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OKCOMMERCE.GOV

December 2, 2020

Local Elected Officials representing the Northeast Planning Region Counties

Dear Commissioners:

In August the Oklahoma Office of Workforce Development issued notice of the need to reorganize the Eastern Workforce Development Board within the Northeast Planning Region in compliance with federal Workforce Innovation and Opportunity Act (WIOA) regulations. Given the need to restructure the Region, 18 County Commissioners representing the impacted counties submitted a plan to the Oklahoma Office of Workforce Development (OOWD) in October, 2020. The plan moves the former Eastern Workforce Area into the Tulsa area, creating one large area and reducing the State from 7 to 6 Local Workforce Boards. The plan meets State policy and Federal (WIOA) guidance and was approved by Governor Stitt and Secretary Sean Kouplen in November, 2020.

This change represents a realignment of funding and resources. It is very important to note that this change will not interrupt services currently provided to workforce participants and employers in Northeast Oklahoma. This consolidation will also create efficiencies while insuring that all counties are represented. WIOA funding formulas continue to be based on county level statistics – so no county will lose any level of funding.

At the request of local workforce leadership, OOWD procured a consulting company to oversee and assist with a smooth transition. Thomas P. Miller and Associates (TPMA) is a known and trusted consulting group who works with multiple states on a variety of workforce improvements. TPMA will immediately begin focus groups with Locally Elected Officials, Local Boards and Staff, and OOWD to create a comprehensive plan. TPMA will also be responsible for the project management aspects of the transition and will lead you through this process. The target date for completion of the reorganization is March 31, 2021. A timeline and list of required milestones was provided in the letter you received dated August 20, 2020, and is attached again here for your convenience.

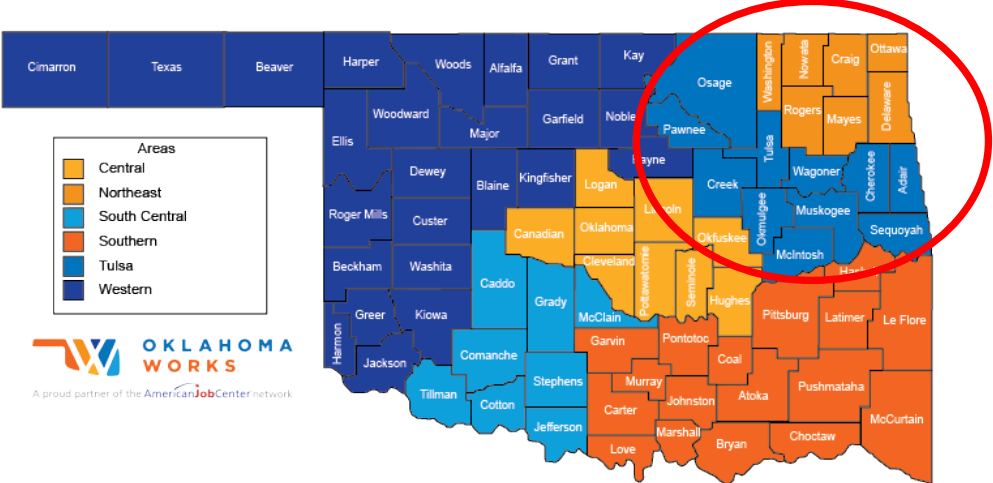
Referring to the graphic below, the circled counties represent the Northeast Planning Region. Although there will be no geographic changes to the Northeast Workforce Development Board area (in orange) they will be integral to the regional planning concept going forward. The graphic refers to the “Tulsa” area which is a temporary name until another name is chosen to encompass the larger 11-County Workforce Development Area.

In the midst of the current environment and the effects that the COVID-19 pandemic has had on Oklahoma’s workforce, the goal of this transition is to position the new area to meet the needs of employers while enhancing important collaborations with training and educational institutions. If you have questions about this transition please contact Dawn Busick with TPMA at dbusick@tpma-inc.com. You may also reach out to your Local Workforce Board or our office. Thanks for all you do to make Oklahoma the state of choice for people and business!



The Oklahoma Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

WORKFORCE DEVELOPMENT AREAS 2020



Respectfully,

Don Morris
Executive Director

Copy: Rachel Hutchings, Executive Director, Workforce Tulsa
Michelle Bish, Executive Director, Northeast Workforce Development Board

Attachments

Attachment: Proposed Reorganization Action Plan, Timeline, and Oversight

Deadline	Action	Preparation Needed	Details	Documentation needed
10/09/2020	Formal plan for local area redesignation submitted to OOWD/Governor for approval	<ul style="list-style-type: none"> • Convene LEOs in planning region to determine which consolidation option is preferred • LMI data collected and available for analysis (State to provide) 	Options available: <ol style="list-style-type: none"> 1. Regionalize by merging all 3 local areas 2. Merge Eastern Area with either Tulsa or with Northeast Area 3. Reorganize the region into two new workforce development areas 	Newly redesignated area must: <ol style="list-style-type: none"> 1. Be consistent with local labor markets (supported by data) 2. Have common economic development areas 3. Have the federal and non-federal resources, including appropriate education and training institutions, to administer activities under WIOA Subtitle B
10/30/2020	Redesignation plan approved by GCWED			
11/15/2020	<ul style="list-style-type: none"> • Formal letter from each affected area requesting transition for operations, including: • Formal request for extension on LWDB staff • Formal request for extension to service provider contracts and on-stop operator contracts to prevent interruption of services (all existing providers, or single provider to cover both areas) 		<ul style="list-style-type: none"> • Letter indicating an extension for LWDB staff, if desired. • Staff extension expires no later than the day prior to the effective start date of new LWDB staff (ensuring no duplication). • Existing staff extensions not to extend past the start of new staff • Service provider and one-stop operator transition extensions should be provided with details as to which providers, and deadline on extensions • SP and OSO extensions not to extend past Feb. 28, 2020, or start of new contracts, whichever is earlier 	<ul style="list-style-type: none"> • Formal letters signed by CLEO and Board Chairs • Existing contracts • Amended contracts
11/15/2020	Letter request from each area for cash requests for operations during transition		<ul style="list-style-type: none"> • Cash to cover operations • Assurance statement that funds will be used in accordance with federal, state, local law and policies 	<ul style="list-style-type: none"> • Detailed budget for requests including but not limited to: <ul style="list-style-type: none"> • Salary and benefit breakdown

			<ul style="list-style-type: none"> and with fiscal integrity Unused funds will be returned to OOWD 	<ul style="list-style-type: none"> Contract vendor names and est. amounts to be paid Planned travel
12/11/2020	New LEO Consortium Meeting	<ul style="list-style-type: none"> Draft new consortium agreement for oversight review by OOWD prior to signatures 	<p>Agenda Items to cover:</p> <ul style="list-style-type: none"> Sign new consortium agreement Vote on new CLEO(s) Identify name of new area(s) 	<ul style="list-style-type: none"> Newly signed consortium agreement Minutes demonstrating completed agenda items and votes <i>Note: at this point, the former boards are no longer in existence</i>
12/11/2020	New CLEO decisions	<ul style="list-style-type: none"> Review new area economic profile for necessary data to review prior to selecting new board 	<ul style="list-style-type: none"> Select fiscal agent (FA) Appoint new LWDB members 	<ul style="list-style-type: none"> Provide board appointment documentation to OOWD for board certification process and oversight Provide FA contact and W9 to OOWD
1/22/2021	New LWDB meets by 1/22/21	<ul style="list-style-type: none"> Draft job posting for LWDB staff for review by OOWD prior to board vote Draft projected need for transition funds 	<p>Agenda Items to cover:</p> <ul style="list-style-type: none"> Elect new Chair Approve job posting for LWDB staff Select hiring committee Formal request for transition funds 	<ul style="list-style-type: none"> Minutes demonstrating completed agenda items and votes Formal letter documenting detailed transition fund needs (line item budget, rationale)
2/28/2021	LWDB Staff Hired	Standard hiring procedure and interview preparation	<ul style="list-style-type: none"> Interviews and selection New LWDB staff in place by 3/15/20 	<ul style="list-style-type: none"> Documentation on competitive hiring process and result Submit contact information to OOWD
2/28/2021	LWDB meets by 2/28/21 and competitively procures service providers and one-stop operator(s)	<ul style="list-style-type: none"> Prepare agenda for board, convene Establish procurement policy Develop RFPs Prepare for bids Submit drafts to OOWD, if needed 	<ul style="list-style-type: none"> Secure board approval on procurement policy and RFPs Publicly distribute RFPs Review and select 	<ul style="list-style-type: none"> Procurement files Contract copies LWDB minutes demonstrating approval
3/31/2021	New SP and OSO must be in place			<ul style="list-style-type: none"> New contracts submitted to OOWD for oversight
10/09/2020-3/31/2021	<ul style="list-style-type: none"> Update MOUs and cooperative agreements Establish infrastructure 	<ul style="list-style-type: none"> Plan area convening Plan regional convening 	<ul style="list-style-type: none"> Convene partners in area Conduct needs assessment 	<ul style="list-style-type: none"> See OWDI

	agreements (on schedule) <ul style="list-style-type: none"> • Update local and regional plans • Update area policies • New performance negotiations 		<ul style="list-style-type: none"> • Conduct service mapping assessment 	
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Fiscal Details and Timeline Projection

If Brand New Fiscal Agent is Selected by CLEO		If a New but Already Established Fiscal Agent is Selected by CLEO	
	Info needed: selected FA, W9, bank information for EFT		Info needed: selected FA
45 days from receipt of Fiscal Agent Selection	OOWD and ODOC set up new vendor	45 days from receipt of Fiscal Agent Selection	OOWD Closes out sub-awards with former Boards
	OOWD Closes out sub-awards with former Boards		OOWD sends out NOAS to new area and new area initiates sub-award process in OKGrants
	OOWD sends out NOAs to new Area and new area initiates sub-award process in OKGrants		
30 Days from receipt of NOA	Sub-awards with new area are executed and funds are available	30 Days from receipt of NOA	Sub-awards with new area are executed and funds are available
TBD	Anticipated fiscal function date is dependent on the new area's procurement of financial systems and development of policies/procedures	TBD	Anticipated fiscal function date is dependent on the new area's procurement of financial systems and development of policies/procedures.