWDB has also led various partnerships/initiatives in the Health Care Industry such as EMT to RN and training in the long-term health care industry to help both local health care providers and job seekers connect to family sustaining jobs.

The WFWDB focuses its operations delivery system on ensuring that the needs of employers and job seekers are addressed through the demand-driven workforce system, which focuses on filling job openings with qualified job seekers. The PA CareerLink® BSTs reach out to the employers in the targeted industry clusters to assist in matching job seekers with employment opportunities. They help employers take advantage of available services, such as OJTs and job listings. They also reach out to work with RA programs to identify and support both entry-level and incumbent workers. This helps these workers gain the skills that they need by utilizing ITA funding, OJT funding, Incumbent Worker funds, and other customized training programs. The WFWDB works with a variety of educational institutions, community colleges, private schools, and other partners, such as Catalyst Connection and the National Center for Defense Manufacturing and Machining, to determine the needs of job seekers and employers and to assist them in addressing those needs through their respective endeavors. The WFWDB meets the workforce needs of employers, including small businesses, in new and emerging industries. These needs are met via a strategy of focusing on being a

demand-driven workforce system and providing opportunities in conjunction with core programs like connections to job seekers with apprenticeships, employer workshops on various business-related topics including UC, and participation in large scale job and hiring fairs.

Employer engagement focuses on providing business services and strategies that meet the workforce investment needs of area companies and obtaining job listings. Full customized service focuses on and is offered to employers that pay starting wages of \$12.00 per hour or above. Full service includes, but is not limited to, posting jobs, searching out candidates, running job matches, screening job applications, making referrals of qualified candidates or candidates who could qualify upon receiving OJT, and other services as needed. Companies that pay lower salaries and/or supply less attractive career opportunities (such as those in retail and fast food) will gradually be moved to self-service options on the PA CareerLink® website.

Staff working with employers will also assist with the use of PA CareerLink® for purposes of recruitment, interviews, and workshops (at current or expanded levels). Additionally, designated staff will help employers identify workers with necessary skills through job match searches, screening, and a variety of other services to enhance company sourcing and retention. Only qualified candidates with job referral ready resumes will be promoted to build business trust and rapport and to earn the respect and serious attention of firms to PA CareerLink® referrals. The purpose here is to build “currency” with employers as sourcing and retention specialists. Additionally, designated staff will assist employers in posting jobs on the PA CareerLink® website and in recruiting appropriate candidates for posting via UC lists, Common Measures lists, advertisement in the CRC, and job matching. Staff develop services and workshops for employers as needed and will be trained on the needs/characteristics of industries and the qualities of various skill training options for job seeker graduates to improve their professional skills in sourcing and retention. Staff will become knowledgeable of training sites and of opportunities for employers to obtain incumbent, OJT, and pre-hire training for workers and will provide the information and needed service support to employers.

As part of its continuous improvement processes, the WFWDB will be developing enhanced approaches to better engage employers in the public workforce development system and to better address employer concerns using the Next Gen model. The WFWDB will also continue to assist in expanding existing RA programs by utilizing TANF, WIOA Youth, and BEP funds. This will support existing pre-apprenticeship programs that are sponsored by local CTC’s and with other local partners such as SWPA BotsIQ, New Century Careers Manufacturing 2000 program, etc. This will ensure that all youth have opportunities to enter into RA programs. Additionally, the WFWDB works with employers and industry partnerships to identify needs and areas of improvement for additional RA programs to support the skills required in their industry.

The WFWDB will enhance current business engagement practices by active participation in the PA Dept. of Economic and Community “Engage” partnerships. Both local economic development agencies are part of our business service teams, specifically Westmoreland Industrial Development Corp. and Fay-Penn Economic Development Council.

Rapid Response

It is important to note that the state-assigned Rapid Response representative works with the BST to identify the labor needs of new and existing employers. During layoff events, BST representatives often attend initial fact-finding meetings to learn about the dislocating workforce and identify suitable new employment opportunities for that group. Knowledge of the skill sets of the available dislocated workers is valuable to the BSTs in helping them to market to those employers who are hiring. Business Service Teams also assist the Rapid Response staff to coordinate dedicated job fairs for large groups of dislocated workers with the goal of returning the dislocated workers to suitable new employment as soon as possible.

Unemployment Insurance Linkages.

The local area complies with the Commonwealth's Register for Work and Work Search law by helping unemployed individuals register on the PA CareerLink® system. It also provides telephones in the PA CareerLink® centers so that UC Claimants can call the statewide toll-free UC number regarding any benefits questions they may have. Additionally, individuals who are likely to exhaust their benefits are identified by the State through the Reemployment Services and Eligibility Assessment (RESEA) program. These individuals are directed to come to one of the PA CareerLink® locations for job search assistance.

At their local PA CareerLink® center, individuals are provided with an orientation of services and are given an initial assessment to determine their specific workforce needs. Based on their unique circumstances, they may be referred to additional services and resources, such as job search workshops, staff-assisted job search activities, partner programs, supportive services, and/or training activities to help them secure a new job or career.

Any potential UC eligibility issues identified during RESEA or any other UC Claimant interaction are referred to the State's Unemployment Insurance department for resolution. Moreover, the UC Workforce Development Representative conducts several seminars throughout the year for employers to learn more about UC Programs. Typical seminars include UC 101 - Separation Issues, UC Appeals and Hearings, Suitable Work, and Relief from Charges. A best practice of receiving preapproval from the Society of Human Resource Management (SHRM) for HR recertification credits is also in place.

Next Generation Industry Partnerships

The promotion of sector partnerships using Next Generation (Next Gen) strategies is vital to understanding the WFWDA. Next Gen sector partnerships are made up of local businesses and industries that help the WFWDB to address workforce and industry needs. To keep partnerships involved and engaged in the initiative, the Next Gen agenda topics are set by business leaders and their industry driven priorities. Overall, these partnerships help businesses in the local area with identifying resources and opportunities for collaboration to grow the workforce.

Engage! Program

The use of the Engage! program keeps a pulse of the region's employers' needs, strengths, and struggles. Engage! is a statewide business retention and expansion (BRE) program designed to interact with targeted companies regularly and proactively. The Engage! survey covers issue topics which include workforce needs, supply chain issues, infrastructure, and financial needs. The dialogue created by this survey is not only beneficial to the state of Pennsylvania, but also locally as the WFWDB can sooner see and target any impending issues in the region or where there are opportunities to capitalize on.

WFWDB utilizes *Engage!* surveys and reviews as a tool to connect, re-engage, and enhance partnerships with local employers and industry leaders. The WFWDB is focused on speaking with all employers in the LWDA, specifically with a focus on employers within the area's high-priority occupations.

As an industry-driven initiative, *Engage!* connects the WFWDB staff with local businesses to assist in growing and/or sustaining their workforce. Through surveys, the WFWDB pro-actively promotes programs to address employers' needs of remaining competitive in their specific industry and provide a pipeline to talented and skilled workers.

3.5. How will the local board coordinate local area workforce investment activities with regional economic development activities that are specific to the local area? How will the local board promote entrepreneurial skills training and microenterprise services?

Regional Economic Development Strategy

The WFWDB has been an active participant in the Partnership for Regional Economic Performance (PREP) region, and on a larger scale, in working with the Southwestern PA (SWPA) Commission and Catalyst Connection for several years on regional opportunities. As well as building local partnerships with Westmoreland County Industrial Development Corporation, Fay Penn Economic Development Council, Penn State New Kensington's The Corner, Penn State Fayette's Incubator, and St. Vincent Small Business Development Center to better coordinate economic development and workforce activities.

The PA CareerLink® BSTs and economic development work together at the staff level to discuss expansion, new business markets, opportunities for equipment purchases supporting expansions and new markets, and opportunities for businesses in the region. Additionally, there are joint efforts for training in both workforce development and economic development for staff.

As part of other regional workforce development efforts, the WFWDB has formed regional partnerships with the other local workforce areas of Southwest PA, specifically Three Rivers, Southwest Corner, and Tri County.

Training for Self-Employment

Entrepreneurial skills training and microenterprise services should provide the basics of starting and operating a small business. Some examples of such skill development include, but are not limited to, the following abilities:

- Taking initiative
- Creatively seeking out and identifying business opportunities
- Developing budgets and forecasting resource needs
- Developing a customer-centered environment
- Understanding various options for acquiring capital and the tradeoffs associated with each option
- Communicating effectively and marketing oneself and one's ideas

Although the WFWDB provides a variety of workshops each week that include many employment-related topics, the WFWDB has not identified a specific career track for entrepreneurial skills training and microenterprise services. Rather, individuals who are interested in self-employment are referred to our community partners, such as the Small Business Administration, to receive specialized assistance that includes entrepreneurship education.

This entrepreneurship education introduces the values and basics of starting and running a business. These programs often guide individuals through the development of a business plan and may also include simulations of business start-up and operation.

- Enterprise development provides support and services that incubate and help individuals develop their own businesses. Enterprise development programs go beyond entrepreneurship education by helping individuals access small loans or grants that are needed to begin business operation and by providing more individualized attention to assist in the development of viable business ideas.
- The WFWDB has and will continue to apply for funding that supports youth in gaining entrepreneurial skills. For instance, the WFWDB funded the Business Fundamentals and Leadership Academy for Northern Westmoreland CTC juniors to learn essential entrepreneurial skills in addition to soft-skills and post-secondary information.
- The WFWDB and PA CareerLink® Alle-Kiski are part of a planning team for the city of New Kensington. Penn State New Kensington is leading an effort to work with existing businesses and support entrepreneurs who have completed training at "The Corner", as well as those who are seeking to establish their small businesses in New Kensington.

Section 4: Local Workforce Delivery System

4.1. Provide a descriptive overview of the local area workforce delivery system, including key stakeholders and entities in the local area.

PA CareerLink® Operator

In compliance with the WIOA and related federal and state regulations, in 2017 the WFWDB initiated a competitive procurement process to secure a One-Stop Operator. The One-Stop Operator's programmatic responsibilities include:

- Ensuring that the role of all required partners in the PA CareerLink® centers have been defined, identified, and integrated into the service delivery system
- Implementing and augmenting the integrated services structure within the PA CareerLink® centers, as designed by the WFWDB and enabled via the Memorandum of Understanding (MOU) with all core and required partners operating at the site
- Monitoring operational procedures and protocols to promote effective and seamless partner referral, for the benefit of the customer, while ensuring that individual partner program performance and outcomes are not negatively impacted
- Evaluating service delivery (e.g., timing, type, format, etc.) across providers and partners as well as across customer segments and identifying opportunities to optimize services
- Developing, implementing, and monitoring customer service standards across the centers
- Continuously assessing customer needs via customer feedback mechanisms at the center and make recommendations to the WFWDB for continuous improvement
- Implementing and monitoring the negotiated One-Stop partner MOU
- Developing an understanding of and using all required technologies to access and report on necessary data (i.e., PA CareerLink®, Client Track™, etc.)
- Establishing and monitoring metrics for measuring success based on state and federal requirements associated with Provider and Partner funding streams
- Developing and implementing a plan for continuous improvement that engages all partners operating at the centers
- Convening a regular meeting of the administrative leadership of MOU partners to review progress and performance of the core programs
- Holding regular cross-agency staff meetings of partner staff to coordinate services within the structure of the multi-partner MOU including both onsite and off-site partners

The administrative responsibilities of the One-Stop Operator include:

- Convening regularly scheduled meetings and/or conference calls with WFWDB staff
- Presenting a report, in an approved format at each WFWDB meeting, regarding coordination of services, adherence to the MOU, and performance outcomes at the centers
- Assigning a program director who brings a high emotional intelligence and maturity (sensitivity, conflict resolution, listening skills) to influence and drive change across providers, partners, and WFWDB staff
- Providing a monthly activity report to the WFWDB

WIOA Providers

The entities providing WIOA Title I, Title II, Title III, and Title IV services are detailed in the One-Stop Location and Program Services Chart included as Attachment 3.

Procurement Process

The WFWDB has adopted the following policies and processes with respect to the competitive procurement of its One-Stop Operator:

The PA CareerLink® System Operator Procurement process will be engaged at least every four (4) years and in such a way as to promote efficiency and effectiveness; to assure regular consideration of Operator performance and costs; to assure continuous improvement by evaluation of the Operator's performance; and to ensure compliance with all applicable federal and state law, regulation, guidance policy, and procedures regarding procurement, One-Stop Operators, and the awarding of contracts for any WIOA-related or federally-funded activity or program.

The singular mandatory role the system Operator(s) is tasked with is the coordination of service delivery of One-Stop partners and service providers in the One-Stop delivery system. The WFWDB and its Customer Service Committee (PA CareerLink® Standing Committee) may consider any of the following expectations when developing the procurement request:

- Serves in a manner similar to that of an intermediary with all the One-Stop partners
- Knows and understands the parameters under which the partners provide services and each partner's required performance
- Makes recommendation on referral criteria that will improve services for individuals and the partner's performance
- Attends individual One-Stop partner meetings and is knowledgeable regarding upcoming community events and assures all appropriate partners are informed and participate
- Acts as an ambassador for the One-Stop system to the community
- Provides a bridge to business services and resources
- Monitors and makes recommendations to the WFWDB and partners regarding compliance with the Commonwealth's and WFWDB's One-stop center certification criteria which is essential for receipt of infrastructure funding
- Works with partners and the WFWDB to ensure the Commonwealth's 'Methods of Administration' are enacted and maintained, as well as relevant equal opportunity and civil rights policies
- Recommends which technological tools and services should be retained or retired as needed for the operation of the One-Stop center
- Tracks performance of negotiated One-Stop Partner MOU and provides reports to partners and the WFWDB

Proper procurement processes as described in the Uniform Guidance, Federal TEGL 15-16, and PA Workforce System Policy No. 121-04 which includes, but are not limited to, the following: code of conduct/conflicts of interest policies; effective internal controls to ensure full and open competition; pre-release criteria; contract agreement; pre-award review procedures; negotiation and award; protest process; post-award administration; closeout; and records will be required.

4.2. Identify the one-stop partners (required and other) authorized to provide required and other programs within the local area. Describe briefly the role(s) of the one-stop partners (required and other).

A complete listing of the PA CareerLink® Partners that are authorized to provide services in the local area is found in the One-Stop Location and Program Services Chart included as Attachment 3. This chart identifies the comprehensive and affiliate locations, the services available at each, and the roles and resource contributions of each of the Partners. The WFWDB has incorporated the HUD Employment Training Programs partnering with the Westmoreland County Housing Authority.

The MOU and Operating Budget are completed on an annual basis by the WFWDB and the PA CareerLink® partners which defines the expectations, service levels, and resource contributions of each organization. The

WFWDB has an MOU in place effective July 1, 2020. It will comply with all federal and Commonwealth directives regarding the WIOA.

4.3. How will the local board facilitate access to services provided through the one-stop service delivery system?

The WFWDB will continue to facilitate access to services provided through the PA CareerLink® system as follows:

Strategically Located Centers

The three PA CareerLink® centers are strategically located throughout the local area based primarily on their proximity to population centers and public transportation. The PA CareerLink® - Fayette County in Uniontown is central to the county, in the county seat, as well as being in the largest city in the county. The PA CareerLink® - Westmoreland County at Youngwood is central to the county on the main campus of WCCC. The PA CareerLink® - Alle-Kiski in New Kensington serves the northern area of Westmoreland County and the northern/northeastern area of Allegheny County and is located on a branch campus of WCCC. Addresses are as follows:

- PA CareerLink® Alle-Kiski:
Address: 1150 5th Ave., New Kensington, PA 15068
Phone Number: 724-334-8600
TTY Number: 724-334-8713
- PA CareerLink® Fayette County:
Address: 112 Commonwealth Drive, Lemont Furnace, PA 15456
Phone Number: 724-434-5627
TTY Number: 724-434-5761
- PA CareerLink® Westmoreland County at Youngwood:
Address: 151 Pavilion Lane, Youngwood, PA 15697
Phone Number: 724-755-2330
TTY Number: 724-925-3243

Overall, the hours of operation and services are varied and flexible based on customer need. Evening and other alternative hours may be utilized. Factors which influence hours include, but are not limited to, availability of public transportation, the needs of under-employed and unemployed individuals, and employer hours of operation.

Providing Access in Remote Areas

In addition to the three PA CareerLink® centers, the WFWDB will also provide and expand services in the remote locations of local area through the following strategies:

- Promoting use of the PA CareerLink® services available at <https://www.pacareerlink.pa.gov>
- Forming partnerships with the library system to provide service in remote areas of the counties. The following libraries are the WFWDB's partners: Brownsville, Belle Vernon, Connellsville, Greensburg, Monessen, Rostraver, and Uniontown. Staff assisted and Labor Market Information are available at all remote sites.
- Encouraging and allowing the use of technology, including text messaging, social media, online video conferencing, Internet searches, and other state-of-the-art methods to locate, communicate, and contact job seekers and industry personnel.
- Expanding its existing network of community partnerships to include additional community-based entities, faith-based organizations, employer-sponsored groups, and government organizations to increase access throughout the local area.
- PA CareerLink® centers are looking to create their parking lots to be WIFI hotspots for the public to easily access the internet and virtual services.

Utilizing Case Management Systems

All partners provide seamless service delivery on-site at each PA CareerLink® center. The system as a whole utilizes the PA CareerLink® to provide specific information to job seekers and employers in their respective efforts to obtain employment and find the best employees. To promote the timeliness and accuracy of information, Case Managers and BST personnel are required to enter information into the system of record within 24 hours of customer interaction. Additionally, case management is a coordinated effort between Title I staff, Title II staff, and other required WIOA partners. Individuals are often co-referred with Title II or other partners to ensure that efforts are made to provide consistent case management communication and information to assist individuals being served by other partners.

Coordinating with Adult Education

To ensure that individuals participate in basic education and that English learning programs have direct connections to career pathways leading to high-quality jobs, the WFWDB will work with its Adult Education partners to identify strategies that improve access. For example, it will explore the creation of a cross-referral process as well as the development of coordinated outreach efforts. Our local Adult Basic Education provider is co-located at two of the three Westmoreland-Fayette PA CareerLink® centers providing easy access for GED, Remedial, and ESL services. These programs are open-entry/open-exit and self-paced, thus allowing for continuous enrollment of service – targeting those with basic skills deficiencies. The provider is also able to conduct pre- and post-tests on academic skill levels for our customers.

Meeting the Needs of Individuals with Barriers to Employment

The WFWDB's approach for meeting the needs of individuals with barriers to employment, including improving digital literacy skills is detailed in Section 3.2.

Improving Access to Services for English Language Learners and Individuals Who are Deaf or Hard of Hearing

As part of its service strategy, the WFWDB requires that the PA CareerLink® centers provide translation and/or interpretation services. It encourages partners to staff each location with highly qualified personnel who mirror the center's demographics; utilizing bi-lingual and multi-lingual personnel as needed. Telephone-based translation services may be used for languages other than English and the WFWDB encourages the PA CareerLink® centers to provide workshops in Spanish. Individuals who are deaf or hard of hearing are afforded equal communication and programmatic access, including the scheduling and use of a PA certified American Sign Language interpreter. Each PA CareerLink® center also has a TTY communication device available for Deaf and Hard of Hearing individuals.

Providing Access to a Variety of Programs

When deemed appropriate, partner staff may refer customers to other partner programs within the system that provide additional/ancillary services that may be beneficial. For example, EARN staff are co-located in each of the One-stops and EARN staff members are active members of the PA CareerLink® BST. If it is determined that an EARN participant can benefit from training programs offered under WIOA, then co-case management occurs. The WIOA case manager determines eligibility and both WIOA and EARN case managers work together with the client to make sure they receive all services for which they are determined eligible.

Additionally, UC Courtesy phones and UC PCs are also available at the PA CareerLink® centers for those customers who need access to such services.

4.4. How will entities within the one-stop service delivery system, including one-stop operators and the one-stop partners, comply with WIOA Sec. 188 (as 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?

The WFWDB requires that the PA CareerLink® and any affiliated sites are fully accessible to any individuals who may be interested in receiving employment and training services. Each site is certified annually for compliance by the Office of Equal Opportunity - PA Department of Labor and Industry. Overall, the WFWDB promotes full accessibility by requiring that its Operator, Partners, and Site Administrator to:

- Conduct and participate in training of staff members and partner personnel regarding services to individuals with disabilities.
- Provide outreach and referral to agencies within the local area, including OVR that offer services to individuals with disabilities.
- Maintain an updated list of resources available within the local area for use by staff and customers in accessing needed services.
- Advocate for individuals with disabilities and barriers to employment by advising and informing them about resources available within the PA CareerLink® and throughout the local area and coaching them on how to apply for needed resources.
- Utilize a Limited English Proficiency policy, including the use of bi- and multi-lingual personnel in the center as well as providing access to language interpretation services.
- Provide assistive technology items for persons with disabilities, such as adaptive keyboards and/or adjustable workstations.
- Conduct a physical inspection of all assistive technology/equipment to ensure functionality on a regular basis.
- Coordinate staff training on assistive technology and equipment to ensure that personnel are fully trained in usage and application.
- Help individuals with disabilities who may require additional assistance with the registration process.
- Maintain required federal and state notices and postings.

As discussed in several sections of the local plan, all those connected to the WFWDB are required to perform affirmative outreach efforts that include various groups including different sexes, racial and ethnic/national origin groups, religions, and individuals with limited English proficiency, disabilities, and/or ages whether or not there is a specific funding stream.

Those connected to the WFWDB include:

- All internal staff
- Program and service providers
- One-Stop Operator
- Title I Career Services Provider
- PA CareerLink® staff

Measures taken to ensure that affirmative outreach efforts are taken include but are not limited to:

- Having staff members participate in regularly scheduled community affirmative outreach activities throughout the program year
- Welcome orientations, workshops, recruitments, and job fairs are posted on PA CareerLink® social media pages, newsletters, and flyers that are shared on local community sites as well as shared on the WFWIB website, social media, and newsletters
- Staff participates in rapid response information sessions for dislocated workers as scheduled by Rapid Response Coordination Services in Harrisburg
- The Business Services Team (BST) has goals for affirmative outreach and services to employers. Business Services uses various methods to perform affirmative outreach to employers including

attending regional networking events, cold calling/e-mailing points of contact, advertisement on social media, and employer visits

- Youth program providers and contractors are required to provide affirmative outreach and proof of their affirmative outreach efforts

Additionally, all promotional pieces shared by the WFWDB contain the Equal Opportunity statement “WFWIB is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.”

4.5. Describe how the local board will ensure the continuous improvement of eligible providers through the system and that such providers will meet the employment needs of local area employers, workers and job seekers.

The WFWDB understands the critical importance of ensuring that WIOA-funded training programs provide job seekers with the skills and qualifications that are required and valued by local area employers. It notifies local educational agencies and training providers of initial eligibility provisions and the availability of applications for the Eligible Provider List (EPL).

In partnership with the state, it identifies those training providers at the local level whose performance (based on minimum criteria established by the Governor) qualifies them to receive WIOA funds. It then manages the resulting list of training programs that are eligible for ITAs.

The WFWDB considers the following types of criteria as it reviews the applications for initial and ongoing eligibility:

- Performance results
- Entered unsubsidized employment
- Employment retention
- Average quarterly wage
- Program graduation/certification rates
- Licensure by the Pennsylvania Department of Education
- Current labor market employment projections for proposed occupational training outcomes, including those that the WDB has identified as high occupancy occupations
- Input received from local area employers regarding skill needs
- Results of customer satisfaction surveys

To ensure that training investments are aligned with the hiring needs of regional employers, each of these programs provides training in a HPO, including those in healthcare, advanced manufacturing, energy, and transportation.

The statewide eligible provider list is updated annually. A local area provider that has been denied inclusion on the list or has been removed from the list may choose to appeal the decision to the WFWDB.

The WFWDB’s Customer Service Committee is responsible for researching and reviewing such appeals. Based on the Committee’s findings, it may re-instate the provider to the list, or it may continue to exclude it. In each instance the Committee will notify the provider of the decision and the rationale behind it.

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

The WFWDB regularly reviews the type of programs available to Adult and Dislocated Workers in the local area, including training services available through the ETPL as described in Section 4.5. This process is

completed through an analysis of the WIOA, a review of current activities related to performance, surveys of local employers and their intermediaries, and a comparison of program delivery type/availability to peer best-in-class local workforce development areas both within the Commonwealth as well as in other states. The WFWDB identifies service gaps, confirms the need for specific services with employer and sector groups, and adjusts policies and programming to address identified needs as may be required.

The WFWDB provides access to workforce services at the PA CareerLink® centers. In addition to partner programs, it also competitively procures services as needed to meet local labor market needs.

Upon entry in the system, individuals are directly referred to the specific services that best meet their needs. As may be required, interpretation and/or translation services may be utilized to assist customers who do not speak English well.

Adult and Dislocated Worker workforce activities are provided under the broad categories of Basic Career Services, Individualized Career Services, and Training Services. Basic Career Services are available to any customer, while Individualized Career Services and Training Services are reserved for individuals who meet WIOA eligibility requirements. Details of these services are further provided in Section 4.13.

Priority of Service

The WFWDB has established a Priority of Service policy for Title I Adults to ensure that special populations are adequately served through PA CareerLink® centers. Priority is given to residents of Fayette and Westmoreland Counties on four priority categories.

- **Recipient of Public Assistance:** Includes individuals who receive, or in the past six months have received, or are a member of a family that is receiving or in the past six months has received, assistance through one or more of the following:
 - Supplemental Nutrition Assistance Program (SNAP)
 - TANF
 - Supplemental Security Income (SSI)
 - State or local income-based public assistance
- **Low-income individual:** Defined as an individual whose prior six-month income does not exceed the higher of the poverty income level or 70% of the lower living standard.
- **Basic skills deficient:** Defined as an Adult who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the participant's family, or in society. Individuals who are basic skills deficient will be assessed. Test results that indicate reading and math at 9th grade levels or below will be considered basic skills deficient.
- **Underemployed Individual:** Defined as a person who is employed full-time or part-time and meets the definition of a low-income individual as described above.

Regarding the priority of service for veterans and eligible spouses, priority of service is applied in the following order:

- **Veterans and eligible spouses who meet the statutory priority** (public assistance recipient, other low-income individuals including the underemployed, or basic skills deficient) and Adult program eligibility must receive the highest level of priority for services
- **Other individuals (not veterans or eligible spouses) who meet the statutory priority** (public assistance recipient, other low-income individuals including underemployed, or basic skills deficient) and Adult program eligibility then receive the second level of priority for services
- **All other veterans and eligible spouses who meet Adult program eligibility**, then receive the third level of priority for services
- **Other individuals (not veterans or eligible spouses) who do not meet the statutory priority** (public assistance recipient, other low-income individuals including underemployed, or basic skills

deficient), but do meet a local discretionary priority and Adult program eligibility, then receive the fourth level of priority for services.

- **Other individuals (not veterans or eligible spouses) who do not meet the statutory priority** (public assistance recipient, other low-income individuals including underemployed, or basic skills deficient) and do not meet the local discretionary priority, but do meet Adult program eligibility, then receive the fifth level of priority for services.

4.7. How will training services be provided using individual training accounts, or ITAs, fund programs of study, or through the use of contracts for training services fund work-based trainings.

Training Services Overview

Historically, the WFWDB has primarily used ITAs to fund occupational skills training activities for its customers. Based on a customer's specific needs and circumstances, they may choose to enroll in training activities using an ITA or a work-based learning program. Moreover, an ITA-funded training may also be completed in conjunction with work-based learning activities, such as OJT, customized training, and internships. Such coordination will be clearly identified in the customer's IEP/Individual Service Strategy (ISS).

Each customer will be given the option of selecting the training provider that best meets their needs from any of the entities that are included on the ETPL as well as any organizations that have been deemed suitable for work-based learning activities.

An overview of the WFWDB's ITA and work-based learning policies is provided below:

ITAs

Eligible customers may select appropriate training programs based on occupational demand, performance reports, and personal interests and aptitudes. The selected training must be tied to the HPO for the local area.

The ITA is limited to a maximum amount of up to \$4,500 for programs that are less than one year in length and up to \$6,000 for programs that are over one year. Customers are required to apply for alternate financial aid resources such as PELL and PHEAA in conjunction with ITA funding.

Work-Based Learning

The WFWDB is currently exploring expanding the use of work-based learning programs, such as work experience, internships, co-op programs, apprenticeships, and transitional jobs to meet any unique/specific skill needs of employers in the area. Policies it will consider as it moves forward include:

- Targeting high-growth industries for potential work-based learning opportunities
- Educating employers, including chambers and industry associations, about how work-based training can enhance their businesses by decreasing turnover and improving productivity
- Assisting businesses by streamlining work-based learning paperwork requirements
- Assessing job candidates to determine their eligibility and suitability for work-based learning opportunities
- Identifying career pathways in the targeted sectors that align with work-based learning activities
- Including work-based learning as part of its agendas and topics of discussion during business forums and summits
- Requiring the BST to actively promote work-based learning as key service for local businesses
- Establishing time periods and caps for work-based learning activities

4.8. Provide a description and assessment of the type and availability of youth workforce investment activities in the local area.

Overview

The WFWDB is conscious of the fact that it needs to produce an educated and skilled pipeline of talent for its targeted industry clusters. Key to this effort is the availability of workforce services to youth. To ensure this, the WFWDB, in coordination with the Youth Committee, has developed a vision for providing comprehensive services for eligible local youth, as well as goals and objectives to achieve that vision through four action steps:

- Move toward a well-prepared skilled workforce by creating a customized, comprehensive demand-driven career development system with measurable outcomes.
- Move toward informed investments in a youth workforce development system by creating interagency partnerships and a flexible system for education and employment opportunities.
- Move toward successful engagement of all youth by helping them access work-based career opportunities and marketable career paths.
- Build a career education partnership with local schools, businesses, and youth service providers that emphasizes STEM (Science, Technology, Engineering, and Math). The WFWDB relies on guidance of the Youth Committee in developing the portions of the Local WIOA Plan relating to youth services. The Youth Committee functions as a committee of the WFWDB and makes recommendations to the WFWDB on the implementation of youth programs and the selection of youth providers. Of note, a representative of the Job Corps is on the Youth Committee, and other youth organizations, such as Big Brothers Big Sisters and the Boy Scouts of America, have been represented on the Youth Committee.

Services and Partners

The Youth Committee and WFWDB ensure that youth served under WIOA have convenient access to a wide range of youth-directed services, including linkages with foster care entities for those that are aging out of the system, local educational agencies, courts, rehabilitation agencies, and community-based organizations. To promote an integrated service delivery system, the Youth Committee envisions the “bundling” of resources in the local area to create a continuum of care. It has recommended that Title I funding be awarded to providers who coordinate other existing programs, resources, and funds that expand the number of youths who will be impacted through WIOA programs, and that ensure a continuum of care for eligible youth.

To secure its youth services, the WFWDB utilizes a Request for Proposals (RFP) process that includes evaluating proposals on criteria such as experience, outcomes, cost, program operations and program services as defined by the RFP. It ensures compliance with applicable safety and child labor laws by making adherence to all laws a contractual requirement, and by monitoring during compliance inspections.

The Title I Career Services Provider provides Individualized Career Services to youth and makes available the 14 required program elements. In addition to their services, they also make referrals to other state and local agencies offering supportive services such as transportation, childcare, dependent care, housing, and needs related payments.

PA CareerLink® centers have agencies and community partners that work with youth and At-Risk Youth. Additionally, interested and eligible youth are referred to any of the three Job Corps centers located in Pennsylvania.

The Youth Committee and WFWDB work to strengthen connections between the business community, CTCs, local school districts, and Post-Secondary Providers. The WFWDB leverages WIOA funding with other funding sources such as BEP, local educational funds, and TANF Youth Funds to provide career awareness activities,

work experience opportunities, summer employment linked to academic and occupational learning, leadership development/community service activities and services specifically targeting ISY.

Youth with Disabilities

Services to youth with disabilities are an integral part of program design. The WFWDB works with OVR Transitional Teams to provide support to youth with disabilities. Additionally, the WFWDB has a partnership with Goodwill of Southwestern Pennsylvania to provide eligible students with disabilities with pre-employment transition services. It will result in the successful transition of students from high school to competitive integrated employment or to postsecondary education.

WIOA Youth Eligibility Requirements

The WFWDB and Youth Committee review and approve all outlines and tools for WIOA Youth documentation requirements, including the policy for requiring additional assistance to complete an education program or to secure and hold employment for eligibility and enrollment for WIOA Youth program services. To enroll in WIOA Youth programming, a youth must provide documentation to determine eligibility for the following requirements:

- Age (ISY are 14-21 years old and OSY are 16-24 years old)
- Authorization to Work
- Residency
- Selective Service Registration (if applicable)
- School Status
- Low-Income Determination (if applicable)
- Barrier Status (School drop-out; pregnant/parenting; youth with a disability; individual in foster care/aged out; homeless or runaway; offender; basic Skills deficient; English language learner; requires additional assistance)

The WFWDB has defined transportation as an additional barrier for those low-income individuals who require “additional assistance” to enter or complete an educational program or to secure or hold employment. Both Westmoreland and Fayette Counties are rural communities that lack available and accessible mass transit systems. This barrier is documented at the time of enrollment and assessment as attested by the applicant.

Each TANF YDF funded agency determines the activities that are included in the 14 WIOA Youth Program Elements. All 14 elements are made available to TANF YDF participants in the local workforce development area. The 14 WIOA Youth Program Elements under WIOA Section 129(c)(2) include:

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential.
2. Alternative secondary school services, or dropout recovery services, as appropriate
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
 - a. Summer employment opportunities and other employment opportunities available throughout the school year
 - b. Pre-apprenticeship programs
 - iii. Internships and job shadowing
 - c. On-the-job training opportunities
4. Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-8 demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec. 123

5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors
7. Supportive services
8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation
9. Follow-up services for not less than 12 months after the completion of participation
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth
11. Financial literacy education
12. Entrepreneurial skills training
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services
14. Activities that help youth prepare for and transition to post-secondary education and training

TANF Youth Development Funding (YDF)

The WFWDB looks to build upon opportunities to outreach and engage younger youth ages 12-18 who are in-school with TANF YDF. Opportunities to build career readiness, career awareness, and work experiences activities will be the focus of utilizing the TANF YDF.

TANF YDF will be used to support summer and year-round work experience programs as well as career readiness and exploration programs and activities. TANF YDF will support high quality academic and workforce development programming through services and activities related to work experience opportunities for youth to gain work skills and experiences. Providers will be encouraged to incorporate and provide the 14 WIOA Youth Program Elements when they build their program activities. The WFWDB will look to provide a combination of year-round and summer only activities with 100% of the participants receiving at least 1 WIOA Youth Program Element.

TANF Funds are used to provide career readiness activities that met the PA Academic Standards for Career Education and Work. These activities supported the WFWDA's countywide initiatives that focus on business-education partnership opportunities for youth, educators, employers, and community support organizations. These activities assisted youth with developing good work habits, employment-related skills including essential soft skills, acquire financial literacy, and gain a greater understanding of higher education and career options (specifically HPOs) available in the local area that will prepare youth to succeed in a career path.

Recruitment for program participants is the responsibility of the contracted program vendors. The WFWDB works with program vendors to identify and share information to local school districts, local business, community organizations, the community, and BEPs. Coordination of recruitment and referral procedures for support for WFWDB youth programs with local CAOs is detailed in the signed MOUs through our PA CareerLink® Centers. The WFWDB has shared upcoming youth program information with CAOs and the Youth Program vendors are encouraged to connect to the CAOs for recruitment referral assistance. Oversight of the local management committee (LMC) helped to strengthen recruitment and coordination with our two local CAOs.

TANF Youth Development Funds will support high quality academic and workforce development programming through services and activities related to work experience opportunities for youth to gain work skills and experiences. The programs will be supported by local profit organizations, non-profits, and

community organizations which will provide work sites, youth referrals, as well as training for our local youth.

The WFWDB will continue to monitor the local wages and look to increase the wages as it deems it responsible. In PY 2019 the reimbursement rate for work experience program wages was raised from \$9 per hour to \$10.00 per hour. The WFWDB is projecting to increase the hourly wage to \$10.35 per hour for employment placements, whenever possible, based on the local labor market competitive entry-level wages.

Recruitment for employers/organizations for work experiences is primarily the responsibility of the program vendors who are selected to deliver programming as part of a Request for Proposal procurement process. Program vendors are typically recognized partner organizations of the community and have a strong employer connection in the local areas. In addition to the program vendors, the WFWDB provides connections and information to employers in the community about the programs and works with the BEPs to share opportunities.

TANF Funds will be leveraged with the LWDA WIOA funding as well as BEP funding. The WFWDB also leverages non-monetary contributions from local educational providers and area employers. The TANF programs are supported by local profit organizations, non-profits, and community organizations that served as worksites for the work experience programs. Examples of these partners are: The Private Industry Council of Westmoreland/Fayette, Community Action Agencies in Fayette and Westmoreland Counties, local townships, municipalities, etc. These partners provided support by providing worksites, youth referrals, operational activities, and services to the program. Other partners include the WFWDA's K-12 school districts, CTCs, local post-secondary educational providers, economic development agencies, businesses, and industries.

TANF Program Vendors are permitted to utilize incentives in career readiness programs to encourage completion of the programs, meet program goals, earn industry recognized credentials, etc. Only cash incentives are permitted to be provided to participants. Program Vendors are expected to provide a list of incentives to all program participants during an orientation session. Each provider is required to submit to WFWDB their incentive policies and procedures that are in alignment with 2 CFR 200 of WIOA and USDOL's TEGL No. 21-16. The WFWDB Compliance Officers and the Youth Services Manager reviews the policies and procedures and monitors that they are being applied to the program properly.

The name, phone number, and email address of the WFWDB staff member responsible for implementation, tracking, and reporting of TANF YDF activities and expenditures is as follows:

- Courtney Venick – Youth Services Manager
724-755-2145
cvenick@westfaywib.org

WFWDB routinely seeks program providers for TANF Youth programming through an RFP process. Contracts are normally in place for a one (1) year period and can be extended for a second year. Current vendors for TANF Programs are:

- Private Industry Council of Westmoreland/Fayette
219 Donohoe Road, Greensburg, PA 15601
724-836-2600
Alec Italiano – aitaliano@privateindustrycouncil.com
- Fayette County Community Action Agency
108 N. Beeson Blvd., Uniontown, PA 15401
724-437-6050
Kim Hawk – khawk@fccaa.org

The names, phone numbers, and email addresses of the WFWDB staff members responsible for the compilation and submission of the DHS Qualification Spreadsheet on DocuShare are as follows:

- Courtney Venick – 724-755-2145 – cvenick@westfaywib.org
- Erika Doyle – 724-434-5627 – edoyle@privateindustrycouncil.com
- Janet Ward – 724-755-2145 – jward@westfaywib.org

The WFWDB monitors subrecipients and vendors fiscal and program compliance during review of submitted invoices. Additionally, a full fiscal and programmatic review of subrecipients occurs on a yearly basis. The yearly review comprises a review of funds distribution and receipt, program policies and procedures, and participant files. WFWDB Compliance Officers are charged with the responsibility of monitoring. Compliance officers along with the Youth Services Manager conduct site visits with subrecipients, worksites, and youth participants.

4.9. How will the local board coordinate workforce investment activities and ensure they are carried out in the local area with statewide rapid response?

Rapid Response provides services to the community, the employer, and the worker. It is a proactive and coordinated effort that includes access to Pennsylvania's economic development assistance resources, such as helping businesses that are at risk of closing to keep their doors open, as well as helping employers reduce the size of, or prevent a layoff.

In addition to these proactive services, Rapid Response activities may also be triggered when L&I learns of a planned closure or layoff through a notice as required by the Worker Adjustment and Retraining Notification (WARN) Act, through the media, or by contacts in the local area. Rapid Response services may also be offered in the event of a mass job dislocation as a result of a disaster.

The WFWDB, in collaboration with the Commonwealth's Rapid Response Coordinator, has established a Rapid Response Team that is comprised of key workforce partners including representatives from L&I, PA CareerLink® staff, organized labor, and others. The WFWDB assembles these partners to ensure the system implements a strategic and comprehensive approach to address area dislocations. Working together allows for the coordination of services and information-sharing which focus the use of public resources aimed at supporting workers to generate greater outcomes/economies of scale and establish a system that is relevant and responsive. Specifically, the local, regional, and state representatives on the team share the responsibilities for providing the information and services to affected workers.

The WFWDB has identified layoff aversion and business and job retention as important components of workforce development. Rapid Response staff expedites linkages among at-risk companies and local and state economic development entities. Pennsylvania's Rapid Response program includes support of the Strategic Early Warning Network (SEWN) operated by the Steel Valley Authority in conjunction with LWDBs.

4.10. How will the local board coordinate relevant secondary and postsecondary education programs and activities with workforce investment activities to support strategies, enhance services and avoid duplication of service(s).

To connect and coordinate workforce programs with relevant secondary and postsecondary education offerings and to avoid duplication of efforts, the WFWDB has agreements with the Title II Provider to deliver Adult Career Education classes to increase academic skills and personal development skills. The WFWDB further supports local CTCs and secondary schools through dual enrollment programs. Additionally, it utilizes Chapter 329 Career Guidance Plan Development as a coordinated effort for college and career readiness.

The WFWDB provides access to postsecondary opportunities and financial aid information through the PA CareerLink® system, and its statewide list of approved training providers.

The WFWDB's local Adult Basic Education provider is co-located at two of the three Westmoreland-Fayette PA CareerLink® centers, providing easy access for GED and Remedial and ESL services. These programs are open-entry/open-exit and self-paced, thus allowing for continuous enrollment of service – targeting those with basic skills deficiencies. The provider is also able to conduct pre- and post-tests on academic skill levels for customers.

The local area is fortunate to have five secondary career & technical centers, five postsecondary institutions, and 23 school districts. WFWDB staff participates in both local advisory boards and Perkins Participatory meetings to provide information on available jobs and required employability skill requirements. To avoid duplication of services, the WFWDB engages in the following strategies:

- Leadership role in regional BEPs
- Partnering with WCCC on a micro-credential program that is based on industry-driven certifications
- Supporting school academy model to assist with transition from secondary to post-secondary training
- Leadership role in assisting local school districts on reviewing PA Department of Education Charter 339 plan that provides for college and career readiness.
- Partnering with Title II providers to build career pathway that links basic education with demand driven post-secondary training

Local Board actions related to Perkins Act, Section 134. CTE comprehensive needs assessment.

The WFWDB staff will be on the Workforce Areawide Planning and Implementation Committee for the CTE comprehensive needs assessment. The Committee is made up of the 5 local CTC's and Westmoreland County Community College as the Perkins postsecondary recipient. The Committee will be able to utilize data from the Center for Workforce Analysis based on labor market information for the Westmoreland-Fayette Workforce Area.

4.11. Describe the plans, assurances and strategies for maximizing coordination, improving service delivery and avoiding duplication of Wagner-Peyser Act (29 U.S.C. 49 et seq.) services and other services provided through the one-stop service delivery system.

Coordination of Roles and Responsibilities

The One-Stop Operator is responsible for functionally supervising all staff, including Wagner-Peyser personnel, coordinating partner programs and services, and reporting the system's performance outcomes.

The service model is designed to ensure improved service for all customers regardless of the funding source, promote a culture emphasizing customer satisfaction, embed continuous improvement and communication, and apply more effective gathering and use of data. The center staff, both contracted and staff, are charged with delivering:

- An increased number of customers who initially and continuously engage in center services
- Tangible customer benefit and outcomes for each center visit and service
- More customer connections to partner program services when needed, wanted and available
- A focus on both skills and jobs with personalized and customized workforce advice and recommendations
- A service concentration with the fewest service entry procedures as possible to maximize customers' satisfaction
- Easy access to a comprehensive series of services that are responsive to the needs of the individual

- An increased set of options for how services are accessed including a virtual presence to reach customers outside of the center

Improving Program Partner Integration

The WFWDB recognizes the importance of partner and program coordination and will charge the One-Stop Operator to provide this function. The Operator will be responsible for assessing current gaps in the service delivery system, strengthening current partnerships, and facilitating seamless referrals between partners.

Referral Mechanism

As outlined in the MOU, a primary purpose of the referral system is to provide integrated and seamless delivery of services using common intake and registration forms. Following assessment and determination of service needs, staff members document customer referrals through case notes in the PA's workforce development system of record. The One-Stop Operator will be responsible for standardizing processes and regularly evaluating the referral system.

Orientation and Customer Flow

An orientation is presented at each of the PA CareerLink® centers. It is the gateway for WIOA registration and participation in WIOA Individualized Career Services and Training Services. All customers are urged to attend an orientation, especially those interested in or in need of WIOA services, including: (a) customers who are potentially interested WIOA-funded services, (b) customers who inquire by phone or at the center about WIOA-funded services, including Training Services, and (c) customers who are referred by community organizations and partners.

The orientation includes an overview of PA CareerLink® center services, including WIOA. The WIOA program is described as "services" (not as a program) comprised of two categories: (a) Supported, Structured Job Finding Services and (b) Training for Employment Services.

Customers attending the orientation who are interested in either, or both, of these services are invited to remain for a one-on-one with a WIOA Workforce Advisor or to schedule an appointment to return within a week.

The registration form is a uniform document that captures all data needed for enrollment into the PA workforce development system of record. Staff members also use a customized IEP/ISS to assist the job seeker in goal setting. Copies are shared with partner programs, with the individual's permission.

An overview of job seeker customer flow is depicted in Figure 22.

Staff Development

When the PA CareerLink® centers were initially integrated, cross-program training was conducted regarding all available services within the system. The One-Stop Operator is tasked with establishing a formal professional development process for the system.

4.12. How will the local board coordinate WIOA Title I workforce investment activities with adult education literacy activities under WIOA Title II?

The WFWDB believes that the Title II services are necessary for its customers and critical in the overarching mission of its work. It is committed to continue working in partnership with the Title II providers as they develop their local applications.

It will partner with the Title II provider to offer a series of connected basic education and support services that enable individuals to receive employment within a specific occupational sector and advance over time

to higher levels of education and employment. Title II staff are based at Westmoreland-Fayette PA CareerLink® center locations as needed to ensure services are readily available.

Additionally, the WFWDB's Planning Committee will review the RFP for Title II programming to ensure that educational opportunities will align with the targeted employment needs of the region. Specifically, the Pennsylvania Department of Education (PDE) will establish procedures and accompanying rubrics and documentation for Title II applications to be provided to local boards to review for alignment with their local plan. After reviewing and evaluating the applications, the local boards will be responsible for submitting recommendations to PDE and will also be responsible to provide technical assistance later in the process.

Title II providers were welcomed to participate in the development of this local plan. Providers were encouraged to attend and participate in public outreach sessions for public comments, as well as to submit comments during the public comment period. A representative of Intermedia Unit I (IUI), a WFWDB Title II provider, is also a current board member involved in board reviews and approvals of the local plan.

4.13. What services, activities and program resources will be provided to participants, including those outlined at WIOA Sec. 3(24), Individuals with a Barrier to Employment, in the local area?

Outreach and Intake

Outreach, intake, and eligibility, including the identification of an individual's potential barrier(s) to employment, are discussed in Section 3.3.

Overall, the PA CareerLink® centers offer a wide variety of services to assist customers with job preparation and job search. Resource rooms offer computers with Internet access, as well as printing, mailing, and phone and fax services during regular business hours. Further assistance is available through resume and cover letter development, mock interviewing, job postings, and job search tip sheets. Job seekers can meet with employers conducting on site interviews and sign up for job readiness workshops. Specialized information is available on high school equivalency attainment, UC, Youth programs, and career services for veterans, persons aged 55 and over, and individuals with disabilities.

The menu of services available to job seekers, including individuals with barriers to employment is as follows:

- **Basic Career Services:**
 - Initial assessment of needs
 - Referral to appropriate services
 - Self-directed or staff-assisted job search
 - Workshops, such as resume writing, interviewing skills, and job search
 - Information on:
 - Labor market
 - Training providers
 - Supportive services
 - Unemployment
 - Financial aid
 - Relocation assistance
- **Individual Career Services:**
 - Eligibility determination
 - Comprehensive assessment
 - IEP/ISS defining the customer's specific goals and pathway for achievement
 - Career counseling and planning
 - Short-term pre-vocational services
 - Internships and work experience

- Workforce preparation activities
- Financial literacy services
- Supportive services, including activities designed to eliminate barriers to employment, such as assistance with transportation, work-related tools, or clothing, and childcare
- **Training Services:**
 - ITA
 - OJT
 - Customized training
 - Job readiness training
 - Workplace training/co-op programs
 - Skills upgrading and retraining
 - Pre-apprenticeship / Apprenticeship
 - Transitional jobs
 - IWT

To be enrolled into a Training Service activity, individuals must meet programmatic eligibility requirements and must also be identified as unlikely to obtain or retain self-sufficient employment or higher wages, need training to obtain or retain self-sufficient employment or higher wages, and have the skills and qualifications to participate in training (i.e., appropriateness for training).

Training must be linked to an in-demand industry sector, HPO, or a sector that has a high potential for sustained demand or growth. Such training may be delivered via an ITA, training contract, or a combination of both. Training providers are found through the ETPL which establishes eligibility and provides information about training institutions and their programs.

Services to Individuals with Disabilities

As detailed earlier, WIOA Title IV eligible OVR customers receive multiple services from qualified Vocational Rehabilitation Counselors that may include but not be limited to; diagnostic, vocational counseling and guidance, vocational evaluation, restoration, training, job placement and pre-employment training services for eligible and potentially eligible high school students with disabilities. OVR is the Title IV provider. The services provided to individuals with barriers to employment, are described in Sections 3.2, 4.3, and 4.4.

4.14. What services, activities and program resources will be provided to businesses and employers in the local area

The BST has responsibility to support business engagement activities including the following functions:

- Support staff-assisted job orders
- Screen and refer qualified job candidates to job openings
- Outreach to new employers
- Promote services such as OJT, IWT, customized training, and WEDnet
- Manage Rapid Response when companies lay off workers
- Conduct layoff aversion activities
- Promote IWT contracts to upgrade and advance employee skills which will strengthen and grow workforce
- Complete ENGAGE surveys to generate employer needs and issues which in turn create program opportunities specifically geared toward the WFWDA's needs

The BST conducts its employer engagement activities with personnel from other programs such as Title I Career Services staff, Wagner-Peyser employees, veterans' representatives, OVR, and the Older Worker program (Title V) to ensure non-duplication of efforts. To coordinate these activities, the WFWDB procures

the One-Stop Operator. The One-Stop Operator will provide guidance on the employment outreach efforts of the BST and its partners.

With respect to Title II services, the BST will take the lead on engaging employer inquiries regarding adult basic education and literacy but will coordinate with literacy and education partners through the One-Stop Operator.

Employer customers will receive Title III services from Wagner-Peyser partners of the system. These services include:

- Use of PA CareerLink® centers to host employer events
- Job orders placed in PA CareerLink® system
- Priority for veterans for job orders in the PA CareerLink® system

Employers are also invited to UC Seminars that are made available at the PA CareerLink®. UC representatives make presentations on a variety of topics, including UC Updates, Separation Issues, UC Appeals/Hearings, Suitable Work, and Relief from Charges.

Employer customers may also receive Title IV services from OVR BST staff. These services include reasonable accommodation consultation, OJT, referral on tax credits or deductions, consultation on the ADA accessibility standards, and retention of current employees following an accident, injury, or disability. They may also assist organizations on how to improve access compliance and steps to diversify their workforce to include citizens with a disability.

Business Engagement with Education

Business and employers engage the Education Community through involvement in local CTC advisory boards, Perkins Planning Committees, and outreach to career service offices. The WFWDB staff connects employers with these advisory roles to support the education system. The WFWDB leads the Teacher-in-Workplace initiative in both Fayette and Westmoreland Counties. Businesses commit to providing teachers with tours, job shadowing, and serving on panels that introduce real world business needs into the classroom. Businesses serve in leadership roles on the Westmoreland-Fayette Business-Education Partnerships.

4.15. How will the local board coordinate WIOA Title I workforce investment activities with the provision of transportation and other appropriate supportive services in the local area?

The WFWDB offers access to several types of supportive services including access to housing, childcare, transportation, welfare, education, veterans' services, counseling, and vocational rehabilitation assistance. A wide variety of service and agency information is available in the PA CareerLink® office on the public information message board and on displays such as those referring to elder care, financial planning, crisis intervention, and independent living.

If a customer indicates a need, a staff member will retrieve the information for them including making a referral to an organization that can provide more comprehensive assistance or information.

Of value for youth, many local programs offer supportive services including the Family Centers, juvenile justice system, county children and youth services, welfare programs, pregnant and parenting/fatherhood programs, Student Assistance Programs, OVR, County MH/MR programs, faith-based organizations, Centers for Independent Living, Drug and Alcohol programs, and other non-profit community services.

The Local Area has two transit programs that are utilized to assist with transportation. The Westmoreland Transit Authority and the Fayette Area Coordinated Transportation Agency are primarily fixed route systems

with intra-county destinations. Both systems are available for commuters to access the Greater Pittsburgh area.

Compliance

Section 5: Compliance and Attestations

5.1. Describe the cooperative agreements that define how all local area service providers will carry out the requirements for integration of and access to the entire set of services available in the local area one-stop delivery system.

The MOU between the WFWDB and PA CareerLink® partners define levels of service, and the referral and outreach expectations for each partner. The MOU commits each partner to the following:

- Cross train staff, as appropriate
- Promote integration
- Leverage resources
- Effectively communicate
- Participate in continuous improvement process design and other activities to carry out the requirement for access to the entire set of services in the One-Stop.

As the WFWDB implements its vision and related strategies, it will collaborate with OVR to serve youth with disabilities. OVR provides services to eligible youth (i.e., youth with disabilities) that are designed to ensure such youth become qualified and trained members of the workforce, to increase regional workforce diversity, and to increase the overall number of skilled workers available to businesses in the region. Under WIOA, OVR provides both eligible and potentially eligible ISY with disabilities with PETS to better prepare these students for life after high school. PETS services may include, but not be limited to the following: paid work experiences, job shadowing, workplace readiness training, and career guidance.

Overall, OVR helps individuals with disabilities secure and maintain employment and independence. Eligible customers receive multiple services that may include, but are not limited to the following: diagnostic, vocational counseling and guidance, vocational evaluation, restoration, training, job placement, individualized support services; and pre-employment training services for eligible and potentially eligible high school students with disabilities. OVR also provides multiple services to the business community designed to assist them with onboarding pre-screened and qualified employees with disabilities.

5.2. What is the process the local board uses to ensure the collection of the debts of lower-tier sub-recipients, because of audits?

Contractually, all sub-recipients are subject to an annual on-site monitoring visit. Sub-recipients that fall within the OMB criteria for independent audit are required to submit their OMB audit within 120 days after year end. All sub-recipient monitoring reports and/or annual audit are reviewed by internal review staff.

The WFWDB uses the following process to ensure the collection of debts from its sub-recipients:

- The WFWDB will comply with the L&I's Policies and Procedures Manual regarding the formulation of its Sub-recipient Audit Plan. In addition, any irregularities disclosed during the monitoring review of a Sub-recipient may result in an immediate audit of the Sub-recipient regardless of the dollar amount involved. This action will be initiated by the WFWDB.
- Upon issuance of the initial report, a copy will be submitted to the Sub-recipient, by certified mail, for review and corrective action. The Sub-recipient will have a period of thirty (30) days, from the date of mailing, to provide additional documentation supporting any questionable or un-allowed costs. Following receipt of any additional documentation, the WDB Chairperson will issue an Initial Determination of all Findings. The Sub-recipient will then have the opportunity to request an

informal audit resolution meeting to discuss any findings not yet resolved. Should a request be received, an informal meeting will be granted. If a request is not received within 30 days, a final determination will be issued. This final determination will list costs that remain disallowed and will explain the Sub-recipient's right to request a hearing before an independent hearing officer. This request for an independent hearing must be filed with the WDB Chairperson within 10 Days. The independent hearing officer will be required to hold a hearing within thirty days. Both the WDB and/or Sub-recipient have the right to appeal this formal decision to the L&I. Upon approval by the L&I of this determination, the audit will be considered resolved.

- Upon appeal to the L&I, federal regulations require that a hearing must be held within 60 days of the filing of the appeal.

An appeal to the Department must be made through the UC Appeals System Administrator, UC Board of Review at:

Department of Labor and Industry UC Appeals System Administrator UC Board of Review
651 Boas Street, room 1116
Harrisburg, PA 17121

A copy must be provided simultaneously to USDOL and BWDA at the following addresses:

U.S. Department of Labor Philadelphia Regional Administrator
The Curtis Center, Suite 825 East 170
S. Independence Mall West Philadelphia, PA 19106-3315

Pennsylvania Department of Labor and Industry Bureau of Workforce Development Administration
ATTN: Grants & Fiscal Services Division
651 Boas Street, Room 1200
Harrisburg, PA 17121

The UC Appeals system Administrator will appoint a hearing officer who will conduct a hearing and issue a decision within 60 days from the receipt of the appeal.

- Any party receiving an adverse decision from the Department may file an appeal to the Secretary of USDOL within 60 days of the decision or
- If a decision is not issued within 60 days of the filing of the appeal at the state level, any party may file an appeal with the Secretary of USDOL within 60 days from when the state decision was due (a total of 120 days from the date on which the request for appeal was filed with the State.)

All appeals to the U.S. Secretary of Labor must be submitted by certified mail, return receipt requested, to:

U.S. Secretary of Labor ATTN: ASET
U.S. Department of Labor 200 Constitution Ave. NW Washington, DC 20210

A copy of the appeal must be provided simultaneously to the USDOL and BWDA at the following addresses:

U.S. Department of Labor Philadelphia Regional Administrator
The Curtis Center, Suite 825 East 170
S. Independence Mall West Philadelphia, PA 19106-3315

Pennsylvania Department of Labor and Industry Bureau of Workforce Development Administration
ATTN: Grants & Fiscal Services Division
651 Boas Street, Room 1200
Harrisburg, PA 17121

- Should the Sub-recipient choose not to appeal the Final Determination, payment of the established debt will be due within 30 days of receipt of the determination. Should the amount due not be returned within the required time, a second request will be sent with a 20-day response limitation. Should the second request not result in the payment of the debt, a third request will be sent allowing a 10-day response limitation. Interest will be charged, after consulting with the L&I, on the outstanding debt after the initial 30-day period. Should no response be received following the third request, the matter will be referred to legal counsel for appropriate action.

5.3.What action(s) is the local board taking (or will take) towards becoming or remaining a high-performing board?

The WFWDB is currently functioning as a high-performing Board in that it consistently achieves the following:

- Attains the Governor's goals as described in the PA Combined Plan
- Meets the local area negotiated federal performance goals
- Sustains fiscal integrity
- Receives successful monitoring reports and other evaluations by federal and Commonwealth oversight staff
- Research new and/or improved methods to assist individuals with barriers to employment
- Achieves training expenditure targets; and
- Develops sector initiatives

In the future, it will implement the actions necessary to remain a high-performing Board in accordance with any guidance that may be issued by the Commonwealth. In the meantime, it is researching the following types of activities for action:

- Expanding its collaboration with the other local workforce boards that are contiguous to it, including those in the Southwest Region, to implement broader-based regional workforce initiatives; and
- Increasing the use of technology to further improve access for customers, including returning citizens, those with disabilities, and others with barriers to employment.

5.4.What is the process the local board uses to provide an opportunity to have input into the development of the local area plan, particularly for representatives of business, education, labor organizations, program partners, public agencies and community stakeholders?

As stated in the Introduction, the WFWDB will afford members of the public, representatives of business, educators, and labor organizations several opportunities to provide input and feedback regarding the WIOA Multi-Year Local Plan. The WFWDB will be hosting two comprehensive strategy sessions, with the assistance of Strategy Solutions, Inc., that will include WFWDB members, local employers, community partners, educational and training organizations, and others to gather their direct input regarding local and regional workforce programs and possible initiatives for the future.

Contributions will be considered and incorporated into this document and are considered integral parts of the strategies that are outlined within.

To participate in these sessions, please visit the Westmoreland-Fayette Workforce Investment Board's website at www.westfaywib.org to view more information. Dates of the sessions are still to be decided; however, information will be posted on the website homepage and events page promptly.

5.5. What is the process the local board uses to provide a 30-day public comment period prior to plan submission?

To ensure an open opportunity for public comment, the WFWDB published its WIOA Multi-Year Local Plan as well as the Southwest Regional WIOA Plan on its website for the 30-day period beginning February 8, 2021 and ending March 8, 2021.

Public comments were to be sent via email to the WFWDB Executive Director Janet Ward at jward@westfaywib.org.

No public comments were received.

The Effective Date of the new WIOA Multi-Year Local Plan will be July 1, 2021.

Attestations

By checking the box adjacent to each line item, the local board attests to ensuring the compliance components and documents listed are (or will be) in place and effective prior to June 30, 2021.

The following components and documents, including local workforce system policies, must be reviewed and revised as to be aligned with WIOA for the current planning cycle. Each item must be available to L&I at any time during the planning process and monitoring or auditing processes. L&I is not requiring copies of such documents to be attached to regional or local area plans at this time.

- The Westmoreland-Fayette Local Workforce Development Area attests that each of the below referenced policies contain any required language or content and were last revised, if necessary, by this plan's effective date.
- Agreement between all counties and other local governments, if applicable, establishing the consortium of local and chief elected officials.
- Agreement between the chief elected official(s) and the fiscal agent, if a fiscal agent is designated.
- Agreement between the local area elected official(s) and the LWDB.
- LWDB policy and process that provides for nomination, appointment and removal of board members; resolutions; bylaws; code of conduct; and conflict of interest.
- Financial management policy and process including cost allocation plan; internal controls; cash management; receipts of goods; cost reimbursement; inventory and equipment; program income; travel reimbursement; audit requirements and resolution; annual report; property management; debt collection; and allowable costs.
- Local area procurement policy that must describe formal procurement procedures.
- Local area MOU.
- Program management policies and processes addressing, at a minimum, layoff assistance; equal opportunity for customers; complaints and grievances; supportive services; needs related payments; incentives; file management; eligibility determination and verification; self-sufficiency criteria; self-attestation and certification random sampling; priority of service; stipends and incentives; training verification/refunds; individual training accounts; contracts for training services; statewide training providers list and eligibility verification; local area training provider list and eligibility criteria and process; "additional assistance" definition; transitional jobs thresholds; work-based training policies including incumbent worker training, OJT, CT, and apprenticeship.
- Risk management policy and process including records retention and public access; public records requests; monitoring, grievance; incident; and disaster recovery plan.
- Human resources policy and process including employee classification; benefits; holidays and PTO; recruitment and selection; employee development; discipline; layoffs, terminations and severance; sexual harassment; and equal opportunity and non-discrimination.
- Professional services contract(s) for administrative services such as staffing and payroll, if applicable.

Attachments

Attachment 1: WIOA Title I Program Performance Accountability

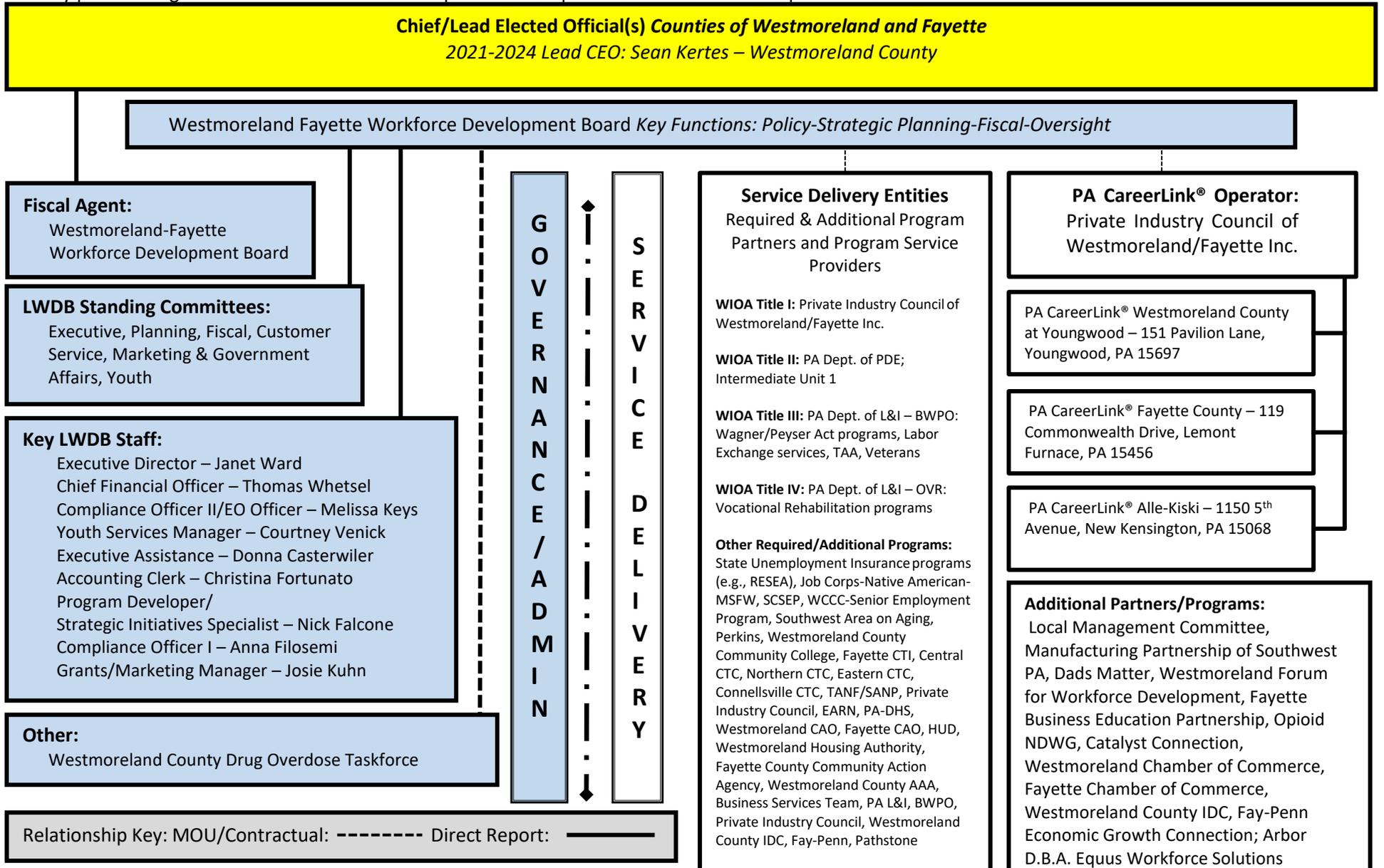
L&I negotiates WIOA Title I Programs Performance Measures with the U.S. Department of Labor on a two-year program cycle. This aligns with the WIOA planning requirement of reviewing WIOA Local Plans every two years. In an effort designed to meet or exceed the state WIOA performance goals, PA negotiates these same goals with LWDA's to optimally set each local area's WIOA Title I performance goal levels.

The WIOA Title I Program Performance Accountability Table is for the benefit of the public and must be updated accordingly. Local boards must edit the table's two columns with the appropriate program year(s) to correctly match the most recent LWDA-negotiated performance goals and attained performance results. This completed table must be publicly posted with the Local Plan. The LWDB does not need to perform a WIOA plan modification as this table is revised; an email notification to local area workforce development stakeholders will suffice.

LWDA Name: Westmoreland-Fayette Workforce Development Board		
WIOA Title I Programs (Adult-Dislocated Worker-Youth) Performance Measures	LWDA's WIOA Title I Programs Negotiated Performance Goals - *Program Year(s) 2020	LWDA's WIOA Title I Programs Attained Performance Results - *Program Year: 2019
Employment (Second Quarter after Exit)	Negotiated Goals	Attained Performance
Adults	76.0%	80.7%
Dislocated Worker	82.0%	85.6%
Youth	68.0%	80.0%
Employment (Fourth Quarter after Exit)	Negotiated Goals	Attained Performance
Adults	77.0%	84.4%
Dislocated Worker	83.0%	85.3%
Youth	62.0%	68.8%
Median Earnings (Second Quarter after Exit)	Negotiated Goals	Attained Performance
Adults	\$6,600	\$6,664
Dislocated Worker	\$9,000	\$10,074
Youth	\$2,700	\$2,651
Credential Attainment Rate	Negotiated Goals	Attained Performance
Adults	70.0%	74.7%
Dislocated Worker	75.0%	78.0%
Youth	65.0%	53.2%
Measurable Skills Gains	Negotiated Goals	Attained Performance
Adults	30.0%	37.0%
Dislocated Worker	20.0%	23.9%
Youth	25.0%	21.6%

Attachment 2: WIOA Local Workforce Development System Organizational Chart Model

The organizational chart is for the benefit of the public and must be used to describe the attributes of the local workforce development system. This chart should be reviewed annually for revisions. The local board may supplement this model with clarifying charts. If multiple pages are needed to represent the local system, ensure that "Governance/Administrative" and "Service Delivery" information is displayed on separate pages respectfully. Use of model sub-titles is required. Publicly post the organizational chart with the local plan. A WIOA plan modification is not required when revision occurs with this document.



Attachment 3: Workforce Development Delivery System Program Partner & Provider List

Local Workforce Development Area Name: Westmoreland-Fayette Workforce Development Board
 Effective Date: July 1, 2020 (07/01/2020)

LWDBs are requested to publicly post the PA CareerLink® Workforce Service Delivery System Program Partner/Provider List to address the public's need for access to service as mandated by the WIOA. The LWDB should ensure that the Program Partner/Provider List reflects current PA CareerLink® Memoranda of Understanding(s). Local area plan modifications concerning this subject matter are not required to be submitted to the Department if the List is posted on the LWDB public website.

Program Name	Program Authorization	Local Area Partner/Provider
POC address	POC telephone	POC website/email
WIOA Title I Adult/Dislocated Worker	WIOA Title I program	Private Industry Council of Westmoreland/Fayette, Inc.
219 Donohoe Road, Greensburg, PA 15601	724 836 2600	smartin@westfaywib.org
Adult Education	WIOA Title II Adult Education Family Literacy	Intermediate Unit 1
One Intermediate Drive Coal Center, PA 15423	(724) 938-3241	Rachel.Zilcosky@iu1.org
Wagner Peyser, Labor Exchange, TAA, Veterans	WIOA Title III	PA DEPT. OF L&I-BWPO
12 Commonwealth Drive Lemont Furnace, PA 15456	724-434-5627	fstaszko@pa.gov
Vocational Rehabilitation Programs	Title IV	PA Dept of L&I - OVR
727 Goucher Street Johnstown, PA 15905	814-255-6771	maduranko@pa.gov
Vocational Rehabilitation Programs	Title IV	PA Dept. of L&I - OVR
201 W. Wheeling Street Washington, PA 15301	724-223-4430	dopenbrier@pa.gov
TANF	Part A of Title IV	PA Dept. of Human Services
587 Sells Lane Greensburg, PA 15601	724-832-5365	redmonds@pa.gov
TANF	Part A of Title IV	PA Dept. of Human Services
41 Church Street Uniontown, PA 15401	724-439-7490	dvalente@pa.gov
Unemployment Insurance (UI)	Unemployment Insurance programs under State Unemployment Compensation laws	PA Dept. L&I Ofc. of UC
651 Boas Street, Rm. 625 Harrisburg, PA 17121	717-787-3907	witrusky@pa.gov

Westmoreland-Fayette Workforce Development Board PY 2021-2024 WIOA Multi-Year Local Area Plan

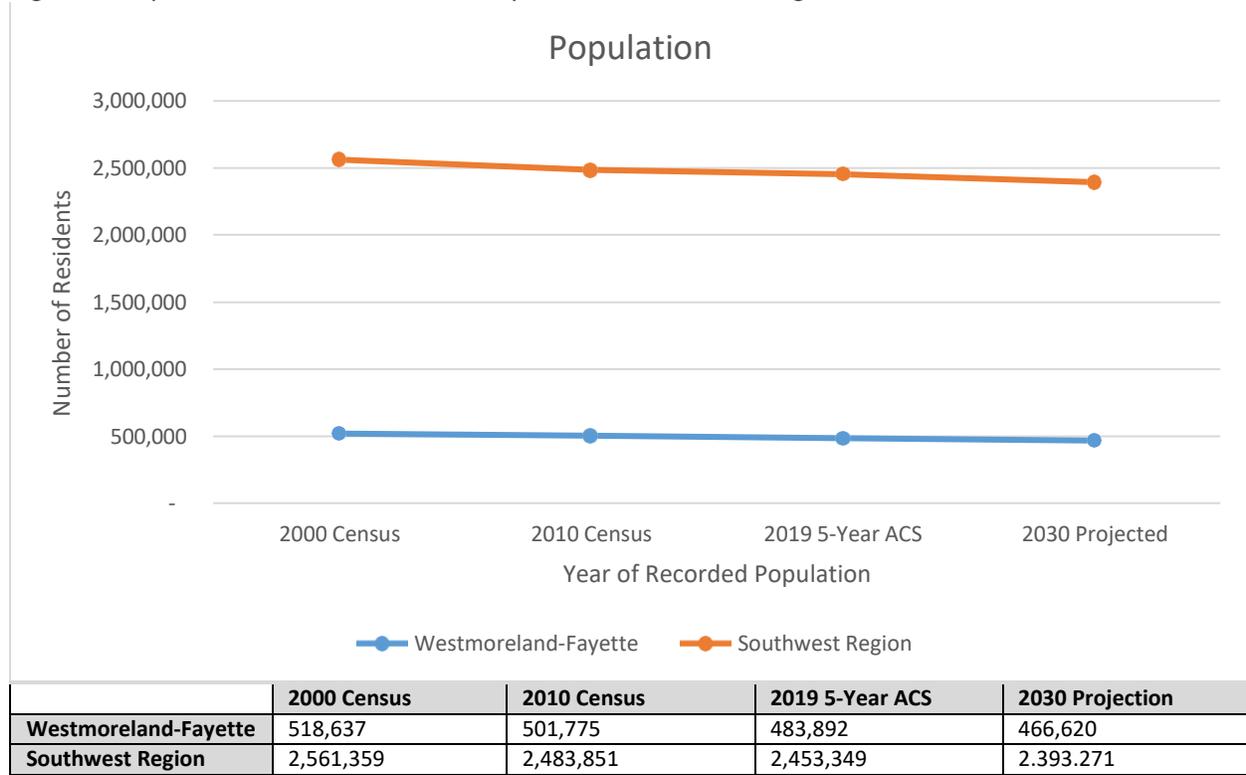
Community Services Block Grant Act (CSBG)	Employment and training activities carried out under the Community Services Block Grant Act (CSBG 92 U.S.C. 9901 ET SEQ.)	Fayette County Community Action
108 North Beeson Blvd. Uniontown PA 15401	724-430-3011	jstark@fccaa.org
Community Services Block Grant Act (CSBG)		
226 South Maple Avenue Greensburg, PA 15601	724-834-1260	mzalich@westmoreland.co
Job Corps	Job Corps, WIOA Title 1, Subtitle C	Pittsburgh Job Corps Center
7175 Highland Avenue Pittsburgh PA 15206	412-441-3800	Kathleen@jobcorps.org
Career and Technical Education	Career and Technical Education Programs at the postsecondary level, authorized under the Carl D. Perkins career and Technical Education Act of 20 (20 W.S.C. 2301 et seq)	Westmoreland County Community College
145 Pavilion Lane Youngwood, PA 15697		Wilsoncol@westmoreland.edu
Fayette Career & Technical Institute		
175 George Fairchance Road Uniontown, PA 15401		cshaw@fayettecti.org
Central Westmoreland CTC		
240 Arona Road New Stanton, PA 15672		jlucia@cwctc.org
Northern Westmoreland CTC		
705 Stevenson Blvd. New Kensington, PA 15068		jawes@northwmctc.org
Connellsville CTC		
720 Locust Street, Ext. Connellsville, PA 15425		bjaynes@casdfalcons.org
Council of Three Rivers American Indian Center	Indian and Native American Programs (INA) WIOA SEC. 66.29 USC 321	Council of Three Rivers American Indian Center
120 Charles Street Pittsburgh PA		rjohn@cotraic.org

Westmoreland-Fayette Workforce Development Board PY 2021-2024 WIOA Multi-Year Local Area Plan

Arbor D.B.A. Equus Workforce Solutions Workforce Solutions	WIOA Title 1 Youth	
Linn Station Road Louisville KY 40233		mark@equusworks.com
Westmoreland County Housing Authority	Employment and Training activities carried out by the Department of Housing & Urban Development	
154 South Greengate Road Greensburg, PA 15601	724-832-7248	mikew@wchaonline.com
Senior Employment Program - WCCC	Senior Community Service Employment Program (SCSEP)	
154 Pavilion Lane Youngwood, PA 15697	724-925-4027	magdaw@westmoreland.edu
Southwest Area Agency on Aging		
305 Chamber Plaza Charleroi, PA 15022	724-489-8080	grenfell@swpa-aaa.org
Migrant and Seasonal Farm Worker Programs	Migrant and Seasonal Farm Worker Programs	PathStone Corporation
400 East Avenue, Rochester, NY 14607	800-888-6770	info@pathstone.org
Employment and Training Activities carried out by the Dept. of Housing and Urban Development		Westmoreland County Housing Authority
154 South Greengate Road Greensburg, PA 15601	724-832-7248	mikew@wchaonline.com
Programs authorized under sec. 212 of the Second Chance Act 2007	42. U.S.C. 17532	Bureau of Workforce Partnership Operations (BWPO)/Office of Justice Programs (OJP)

Attachment 4: Local Workforce Development System Supporting Data

Figure 1: Population for Westmoreland-Fayette and Southwest Region



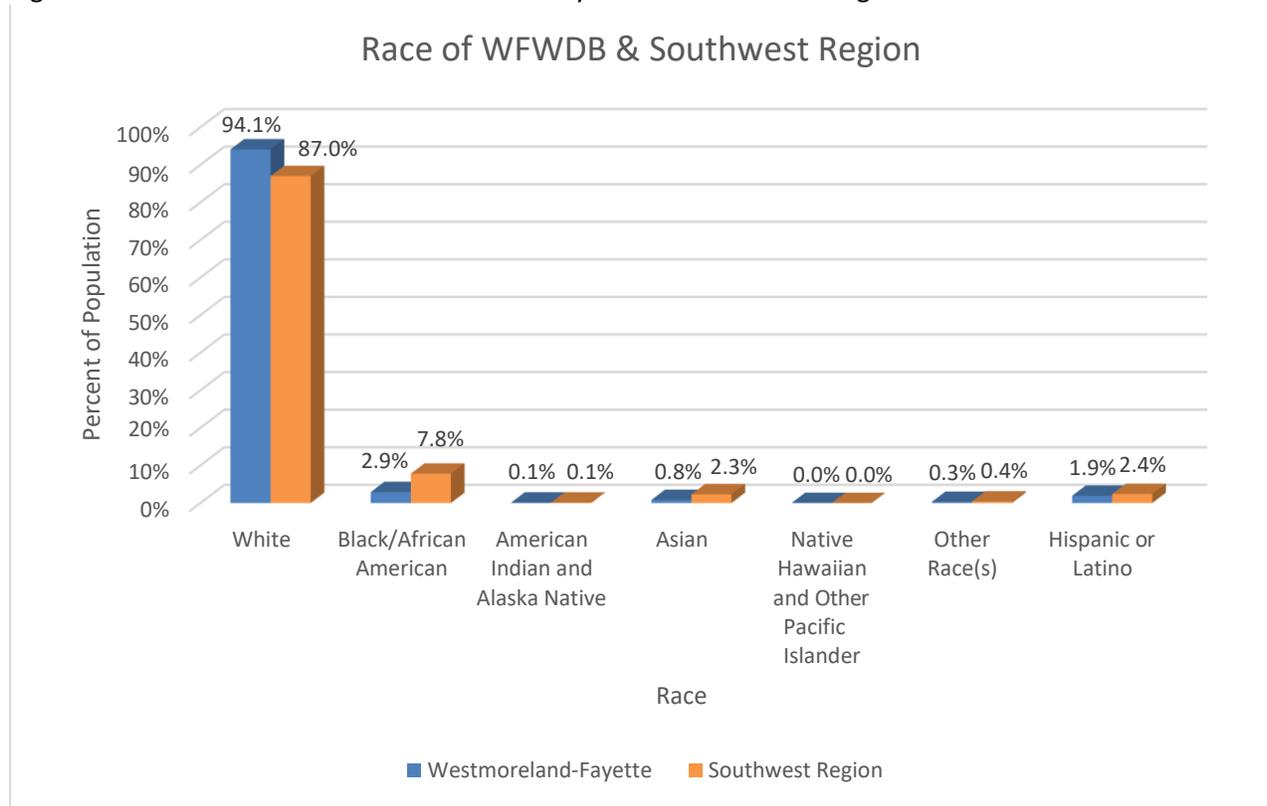
Source: US Census Bureau

Figure 2: Age Information for Westmoreland-Fayette and Southwest Region

	Current Median Age	Projected Median Age 2030
Westmoreland-Fayette	46.0	48.2
Southwest Region	44.5	45.3

Source: US Census Bureau

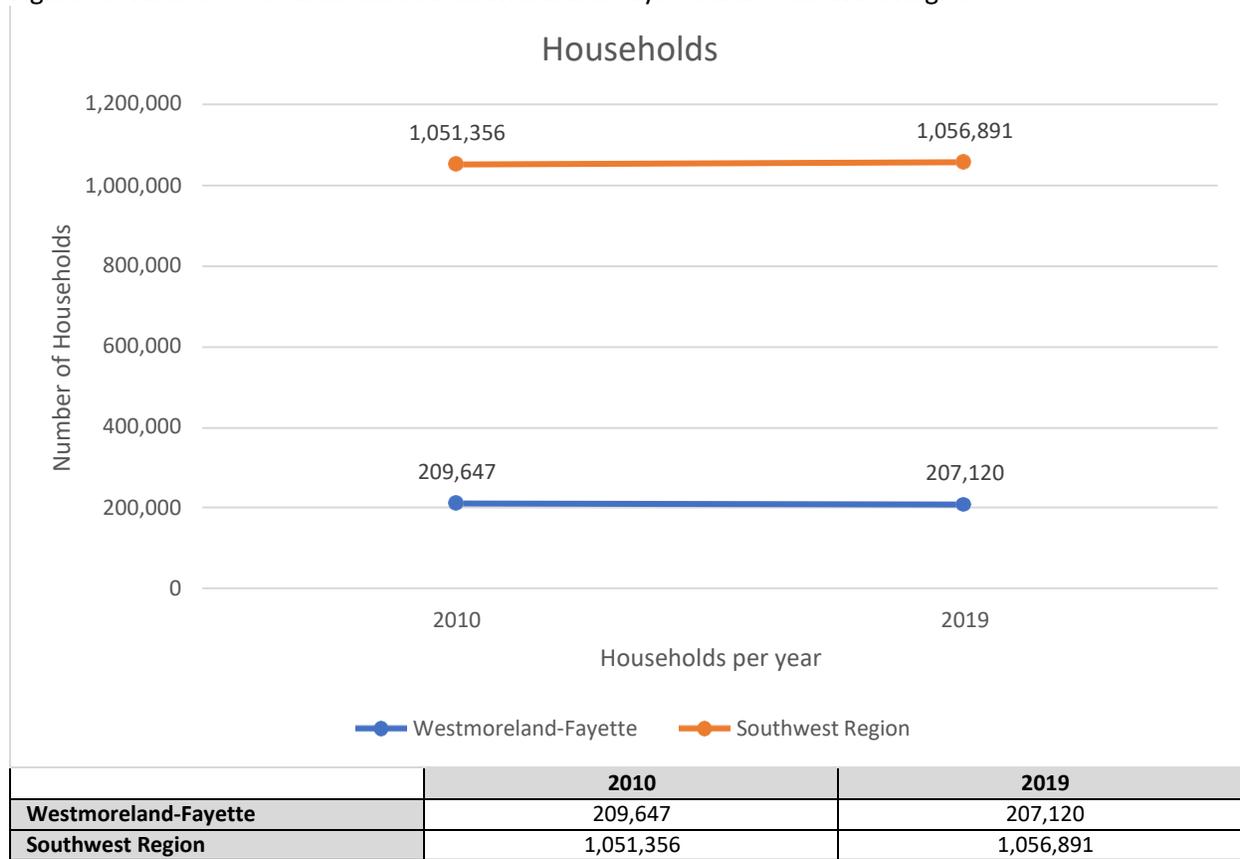
Figure 3: Race Distribution of Westmoreland-Fayette and Southwest Region Residents



	White	Black/African American	American Indian and Alaska Native	Asian	Native Hawaiian and Other Pacific Islander	Other Race(s)	Hispanic or Latino
Westmoreland-Fayette	94.1%	2.9%	0.1%	0.8%	0.0%	0.3%	1.9%
Southwest Region	87.0%	7.8%	0.1%	2.3%	0.0%	0.4%	2.4%

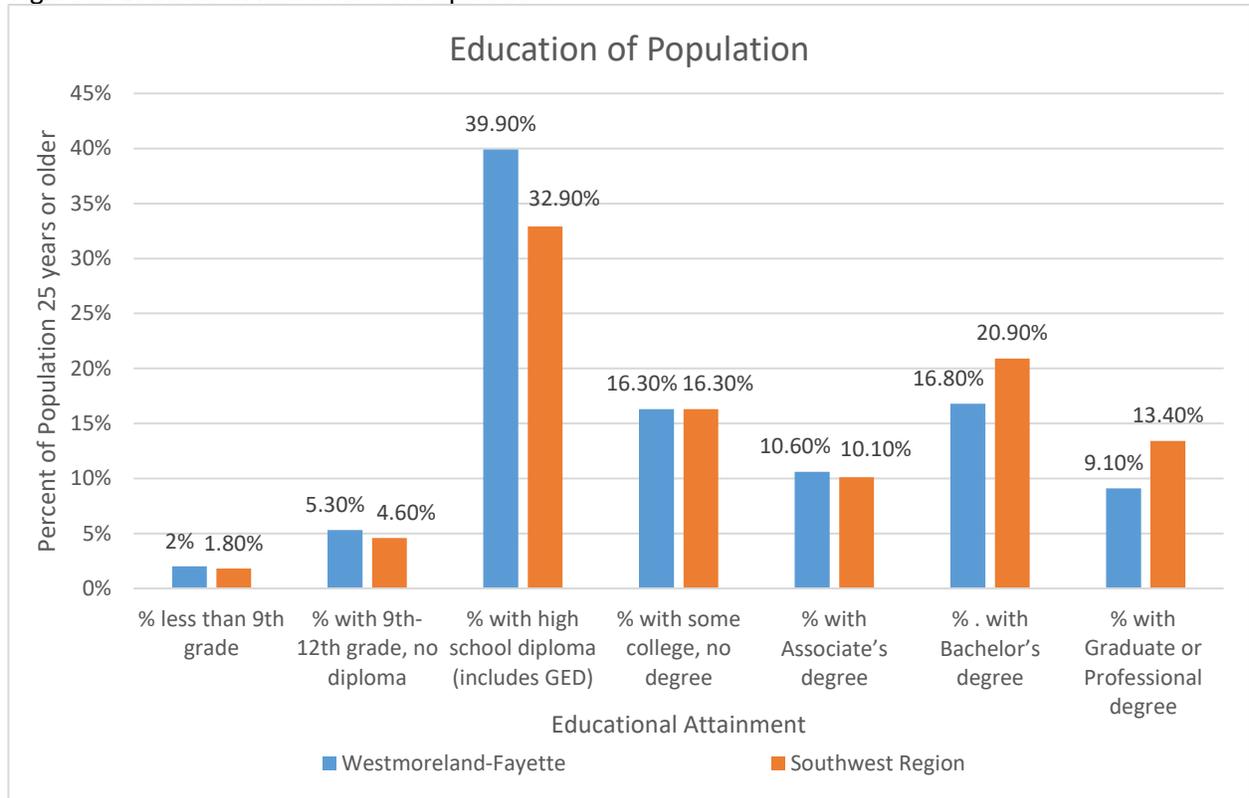
Source: US Census Bureau, 2019 5-Year ACS

Figure 4: Number of Households in Westmoreland-Fayette and Southwest Region



Source: US Census Bureau

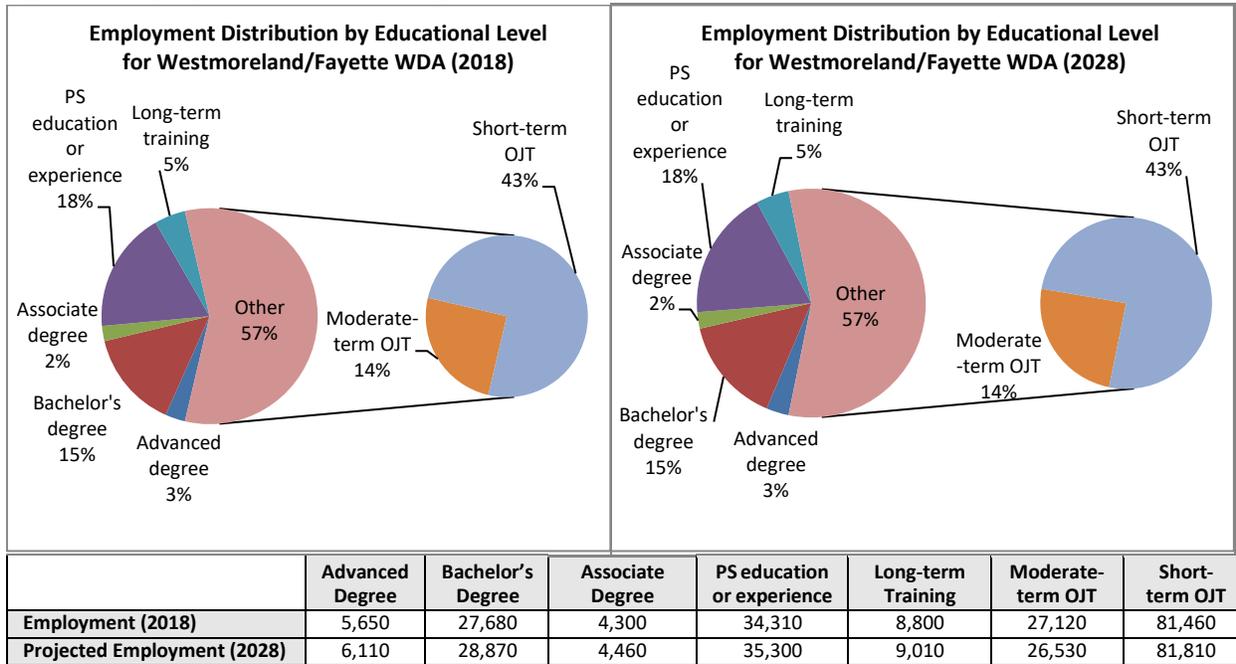
Figure 5: Education Attainment of Population



	Total Population 25+ years	% less than 9th grade	% with 9 th -12 th grade, no diploma	% with high school diploma (includes GED)	% with some college, no degree	% with associate degree	% with bachelor's degree	% with Graduate or Professional degree
Westmoreland-Fayette	356,598	2.0	5.3	39.9	16.3	10.6	16.8	9.1
Southwest Region	1,773,801	1.8	4.6	32.9	16.3	10.1	20.9	13.4

Source: US Census Bureau, 2019 5-Year ACS

Figure 6: Employment Distribution by Educational Attainment for the WFWDA



Source: Center for Workforce Information and Analysis - Long-Term Occupational Employment Projections (2018-28)

Figure 7: Employment Status of Individuals in Westmoreland-Fayette and the Southwest Region

	Employed Citizens	Unemployed Citizens	Not in Labor Force
Westmoreland-Fayette	56.0%	5.0%	41.0%
Southwest Region	59.3%	4.9%	37.6%

Source: US Census Bureau, 2019 5-year ACS

Figure 8: Occupational Classifications for Westmoreland-Fayette and the Southwest Region

	White Collar	Blue Collar	Service & Farm
Westmoreland-Fayette	54.9%	27.4%	17.8%
Southwest Region	56.1%	25.9%	17.9%

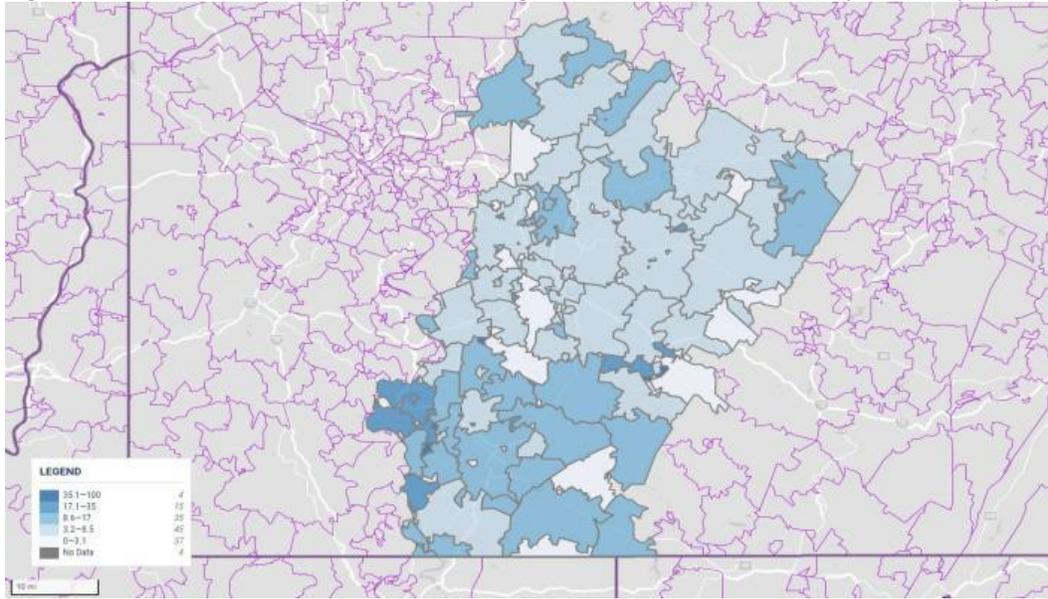
Source: US Census Bureau, 2019 ACS 5-Year Estimates Data Profiles

Figure 9: Commuting Patterns of WFWDA Employees and Residents

	Count	Share
Employed in WFWDA		
Employed in the WFWDA	147,280	100.0%
Employed in the WFWDA but Living Outside	55,133	37.4%
Employed and Living in the WFWDA	92,147	62.6%
Living in WFWDA		
Living in the WFWDA	187,432	100.0%
Living in the WFWDA but Employed Outside	95,285	50.8%
Living and Employed in the WFWDA	92,147	49.2%
Net Commuting In/Out*	-40,152	

Source: Center for Workforce Information and Analysis

Figure 10: Westmoreland-Fayette Percentage of Families Below Poverty Level (by zip code)



Source: US Census Bureau, 2019 5-Year ACS

Figure 11: Population with Barriers in WFWDA



Source: Center for Workforce Information and Analysis

Figure 12: Annual Average Labor Force Statistics for WFWDA in 2019

Annual Average	Labor Force	Employed	Unemployed	Unemployment Rate
2019	238,700	227,200	11,500	4.8

Source: Center for Workforce Information and Analysis - Local Area Unemployment Statistics (LAUS)

Figure 13: Seasonally Adjusted Labor Force Statistics for WFWDA in 2020

Month	Labor Force	Employed	Unemployed	Unemployment Rate
January	241,000	228,400	12,700	5.3
February	241,800	228,900	12,900	5.3
March	240,100	224,000	16,100	6.7
April	236,800	193,200	43,600	18.4
May	237,600	202,300	35,200	14.8
June	231,200	201,200	30,000	13.0
July	231,900	202,000	29,900	12.9
August	229,900	205,300	24,600	10.7
September	234,300	214,400	19,900	8.5
October	230,800	213,500	17,400	7.5 (preliminary)

Source: Center for Workforce Information and Analysis – Local Area Unemployment Statistics (LAUS)

Figure 14: Employment Growth Rates by Educational Attainment Level for the WFWDA

Educational Grouping	Employment (2018)	Projected Employment (2028)	Percent Change (2018-28)
On-the-job training	108,580	108,340	-0.2%
Long-term training	8,800	9,010	2.4%
PS education or experience	34,310	35,300	2.9%
Associate degree	4,300	4,460	3.7%
Bachelor's degree	27,680	28,870	4.3%
Advanced degree	5,650	6,110	8.1%

Source: Center for Workforce Information and Analysis - Long-Term Occupational Employment Projections

Figure 15: Top 10 Detailed Work Activities Required by Employers in the WFWDA (2016-2026)

Detailed Work	2026 Employment	% of Annual Demand	Annual Demand
Order materials, supplies, or equipment	35,030	20.5%	4,673
Calculate costs of goods or services	26,450	16.1%	3,672
Sell products or services	26,430	15.7%	3,565
Clean work areas	23,140	13.7%	3,123
Monitor inventories of products or materials	25,640	13.3%	3,038
Record operational or production data	23,430	13.0%	2,966
Cook foods	16,880	12.8%	2,913
Clean food preparation areas, facilities, or equipment	16,820	12.7%	2,887
Greet customers, patrons, or visitors	20,190	12.6%	2,867
Serve food or beverages	16,520	12.6%	2,865

Source: CWIA Occupational Employment Projections, 2016-2026

Figure 16: Top 10 Knowledge Areas Required by Employers in the WFWDA (2016-2026)

Knowledge Area	2026 Employment	% of 2026 Employment	Change in Employment (2016-2026)
Customer and Personal Service	159,500	81%	7,610
English Language	169,680	86%	7,410
Administration and Management	147,950	75%	6,960
Public Safety and Security	109,900	56%	6,750
Education and Training	117,530	59%	6,370
Mathematics	136,040	69%	5,690
Computers and Electronics	106,410	54%	4,360
Psychology	66,640	34%	4,330
Clerical	104,860	34%	4,120
Personnel and Human Resources	73,310	53%	3,810

Source: CWIA analysis of Occupational Information Network (ONET) data (www.onetonline.org) and Occupational Employment Projections

Figure 17: Top 10 tool or technology knowledge required by employers in the WFWDA (2016-2026)

Tool or Technology	Number of Occupations	PA 2016 Employment Needing this Skill	PA 2026 Employment Needing this Skill	Percent of 2026 Employment	PA Change in Employment 2016-2026	Percent Change in Employment
Spreadsheet software	326	149,650	156,160	79%	6,510	4%
Office suite software	294	135,990	141,920	72%	5,930	4%
Word processing software	308	130,320	135,650	69%	5,330	4%
Personal computers	270	126,760	132,020	67%	5,260	4%
Database user interface and query software	289	132,980	138,190	70%	5,210	4%
Electronic mail software	255	107,180	111,590	56%	4,410	4%
Notebook computers	218	88,350	92,670	47%	4,320	5%
Desktop computers	241	111,560	115,580	58%	4,020	4%
Internet browser software	202	90,620	94,280	48%	3,660	4%
Medical software	97	55,800	58,670	30%	2,870	5%

Source: CWIA analysis of Occupational Information Network (ONET) data (www.onetonline.org) and Occupational Employment Projections

Figure 18: Long-term industry projections for WFWDA (2018-2028)

Industry	Employment (2018)	Projected Employment (2028)	Employment Change (2018-28)	
			Volume	Percent
Total Jobs	189,320	192,090	2,770	1.5%
Goods Producing Industries	33,260	32,860	-400	-1.2%
Agriculture, Mining & Logging	3,420	3,620	200	5.8%
Construction	8,920	9,340	420	4.7%
Manufacturing	20,920	19,900	-1,020	-4.9%
Services-Providing	143,960	146,180	2,220	1.5%
Trade, Transportation & Utilities	41,990	40,960	-1,030	-2.5%
Information	1,420	1,240	-180	-12.7%
Financial Activities	5,230	5,210	-20	-0.4%
Professional & Business Services	16,550	16,930	380	2.3%
Education & Health Services	39,860	42,560	2,700	6.8%
Leisure & Hospitality	19,920	20,850	930	4.7%
Other Services, Except Public Admin.	9,240	9,110	-130	-1.4%
Federal, State & Local Government	9,750	9,330	-420	-4.3%
Self-Employed Workers	12,100	13,060	960	7.9%

Source: Center for Workforce Information and Analysis - Long-Term Industry Employment Projections (2018-28)

Figure 19: Long-term occupational projections for the WFWDA (2018-2028)

Occupational Title	Employment (2018)	Projected Employment (2028)	Employment Change (2018-28)		Annual Demand
			Volume	Percent	
Total, All Occupations	189,320	192,090	2,770	1.5%	22,819
Management, Business & Finance	12,950	13,370	420	3.2%	1,216
Computer, Engineering & Science	6,940	7,220	280	4.0%	590
Education, Legal, Social Service, Arts & Media	13,820	14,370	550	4.0%	1,363
Healthcare Practitioners, Technicians & Support	15,970	17,480	1,510	9.5%	1,473
Protective, Food, Building & Personal Service	37,300	39,340	2,040	5.5%	6,070
Sales & Related	20,710	19,880	-830	-4.0%	2,825
Office & Administrative Support	29,900	28,230	-1,670	-5.6%	3,281
Farming, Fishing & Forestry	800	850	50	6.3%	136
Construction & Extraction	10,380	10,990	610	5.9%	1,248
Installation, Maintenance & Repair	8,540	8,710	170	2.0%	848
Production	14,830	14,050	-780	-5.3%	1,571
Transportation & Material Moving	17,180	17,610	430	2.5%	2,196

Source: Center for Workforce Information and Analysis - Long-Term Occupational Employment Projections (2018-28)

Figure 20: Fastest Growing Industries in the WFWDA (2018-2028)

By Volume Change:		By Percent Change: (min. employment of 500)	
Industry Title	Employment Change (Volume)	Industry Title	Employment Change (Percent)
Self-Employed Workers	960	Home Health Care Services	33.3%
Restaurants & Other Eating Places	830	Outpatient Care Centers	18.8%
Individual & Family Services	710	Individual & Family Services	16.7%
Home Health Care Services	560	Offices of Other Health Practitioners	14.2%
Offices of Physicians	290	Crop Production	13.0%
Offices of Other Health Practitioners	270	Waste Collection	11.7%
Outpatient Care Centers	220	Other Ambulatory Health Care Services	11.5%
Elementary & Secondary Schools	170	Utility System Construction	11.5%
Residential Mental Health Facilities	130	Personal Care Services	9.3%
Personal Care Services	110	Other Professional & Technical Services	8.6%
Crop Production	100	Offices of Physicians	8.6%
Support Activities for Mining	100	Self-Employed Workers	7.9%
Utility System Construction	100	Residential Mental Health Facilities	7.6%
Other Ambulatory Health Care Services	90	Other Heavy Construction	6.3%
Building Equipment Contractors	80	Support Activities for Mining	6.3%
Architectural & Engineering Services	70	Restaurants & Other Eating Places	6.0%
Waste Collection	70	Management & Technical Consulting Svc	5.8%
Other Amusement & Recreation Industries	70	Computer Systems Design & Rel Services	5.5%
Other Professional & Technical Services	50	Building Finishing Contractors	4.7%
Truck Transportation	50	Other Amusement & Recreation Industries	4.2%

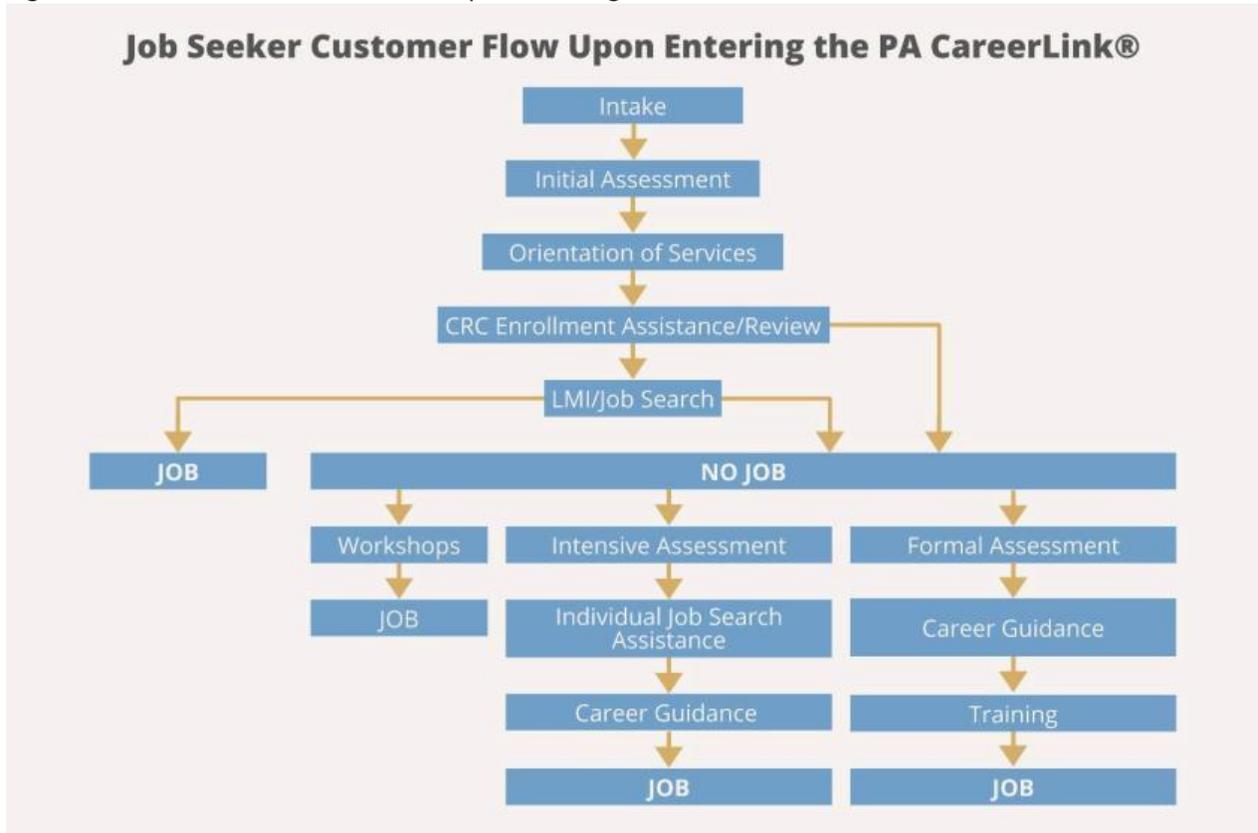
Source: Center for Workforce Information and Analysis - Long-Term Industry Employment Projections (2018-28)

Figure 21: Fastest Growing Occupations in the WFWDA (2018-2028)

By Volume Change:		By Percent Change: (min. employment of 500)		By Annual Demand:	
Occupational Title	Employment Change (Volume)	Occupational Title	Employment Change (Percent)	Occupational Title	Annual Demand
Personal Care Aides	690	Home Health Aides	28.7%	Combined Food Preparation & Serving Workers	1,099
Combined Food Preparation & Serving Workers	560	Personal Care Aides	19.9%	Cashiers	1,060
Cooks, Restaurant	350	Substance Abuse, Behavioral Disorder, & Mental Health Counselors	17.9%	Retail Salespersons	813
Home Health Aides	330	Cooks, Restaurant	14.2%	Office Clerks, General	654
Registered Nurses	290	Medical Assistants	13.9%	Waiters & Waitresses	644
Construction Laborers	200	Combined Food Preparation & Serving Workers	10.0%	Laborers & Freight, Stock & Material Movers	626
Nursing Assistants	200	Registered Nurses	9.7%	Personal Care Aides	599
Hairdressers, Hairstylists & Cosmetologists	120	Hairdressers, Hairstylists & Cosmetologists	9.0%	Heavy & Tractor-Trailer Truck Drivers	557
Heavy & Tractor-Trailer Truck Drivers	120	Heating, A/C & Refrigeration Mechanics & Installers	8.1%	Stock Clerks & Order Fillers	475
Medical Assistants	110	Electricians	7.8%	Janitors & Cleaners	411
Laborers & Freight, Stock & Material Movers	110	Nursing Assistants	7.8%	Cooks, Restaurant	407
Substance Abuse, Behavioral Disorder, & Mental Health Counselors	100	Plumbers, Pipefitters & Steamfitters	7.7%	Customer Service Representatives	382
Helpers--Production Workers	80	Construction Laborers	7.1%	Construction Laborers	345
Secondary School Teachers	70	Supervisors - Construction Trades & Extraction Workers	5.8%	Nursing Assistants	320
Taxi Drivers & Chauffeurs	70	Carpenters	5.4%	Supervisors - Retail Sales Workers	284
Carpenters	70	Amusement & Recreation Attendants	5.3%	Secretaries	261
Medical & Health Services Managers	60	Landscaping & Groundskeeping Workers	5.1%	Childcare Workers	252
Janitors & Cleaners	60	Insurance Sales Agents	4.9%	Receptionists & Information Clerks	250
Landscaping & Groundskeeping Workers	60	Supervisors - Food Preparation & Serving Workers	4.9%	Bartenders	249
Plumbers, Pipefitters & Steamfitters	60	Bus Drivers, School or Special Client	4.5%	Sales Representatives	227

Source: Center for Workforce Information and Analysis - Long-Term Industry Employment Projections (2018-28)

Figure 22: Job Seeker Customer Flow Upon Entering the PA CareerLink®



Attachment 5: Public Comments and Additional Changes

Public Comments

The Westmoreland-Fayette Workforce Development Board (WFWDB) PY 2021-2024 WIOA Multi-Year Local Area Plan was posted for a 30-day public comment period from February 8, 2021 – March 8, 2021. No comments were received during this period. Documentation of public notice/public comment can be seen below.

Additional Changes

The Southwest Planning Region posted its WIOA Regional and Local Plans for a 30-day public comment period on February 12, 2021. Following the posting of these plans, the Southwest Planning Region received notification of updated guidance from the PA Department of Labor & Industry, requiring local boards to specifically address how their local areas are meeting WIOA requirements for “affirmative outreach” in Section 4.4 of the local plans.

The WFWDB has added language to the local plan in Section 4.4 to specifically address how our local area is working to meet WIOA affirmative outreach requirements (page 29).

HERALD-Standard

8 East Church Street
 Uniontown, PA 15401-0848
 Phones: 724-439-7510 (Classified) 724-425-7210 (Billing)

PUBLIC NOTICE ADVERTISING NOTICE

Account Number: **L00287**
 Proof Date: **02-12-21**
 Ad Number: **5385**

**WESTMORELAND-FAYETTE WORKFORCE
 ATTN: DONNA CASTERWILER
 145 PAVILION LANE
 YOUNGWOOD, PA 15697**

PROOF CHARGE IS \$5.00 FOR AFFIDAVIT, \$2.50 FOR CLERICAL FEE.

FOR YOUR RECORDS ONLY

ACCOUNT #	DESCRIPTION	LINES	TIMES	PROOF	TOTAL CHARGES
L00287	LEGAL NOTICE The Westmoreland-Fayette W	16	1	7.50	100.66
02-12-21	DATES APPEARED				

PROOF OF PUBLICATION

The **HERALD-Standard** a daily newspaper of general circulation, published by Central Pennsylvania Newspapers, LLC., a Pennsylvania corporation, 8 East Church Street, Uniontown, Fayette County, Pennsylvania, was established in 1907, and has been issued regularly, except legal holidays since said date.

The attached advertisement, which is exactly as printed and published, appeared in the regular issue

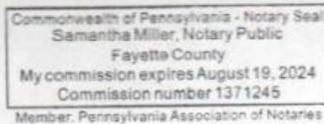
Central Pennsylvania Newspapers, LLC./Herald Standard

By *Sharon Wallach*

STATE OF PENNSYLVANIA, }
 COUNTY OF FAYETTE, } **SS:**

Before me, a Notary Public in and for such county and state, personally appeared SHARON K. WALLACH, who being duly sworn according to law says that she is ADVERTISING DIRECTOR of Central Pennsylvania Newspapers, LLC./Herald-Standard that neither affiant nor said corporation is interested in the subject matter of the attached advertisement; and that all of the allegations of the foregoing statement including those as to the time, place and character of publication are true.

Sworn to and subscribed before me this
12th day of February 2021



By *Samantha Miller*

Central Pennsylvania Newspapers, LLC. 8 East Church Street UNIONTOWN, PA. 15401-0848

Help Wanted

MARK C'S DINER - Oliver Square Plaza. Now hiring for **COOKS**. Good starting pay. Bonus after 3 months. Apply in person. No phone calls please.



NUTRITION SUPPORT STAFF

Full time: Will be responsible for providing nutrition education and food demonstrations to food pantries and Senior Citizen groups. Qualifications: 2 years of nutrition experience, excellent computer and verbal skills, car, and driver's license required.

Please send resume: Director of Human Resources, 108 North Beeson Ave., Uniontown, PA 15401 or tknouse@fccaa.org

Houses for Rent

FAIRBANK - Small house. Suitable for 1 or 2 people. No pets. Call for details: (724) 984-2520.

will be temporarily
If you would like to place
Happy Ad, Community Call
724-439-7510 or email hacta
We apologize for

Help Wanted

CARMICHAELS AREA S

- FULL-TIME VAN DRIVER/BEN
- DAY-TO-DAY SUI
- DAY-TO-DAY SUBSTITU
- DAY-TO-DAY SUB:

All positions require criminal, child
Contact the Office of the Superior
Submit application packet to: M
Carmichaels Ar
225 North Vine Street
724-966-
E

Public Notices

LEGAL NOTICE

The Westmoreland-Fayette Workforce Development Board (WFWDB) releases their PY 2021-2024 Multi-Year Local Plan and the 9-County S/W Planning Region PY 2021-2024 Multi-Year Regional Plan under the Workforce Innovation and Opportunity Act. Outlined within the plans are the visions and goals of the workforce development system in the region. The WFWDB welcomes public comments and feedback. The plans can be viewed at www.westfaywfb.org on the "Public Documents" tab and then under the "Plans" heading. Comments regarding the Local Plan should be sent to jward@westfaywfb.org by March 8, 2021 at 4:00 p.m. EST. Comments regarding the Regional Plan should be sent to policy@partnerwork.org by March 12, 2021. Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer Program.

NOTICE

The Board of Directors of Intermediate Unit 1, comprised of the twenty-five (25) school districts of Fayette, Greene, and Washington Counties, at a meeting held Thursday, January 28, 2021 at 7:00 p.m. at the Intermediate Unit 1 Central Office, approved a Proposed General Operational Budget for the 2021-2022 school term.

Said Intermediate Unit Budget is on file for inspection at the Intermediate Unit 1 Central Office, One Intermediate Unit Drive, Coal Center, Pennsylvania and at the district office of each of the twenty-five (25) Chief School Administrators of Intermediate Unit 1, Fayette-Greene-Washington.

Michele McVicker, Secretary
Intermediate Unit 1 Board of Directors
Fayette-Greene-Washington

ADVERTISEMENT - RFQ # 21-01

Sealed proposals will be received in the Office of the County Controller, Courthouse, Uniontown, Fayette County, Pennsylvania, until 3:00 PM, Thursday, February 25, 2021 for the digitization of zoning maps for the Office of Planning, Zoning, and Community Development. Qualifications received after the date and time specified will not be considered and will be returned to the Contractor unopened. All qualification packages consisting of an original and five (5) copies submitted pursuant to this solicitation process should be clearly marked on the outside of the package "Request for Qualifications NO. 21-01" and **MUST BE SEALED**. Contractors use mail or courier service at their own risk. This is a negotiated contract. All parties submitting a proposal shall not contract or lobby any Planning/Zoning department staff, county, or municipal officials, employee, or agent regarding the RFQ. Any party attempting to influ-

ADULT CARR SIX DAY DELIVER

There are many advantage independent contractor.

- Customer tips for good
- Win Prizes in our carri
- Earn extra money
- Get an early start on th
- Develop a regular exer
- Meet the people in you

BROWNSVILLE - 125 customer daily; \$950 monthly profit.

CONNELLSVILLE - DUNBAR - 150 time daily; \$1,080 monthly pr

UNIONTOWN/COOLSPRING ARE delivery time daily; \$900 monthly

UNIONTOWN/WEST LEISENRIN 2 1/2 hours delivery time C
Call Garry at

Our carrier delivery (6:00 a.m. and Call TODAY • One of these open n Start earning

Help Wanted

IMMEDIATE OPENINGS FOR FOOD PREPARATION STAFF MEMBERS

Full Time - Sunday through Thursday with an early morning start. Overtime available. Full benefits package including health, dental, vision, 401k and Atlas. Contact Jeff Dempsey @ 724-626-1410 to set up an interview.

MARK C'S DINER - Oliver Square Plaza. Now hiring for **COOKS**.

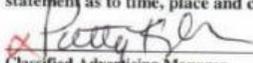
TRIB TOTAL MEDIA LEGAL ADVERTISING

Proof of Publication of Notice in The Tribune-Review Under the Act of July 9, 1976, P.L. 877, No. 160

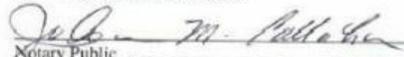
Commonwealth of Pennsylvania)
County of Allegheny) SS:

Patty Klingensmith, Classified Advertising Manager of Trib Total Media, Inc., a corporation of the Commonwealth of Pennsylvania with place of business in Pittsburgh, Allegheny County, Pennsylvania, being duly sworn, deposes and says that the Tribune-Review is a daily newspaper in general circulation in Southwestern Pennsylvania. Said corporation was established in the year 1924. A copy of the printed notice of publication is attached hereto exactly as the same was printed and published in the regular editions of the said daily newspaper on the following dates, viz:
LEGAL# 160203, RE: 2021-2024 MULTI-YEAR LOCAL PLAN; 12TH DAY OF FEBRUARY, 2021.

Affiant further deposes that s/he is an officer duly Authorized by the Trib Total Media, Inc., publisher of the Tribune-Review, to verify the foregoing statement under oath and also declares that affiant is not interested in the subject matter of the aforesaid notice of publication, and that all allegations in the foregoing statement as to time, place and character of publication are true.


Classified Advertising Manager,
Trib Total Media, Inc.

Sworn to and subscribed before me this
12TH day of FEBRUARY, 2021


Notary Public

Commonwealth of Pennsylvania - Notary Seal
JoAnn M. Callahan, Notary Public
Westmoreland County
My commission expires July 1, 2024
Commission number 1243230
Member, Pennsylvania Association of Notaries

Statement of Advertising Costs

DONNA CASTERWILER
WESTMORELAND-FAYETTE WIB
145 PAVILION LANE
YOUNGWOOD, PA 15697

To Trib Total Media, Inc.,
For Publishing the notice or advertisement attached
hereto on the above stated dates \$147.50
Probating Same \$ 0
Total \$ 147.50

Publisher's Receipt for Advertising

The Trib Total Media, Inc., publisher of the Tribune-Review, acknowledges a receipt of the aforesaid advertising and publication costs fully paid.

Trib Total Media Inc., Publisher
of the Tribune-Review, a Daily Newspaper.

By _____

LEGAL NOTICE
The Westmoreland-Fayette Workforce Development Board (WFWDB) releases their PY 2021-2024 Multi-Year Local Plan and the County SW Planning Region PY 2021-2024 Multi-Year Regional Plan under the Workforce Innovation and Opportunity Act. Outlined within the plans are the visions and goals of the workforce development system in the region. The WFWDB welcomes public comments and feedback. The plans can be viewed at www.westfaywib.org on the "Public Documents" tab and then under the "Plans" heading. Comments regarding the Local Plan should be sent to ward@westfaywib.org by March 8, 2021 at 4:00 p.m. EST. Comments regarding the Regional Plan should be sent to policy@partnordwork.org by March 12, 2021. Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer Program.
160203(2-12-21)

