



PHIL BRYANT
GOVERNOR

May 10, 2017

Mr. Michael Monk
Chief Executive Officer
Central Mississippi Planning and Development District
Post Office Box 4935
Jackson, Mississippi 39296-4935

Dear Mr. Monk:

Because of a U.S. Department of Labor regulation, I am extending the initial designation of Southcentral Mississippi Works as a local workforce development area (LWDA) under the Workforce Innovation and Opportunity Act (WIOA) for an additional program year until June 30, 2018.

As you will recall, WIOA creates a two-step process for designating a LWDA. First, WIOA Section 106(b)(2) provides for an "initial designation" for "the first 2 full program years following the enactment of this Act," to allow for a transition to the new requirements of WIOA. Then at the end of the initial designation, Section 106(b)(3) calls for a "subsequent designation," based on a review of the performance of the LWDA during the initial designation period.

In accordance with those statutory requirements, on May 14, 2015, I approved your request for the initial designation of Southcentral Mississippi Works to continue as a LWDA through June 30, 2017, which was the end of the first two full program years after the enactment of WIOA on July 22, 2014.

Recently, however, the U.S. Department of Labor issued a regulation, 20 CFR 679.250(c), mandating that "no determination of subsequent eligibility may be made before the conclusion of Program Year (PY) 2017." Because Program Year 2017 will end June 30, 2018, that regulation has the effect of extending the initial designation period until that date.

For those reasons, I hereby approve the continued initial designation of Southcentral Mississippi Works as a LWDA through June 30, 2018.

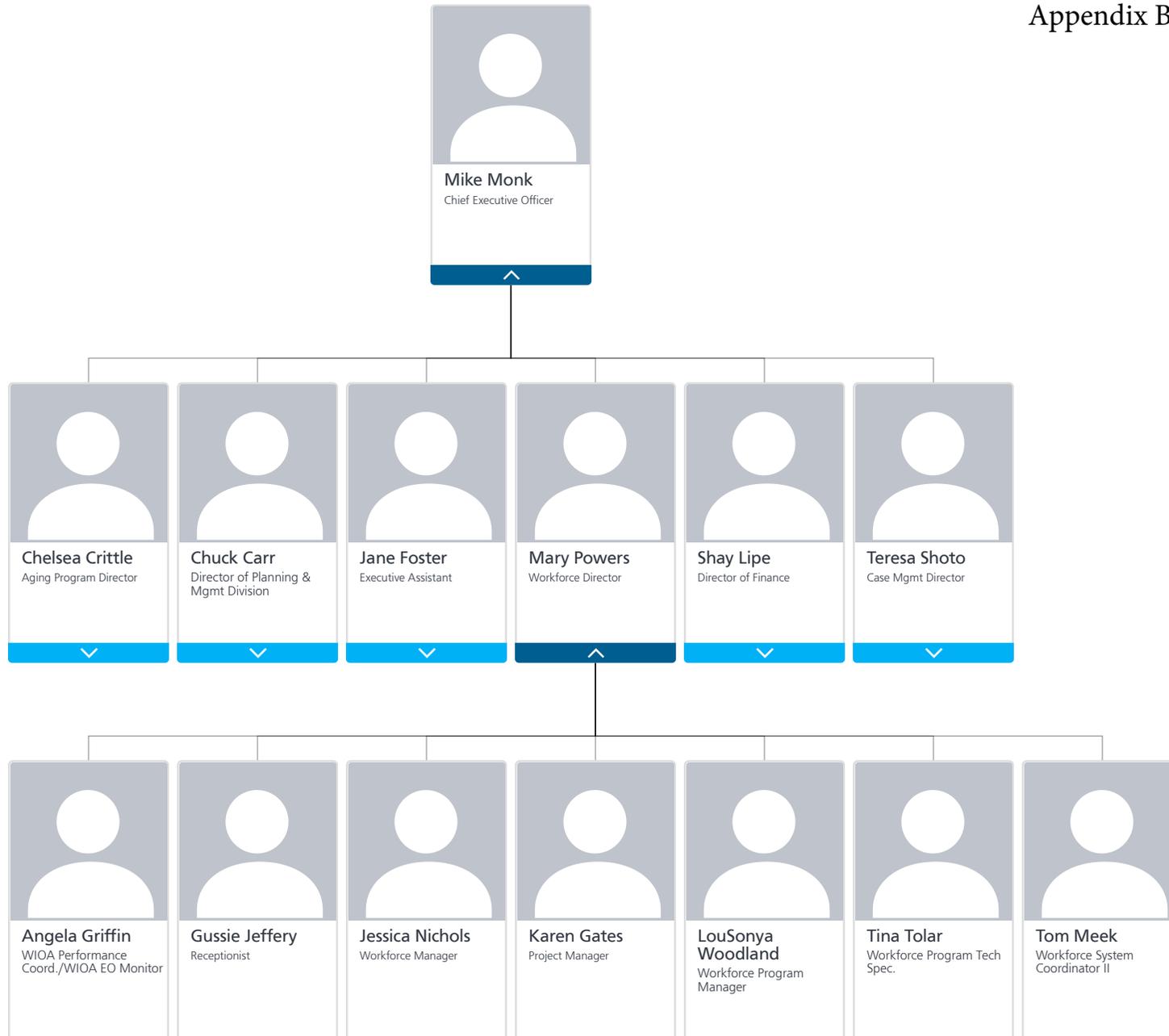
Mr. Michael Monk
May 10, 2017
Page 2

The Southcentral Mississippi Works LWDA is an essential partner in the successful implementation of our innovative WIOA state plan. By working together to strengthen the alignment of our workforce, education, and economic development initiatives, we can make our state a better place to live where every Mississippian who wants a job can get a job. I appreciate your commitment to this exciting opportunity.

Sincerely,

A handwritten signature in blue ink that reads "Phil Bryant". The signature is written in a cursive style with a long horizontal line extending to the right.

Phil Bryant
Governor



Appendix C

Title	FirstName	LastName	JobTitle	Company / Agency Name	MailAddress	City1	State1	ZipCode1	Category
Mr.	Greg	Baldwin	Director of Human Resources	Walthall General Hospital	100 Hospital Dr.	Tylertown	MS	39667	private sector representing area businesses
Ms.	Katrina	Banyard	Owner/Director	Foundation First Development Center	3878 Terry Rd.	Jackson	MS	39212	private sector representing area businesses
Mr.	Mike	Barkett	President	MS Construction Education Foundation	5165 Old Brandon Road	Pearl	MS	39208	private sector representing area business in the construction industry
Ms.	Janice	Barry	OVR Regional Manager	MS Dept. of Rehabilitation Services	3895 Beasley Road	Jackson	MS	39213	Rehabilitation services
Ms.	Sarah	Bridge	South Central Area Director	MS Department of Human Services	300 East Chickasaw	Brookhaven	MS	39601	Public Assistance
Ms.	Jill	Busby	Executive Director	Pike County Economic Development District	Post Office Box 5302	Summit	MS	39666	private sector representing area businesses
Ms.	Keisha	Butler	Office Manager	Southwest MS Opportunity, Inc.	P. O. Box 1667	McComb	MS	39649	CBO
Mr.	Jermal	Clark	Owner/President	Spectrum Employment Agency	Post Office Box 20564	Jackson	MS	39289-1564	private sector representing area businesses
Ms.	Debra	Crook	Vice-President	Bank Plus	200 Jerry Clower Blvd.	Yazoo City	MS	39194	private sector representing area businesses
Mr.	Pablo	Diaz	Executive Director	Warren Port Commission	2020 Mission 66	Vicksburg	MS	39180	private sector representing area businesses
Ms.	Carmen	Drake	Chief Executive Officer	AJFC Community Agency	P O Box 3011	Natchez	MS	39121	CBO
Mr.	Marcus	Estes	Workforce Services Employment Manager	MS Dept. of Employment Security	1235 Echelon Parkway	Jackson	MS	39213	Wagner Peyser
Mr.	Arthur	Evans, Jr.	Economic Developer	Copiah County Economic Dev. District	232 N. Pat Harrison Drive	Crystal Springs	MS	39059	Economic development
Ms.	Karen	Gaudet	Director of Adult Education	Copiah-Lincoln Community College	Post Office Box 649	Wesson	MS	39191	ABE
Mr.	John	Graves	President	IBEW Local 2164	P.O. Box 54032	Pearl	MS	39208	Labor
Ms.	Morgan	Halford-Poore	Attorney	Halford Law Firm	PO Box 650	Meadville	MS	39653	private sector representing area businesses
Mr.	Harold	Hart	Owner	Elim's Art Gallery	350 W. Woodrow Wilson	Jackson	MS	39213	private sector representing area businesses
Mr.	Mack	Haynes	Owner	Haynes Box Company	567 Morris Smith Lane	Centreville	MS	39631	private sector representing area businesses
Ms.	Shannon	Hillman	Marketing & Membership Manager	MS Manufacturers Association	720 N. President St.	Jackson	MS	39202	Private sector representing area businesses in manufacturing
Mr.	Benny	Hubbard	Owner	Hubbard Financial Services	702 Prominence Drive	Flowood	MS	39232	private sector representing area businesses
Mr.	Francis	Jackson	President	Midsouth Lease & Sales, Inc.	208 E. Georgetown St.	Crystal Springs	MS	39059	private sector representing area businesses
Mr.	Scott	Kimbrell	Owner	Kimbrell's Digital Solutions	520 Main Street	Natchez	MS	39120	private sector representing area businesses
Dr.	Brenda	Orr	Dean of Community Programs	Copiah-Lincoln CC	P.O. Box 649	Wesson	MS	39191	SCSEP
Mr.	Allen	Scott	Owner	ACEC of Mississippi	115 Aerosmith Drive	Richland	MS	39218	private sector representing area businesses
Mr.	Clarence	Scutter		MS Regional Housing Authority #VI	511 Greenwood St.	Port Gibson	MS	39150	Public Assistance
Dr.	Mary	Sims-Johnson	Executive Director	Madison County Citizens Services Agency	1005 W. Peace Street	Canton	MS	39046	CBO
Mr.	C. Jim	Stephens	Training Director	Jackson Electrical JATC	P.O. Box 721077	Byram	MS	39272-1077	Labor
Dr.	Chad	Stocks	Vice President for Workforce Development	Hinds Community College	P.O. Box 1100	Raymond	MS	39154-1100	Higher Education
Mr.	Michael	Suttlar		Yazoo Co. Youth Court	Post Office Box 378	Yazoo City	MS	39194	Youth
Mr.	Daren	Vandevender	Human Resources Manager	Wallenius Wilhelmsen Logistics	225 Nissan Way, Building 95	Canton	MS	39046	private sector representing area businesses
Mr.	Earl	Washington	President	U.S. Coating Specialties & Supplies, LLC	125 W. Mayes Street	Jackson	MS	39283	private sector representing area businesses
Ms.	Carid	Wisch	Center Director	MS Job Corps	400 Harmony Road	Crystal Springs	MS	39059	Youth

OPERATING PROCEDURES
SOUTHCENTRAL MISSISSIPPI WORKS
LOCAL WORKFORCE DEVELOPMENT BOARD

INTRODUCTION: The Workforce Innovation and Opportunity Act (**WIOA**) of **2014** requires the Governor to designate local workforce areas within the State through consultation with the State Workforce Development Board, after consultation with chief elected officials, and after consideration of comments received through the public comment period.

On May 14, 2015, the Governor issued a designation of the Southcentral Mississippi Works local workforce development area.

The county boards of supervisors of the seventeen-county Local Workforce Development Area joined together and entered into a Cooperative Service Agreement according to the provisions of *section 19-3-101 through 19-3-115 of the Mississippi Code*. A Board of Commissioners consisting of one member appointed by the Board of Supervisors of each of the seventeen counties was created according to State statute. The Board of Commissioners has the sole authority to appoint the Local Workforce Development Board according to the provisions of the WIOA.

ARTICLE I
NAME, SERVICE AREA, OFFICE LOCATION

Section 1. Name

The name of this organization shall be the Southcentral Mississippi Works Local Workforce Development Board, hereinafter referred to as the "Local Board" or "LWDB".

Section 2. Service Area

The LWDB shall serve the residents of Adams, Amite, Claiborne, Copiah, Franklin, Hinds, Jefferson, Lawrence, Lincoln, Madison, Pike, Rankin, Simpson, Walthall, Warren, Wilkinson and Yazoo Counties.

Section 3. Office Location

The official office location and mailing address shall be Central MS Planning and Development District; 1170 Lakeland Drive, Post Office Box 4935, Jackson, Mississippi 39296-4935.

ARTICLE II
RESPONSIBILITIES

Section 1. Policy Guidance

It shall be the responsibility of the Local Board to provide policy guidance for, and exercise oversight with respect to, activities under the local workforce development plan for Southcentral Mississippi Works in partnership with the Board of Commissioners serving as Chief Elected Official (hereinafter referred to as the "BOC" or "Commissioners") of local government within the area.

Adopted: April 14, 2016

Section 2. Specific Duties

In accordance with the requirements of the Workforce Innovation and Opportunity Act (hereinafter referred to as "WIOA" or the "Act"), the Board shall be charged with the following duties and responsibilities, although not necessarily limited to:

- Develop the local workforce development plan
- Carry out workforce research and regional labor market analyses, including assisting in developing statewide employment statistics system
- Convene local workforce development system stakeholders to assist in the development of the local plan
- Lead efforts to engage with a diverse range of employers and other entities, including economic development organizations, involved in workforce development
- Lead efforts in the local area to develop and implement career pathways
- Lead efforts in the local area to identify and promote proven and promising workforce strategies and initiatives
- Develop strategies for using technology to maximize accessibility and effectiveness of the workforce development system.
- Conduct program oversight
- Negotiate local performance accountability measures
- Select and certify one-stop operators and youth providers on a competitive basis; Identify eligible providers of training and career services
- Coordinate activities with education and training providers
- Develop a local board budget
- Assess the physical and programmatic activity accessibility in accordance with the Americans with Disabilities Act of 1990
- Make information regarding workforce development activities available to the public
- Direct disbursement of funds by the local grant recipient or fiscal agent
- Appoint youth committee

ARTICLE III CODE OF CONDUCT

This Code of Conduct sets forth standards governing the performance of members of the Local Board, its officers and agents who are engaged in the deliberation of LWDB business.

For purposes of this policy, "immediate family" includes the spouse, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, step-parent, step-child, grandparent and grandchild.

Section I. Acceptance of Gratuities

No LWDB member, Commissioner, or CMPDD/SWMPDD staff shall solicit or accept gratuities, favors, or anything of monetary value from vendors, subrecipients, subawardees or potential vendors, subrecipients, subawardees or parties to any subagreements/subawards.

Section 2. Declarations of Possible Conflicts

LWDB, BOC or Youth Committee members must declare, on the record, possible conflicts when:

- a. The member or an immediate family member is a volunteer board member of a nonprofit bidding organization;
- b. The member is voting on an indirect affirmation of a contract relationship, such as a vote on the Local Workforce Plan; or
- c. The member is voting on a rival proposal, though there is no direct competition.

Section 3. Abstention and Recusal from Voting

No Local Board member shall cast a vote on the provision of services by that member (or any organization which that member directly represents) or vote on any matter which would provide direct financial benefit to that member (or any organization which that member directly represents). No Local Board member shall cast a vote on the provision of services by any person or organization who is in direct competition with a proposal or bid which would provide a direct financial benefit to the member. Abstention from voting does not satisfy the requirements of this section. The Local Board member must recuse themselves from the room prior to any discussion and may not return to the room until after the vote regarding the issue has been taken.

Section 4. Prohibition from Participation

No Local Board member shall participate in recommendations about contracts or subawards with the organization he or she represents or from which they receive direct financial benefit, including any of their immediate family members. Participation includes discussion, lobbying, rating, scoring, recommending, explaining, or assisting in the design or approval of the procurement process.

Section 5. Sanctions

- a. Violations of this Code shall be determined by the Executive Committee of the Local Board. After hearing, the Executive Committee will recommend appropriate disciplinary actions.
- b. Willful violations by a Local Board member shall result in recommendations for removal from the Local Board; and, if the Executive Committee decides it is in the best interest of the Local Board, termination of the questioned contract or subaward.
- c. Any member who is dissatisfied with the conduct of a procurement action may file a grievance, and may be entitled to remedies available through a grievance process.

ARTICLE IV MEMBERSHIP

Section 1. Composition

- a. Members of the local workforce board who are private sector representatives shall be selected from among individuals nominated by general purpose business organizations and trade associations after consulting with and receiving recommendations from other business organizations in Southcentral Mississippi Works area. Such nominations, and the individuals selected from such nominations, shall reasonably represent the industrial and demographic composition of the business community.

The Local Workforce Development Board shall include representatives of businesses in the area, who:

1. Are owners of businesses, chief executives or employer representatives with optimum policy-making or hiring authority;
2. Represent businesses with employment opportunities that reflect the employment opportunities of the local area;
3. Are appointed from among individuals nominated by local business organizations and business trade associations; and
4. Make up a majority of the local board.

- b. Public sector representatives shall be selected from individuals nominated by appropriate agencies or organizations. Public sector membership shall be composed of representatives of the public sector as follows:

<i>Public Sector Represented</i>
Board of Commissioners (Local Elected Official) Grant recipient & Fiscal Agent Workforce Innovation and Opportunity Act Programs
Mississippi Department of Employment Security Wagner Peyser Trade Act Veterans Unemployment Insurance
State Community College Board Adult Education/Literacy
Mississippi Department of I Rehabilitation Services Vocational Rehabilitation
Mississippi Department of Human Services Community Services Block Grant Senior Community Service Employment
Local Community Colleges Postsecondary Vocational Education & Applied Technology Education
Regional and Local Housing Authorities HUD Employment & Training Activities
Economic Development representative
Community-based Organization representative
Organized Labor representative
Local Education representative

Section 2. Term

- a. The number of members of the Local Board shall be determined by the Board of Commissioners.
- b. Members shall be appointed for fixed and staggered terms of one and two years, and may serve until their successors are appointed.
- c. If a member vacates a position prior to the expiration date of his/her term in office, recommendations shall be made by the Executive Committee for replacement members. Upon appointment by the BOC, the appointee shall serve the unexpired term.
- d. Any vacancy in the membership of the Local Board shall be filled in the same manner as the original appointment. Any member of the Local Board may be removed for cause in accordance with procedures established by the Local Board and recommended to the BOC.

Section 3. Attendance Policy

If a member misses three (3) consecutive regularly scheduled meetings of the LWDB, a recommendation **may** be made to the Board of Commissioners to remove the member from the Board.

Section 4. Voting

- a. Appointed members shall have one vote except a member may not vote on an issue before the Local Board or before a Committee which has a direct or indirect bearing on services to be provided by that member or any organization which such member represents, or any matter which would financially benefit such member or any organization such member represents. Voting is subject to Section 3 above.
- b. LWDB members shall personally attend LWDB meetings where at all possible, but in those isolated cases where attendance is impossible, members may designate another person who holds a leadership and/or decision-making position in the entity which the member represents, by sending a written authorization to the LWDB meeting with the designated representative. Said designee shall be counted for the purposes of determining the presence of a quorum at LWDB meetings and shall have the power to vote on behalf of the member he/she represents.

**ARTICLE V
EXECUTIVE SESSIONS**

In accordance with §25-41-7 of the Mississippi Code 1972 Annotated, the LWDB and/or its committees, may enter into executive session for the transaction of public business; provided, however, all meetings shall commence as open meetings and an affirmative vote of three-fifths (3/5) of all members present shall be required to declare an executive session.

**ARTICLE VI
MEETINGS**

Section 1. Types and Schedule of Meetings

- a. The Local Board shall meet as it deems necessary. Regular meetings of the Local Board shall be held as established by the Chairperson or Local Board. At a minimum, however, the Local Board shall adopt a schedule of meetings for the upcoming Program Year at the last meeting of the current Program Year. Such schedules shall include the times and places of the meetings. Each member shall be notified (reminded) in writing of each regular meeting a minimum of ten days in advance.
- b. Special meetings may be called at any time by the Chair or upon the request of one-third of the Local Board's membership. Where practical, each member shall be notified in writing of each special meeting a minimum of five days in advance.
- c. Telephone Conference Call meetings may be called at any time by the Chair where an emergency situation exists. In such situations, the Executive Committee shall act on behalf of the Local Board in the conduct of Local Board business. Accommodations shall be made for interested parties to meet at the Central Mississippi Planning and Development District and the Southwest Mississippi Planning and Development District to hear meeting proceedings via the conference feature on agency telephones. Public notice of Telephone Conference Calls shall be given in accordance with paragraph two of Section 3.

Section 2. Open Meetings

All meetings of the Local Board shall be open and accessible to the general public in accordance with §25-41 1-17 of the Mississippi Code, Annotated, as applicable. **Special meetings** may be called at any time by the Chair or upon the request of one-third of the Local Board's membership. Where practical, each member shall be notified in writing of each special meeting a minimum of five days in advance.

Section 3. Public Notice of Meetings

- a. Regular meetings of the Local Board shall be published in newspapers of general circulation. Such announcements shall include the time, date and place of the meetings and a telephone number to call for additional information.
- b. Notice of Special or emergency meetings such as telephone conference calls shall be posted on the Bulletin Board of the Central Mississippi Planning and Development District and the Southwest Mississippi Planning and Development District within one hour after such meetings are called.

Section 4. Conduct of Meetings

- a. The Local Board mandates in Section 2 of this article that all LWDB meetings shall be open and accessible to the general public. This article reflects the Local Board's belief that the Workforce Innovation and Opportunity Act and its programs can greatly affect the economy and workforce of the local area and, thus, the discussions and deliberations which go into the Local Board's decisions should take place in an open and public manner in order that the people of the workforce area can be advised of and become aware of the Local Board's actions.
- b. However, state law also provides that a public body such as the LWDB may make and enforce reasonable rules for the conduct of persons attending its meetings. Therefore, the following rules will govern the conduct of all public persons and parties attending any LWDB committee or full LWDB meeting.
 1. "Public person" or "Interested public party" is defined as any person or party who is not a member of the LWDB or a staff person of the Central Mississippi Planning and Development District or the Southwest Mississippi Planning and Development District.
 2. In order to facilitate discussion among Local Board members and to aid in the accurate recording of Local Board actions, members of the public will sit in designated areas separated from Local Board and staff.
 3. Participation and discussion of projects and issues will be limited to Local Board members. Consideration of a matter will begin with a staff summary, if so requested by the Local Board, and will be followed by Local Board deliberations. If the Local Board deems it necessary and appropriate, members may address questions to an interested public party. If this situation arises, the Chair of the Local Board or Committee may designate the spokesperson to respond. The spokesperson must confine his or her response to the question raised. The spokesperson must also clearly identify himself or herself and the interested party or organization he or she represents.
 4. Members of the general public wishing to address the LWDB must make a request in writing to the LWDB Chair. This request should contain the topic to be covered by the address, the relevance of the address to Local Board business, and the amount of time requested. The request must be received at least ten working days prior to the meeting date. A response, in writing, will be made to all such requests. The nature of the response will be based on such considerations as time available on the agenda; amount of LWDB business to be covered at the meeting; relevance of the topic of the request to agenda material; and other pertinent factors.
 5. A member of the Local Board may move to "**suspend the policy**". Upon a second and approval by a two-thirds vote of the LWDB members present and voting, this policy on conduct of meetings will be suspended for the discussion of a particular issue.

ARTICLE VII

REIMBURSEMENT FOR COSTS INCURRED

The members of this Local Board and its committees, and representatives of LWDB members attending meetings in his/her absence, shall receive reimbursement for costs incurred in the performance of their duties as Local Board members at a rate and in the manner established and/or approved by the State of Mississippi, its agencies, and officials.

ARTICLE VIII QUORUM

A Quorum shall consist of a majority of the members, present and voting.

ARTICLE IX MINUTES

The minutes of each Local Board or Committee meeting shall be recorded and distributed to the LWDB members within a reasonable time not to exceed 30 days after recess or adjournment and shall be open to public inspection during regular business hours.

ARTICLE X LOCAL WORKFORCE DEVELOPMENT PLAN

The Local Workforce Development Plan developed by the fiscal agent shall be reviewed by the Local Board. The Local Board may make such recommendations and require such revisions as it deems appropriate. The Local Workforce Development Plan shall require the approval of the Local Board and must be signed by the Chairperson of the Local Board upon approval. Upon approval, the plan will be presented to the Board of Commissioners for ratification.

ARTICLE XI OFFICERS

Section 1. Officers

- a. The LWDB shall have a Chairperson who shall be elected from among the representatives of business and industry.

The Chairperson shall be elected for a two year term by a majority of the LWDB membership at the last meeting of the program year and shall take office in July. The Chairperson shall preside at all meetings of the LWDB and shall, in general, perform all duties incident to the office of the chairperson.

- b. The LWDB shall have a Vice-Chairperson who shall be elected from among the representatives of business and industry.

The Vice-Chairperson shall be elected for a two year term by a majority vote of the LWDB membership at the last meeting of the program year and shall take office in July.

Section 2. Term

The term of office for the Chairperson and Vice-Chairperson shall be for two years. If an officer vacates his/her position on the LWDB, a replacement shall be elected to serve the unexpired term.

ARTICLE XII COMMITTEES

The LWDB shall be served by such Standing Committees and such other Ad Hoc Committees as may be deemed necessary. These committees shall be appointed by the Chairperson when needed.

Section 1. Executive Committee

- a. The LWDB shall have an Executive Committee consisting of the LWDB Chairperson, LWDB Vice-Chairperson, the Immediate Past Chairperson and Chairpersons and Vice-Chairpersons of any standing committee.
- b. The Executive Committee shall be presided over by the LWDB Chairperson. In the absence of the Chairperson, the LWDB Vice-Chairperson shall assume the Chairperson's duties and responsibilities.
- c. The Executive Committee shall meet in accordance with the determination of the Chairperson, the Executive Committee or the Local Board.
- d. The Executive Committee is authorized to meet and act on behalf of the Local Board in the conduct of Local Board business, provided that such actions taken by the Executive Committee shall be ratified by the Local Board at its next meeting.
- e. The Executive Committee shall provide the Local Board overall leadership and guidance and shall advise the Local Board in the operation of the Local Board's activities and affairs. The Committee may assist in the development of the agenda for the Local Board. The Committee shall assign tasks or request projects from any standing committees and coordinate decisions from these committees.
- f. Minutes of each Executive Committee meeting will be provided to the Committee and Local Board. A quorum of the committee shall consist of a majority of the Executive Committee members. A majority vote will be necessary for approval of a motion. Only on occasions when there is a tie, the Chairperson of the Committee will vote.

ARTICLE XIII YOUTH COMMITTEE

Section 1. Establishment

The Workforce Innovation and Opportunity Act requires the establishment of a youth committee as a subgroup within the Local Workforce Development Board. The youth committee will be appointed by the Local Board, in cooperation with the BOC for the workforce area.

Section 2. Membership

Members of the Youth Committee shall be appointed from individuals nominated by appropriate agencies or organizations. Membership of the youth committee may include:

- members of the Local Board with special interest or expertise in youth policy including private sector members;
- representatives of youth service agencies, including juvenile justice and local law enforcement agencies;
- representatives of local public housing authorities;
- parents of eligible youth seeking assistance under this program;
- individuals, including former participants, and representatives of organizations, that have experience relating to youth activities; and
- representatives of the Job Corps program, as appropriate.

The Youth Committee shall be chaired by a member of the LWDB. Members of the Youth Committee who are not members of the LWDB shall be voting members of the Youth Committee and nonvoting members of the LWDB.

Section 3. Duties

The Youth Committee will provide information and assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.

Section 4. Minutes

The minutes of each Youth Committee meeting shall be recorded and distributed to the Youth Committee and LWDB members within a reasonable time not to exceed 30 days after recess or adjournment and shall be open to public inspection during regular business hours.

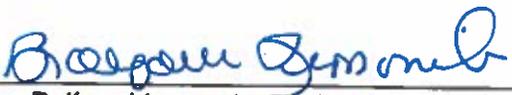
**ARTICLE XIV
AMENDMENTS**

These Operating Procedures shall be amended at any time provided that such amendment is forwarded in writing to the members prior to the meeting at which action shall be taken. Approval of an amendment shall be by majority vote of the membership in a full Local Board meeting.

**ARTICLE XV
ADOPTION**

These Operating Procedures shall be adopted when ratified and approved by a majority vote of the Local Board.

ADOPTED AND APPROVED:



Balfour Lipscomb, Chair



Date

CENTRAL MISSISSIPPI PLANNING & DEVELOPMENT DISTRICT

DEBARMENT CERTIFICATION

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transaction**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**THE ATTACHED INSTRUCTIONS
ARE AN INTEGRAL PART OF THE CERTIFICATION**

The Central Mississippi Planning & Development District, as recipient of Federal assistance funds, certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transaction by any Federal department or agency.

Michael Monk, Chief Executive Officer
Name and Title of Authorized Representative

Signature

Date

Instructions for Certification

1. By signing this certification, the recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when the federal transaction was entered into. If it is later determined that the recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The recipient of Federal assistance funds shall provide immediate written notice if at any time the recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions of Coverage sections of rules implementing Executive Order 12549.
5. The recipient of Federal assistance funds agrees that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The recipient of Federal assistance funds further agrees that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the forgoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

**MEMORANDUM OF UNDERSTANDING
BETWEEN**

**SOUTHCENTRAL MISSISSIPPI WORKS
WORKFORCE DEVELOPMENT BOARD**

AND

WIOA ONE-STOP SYSTEM PARTNERS

I. Introduction

The purpose of this Memorandum of Understanding (MOU) is to describe the framework and partnerships of the Southcentral Mississippi Works (SMW) Workforce Development Area One Stop Delivery System, hereafter referred to as the System. While this is a requirement of the Workforce Innovation and Opportunity Act (WIOA) and is consistent with the State of Mississippi Unified Plan (Mississippi Works Smart Start Career Pathway), the intent is to create and foster an atmosphere of cooperation and collaboration among Partners. By working together, Partners can identify current and future in-demand workforce skills, promote post-secondary education, promote lifelong learning strategies and engage SMW citizens in appropriate career pathways which will provide for permanent unsubsidized employment and a self-sufficient level of income. This MOU is between the SMW Local Workforce Development Board (LWDB) and the WIOA One-Stop System Partners and it establishes roles and responsibilities for the Partners.

A list of Partners and the applicable programs is found in section IV of this MOU. This MOU establishes guidelines for the Partners designed to support the development and maintenance of cooperative working relationships. It includes:

- Services provided through the System, and the manner in which the services will be coordinated and delivered through the System.
- WIN Job Centers
- Requirements for funding of infrastructure and operating costs of the System.
- Funding of the cost of services and training provided to job seekers and employers.
- Methods of referral of individuals between/among the Partners.
- Methods to ensure that the needs of job seekers, including youth and individuals with disabilities, are addressed and met in the provision of necessary and appropriate services.
- Methods of access to technology and materials through the System.
- Effective period of the MOU and procedures for the review and appropriate modification of the MOU.

II. Strategic Vision and Goals

The goal of the System is to bring together workforce development, educational, and other workforce-related services in a seamless, customer-focused service delivery network that enhances access to the programs' services to assist individuals in obtaining suitable employment;

enables employers to obtain qualified employees, and improves long term employment outcomes for SMW citizens.

In meeting this goal, the Partners will work cooperatively to identify barriers, eliminate duplication of services, reduce service costs, align technology and data systems, enhance participation and performance of customers served through the System and improve customer satisfaction.

This MOU under WIOA establishes initial service interfaces for the System. All parties identified in this MOU will work together to continue to implement a seamless service delivery system of employment and training services for job seekers and employers with a focus on continuous improvement. The System will consist of Partners administering separately funded programs as a set of integrated streamlined services to both employer and job seeker customers.

III. Other Characteristics of the System

1. The System focuses equally on both job seeker and employer customers.
2. Partners will make their workforce-related programs and services available through the System.
3. Partners will use a portion of the funds made available to them to work collaboratively to establish and maintain the System including the WIN Job Center infrastructure where partners are physically co-located (reasonable cost allocation based on the proportion of relative individual program/client benefit).
4. Partner services will be available electronically to the extent possible in addition to being available at appropriate physical sites.
5. Partners will utilize a centralized referral system to provide customers access to the programs or activities of the System.
6. Partners will operate their workforce-related programs as part of the System, consistent with the State Plan and the terms of the MOU.
7. Partners will participate in the development of methods and processes to ensure the needs of workers and specifically youth and individuals with barriers to employment (including individuals with disabilities), are addressed in the provision of necessary and appropriate access to services, including access to technology and materials. Access will focus on physical, virtual, communication, and programmatic accessibility.
8. Partners will participate in the development of strategies for the use of career pathways for the purpose of providing individuals, including low-skilled adults, youth, and individuals with barriers to employment (including individuals with disabilities), with workforce activities, education, training and available supportive services to enter or retain employment. Education and training activities in the SMW targeted industry sectors of manufacturing, healthcare, and transportation/distribution/logistics will be emphasized and will receive priority.
9. Partners will participate in the development of strategies for technological improvements to facilitate access to, and improve the quality of, services and activities provided through the System.

10. Partners will provide the LWDB updates to programs, performance, or other notable items upon request for the purpose of enabling the LWDB to coordinate services, develop and align policy, or obtain a best practice for the betterment of the system.

IV. SMW Partner Programs and Activities

Parties to the MOU include the Partners listed below. As required by WIOA, all Partners shall participate in the System in the SMW Area, be Partners to this MOU and shall abide by the terms prescribed herein and by all applicable Federal, State, and Local rules, plans, and policies as applicable and as authorized under the Partner's program(s) and in keeping with the Federal guidelines.

- SMW Local Workforce Development Board and Chief Local Elected Officials Board (Board of Commissioners/BOC)
 - WIOA Title I Adult, Dislocated Worker, and Youth Career and Training Services
- Mississippi Department of Employment Security (MDES)
 - Wagner-Peyser Act Program – this is the state's labor exchange system which enables customers to register for career services, create and post resumes, create and post job orders, conduct job search and candidate search, access to labor market and training information, enables job matches (automated) and job referrals.
 - Trade Adjustment Assistance for Workers Program – this federal program provides adversely affected US workers who have lost or may lose their jobs as a result of foreign trade with opportunities to obtain the training and support necessary to become reemployed.
 - Jobs for Veterans Program – this program prepares America's veterans, service members and their spouses for meaningful careers by providing them with employment resources and expertise, protects their employment rights, and promotes their employment opportunities.
 - Unemployment Insurance Program – provides unemployment benefits to eligible workers who become unemployed and who meet certain other eligibility requirements.
 - Provide and maintain the electronic system, referred to as MS Works, that enables employers and jobseekers to make informed employment and training choices leading to employment.
 - Provide a central referral mechanism between Partner programs.
 - Assist Partner Programs with reporting on all common performance measures specified in the final Combined State Plan, WIOA Law, Regulations, and guidance.
- Hinds Community College
Holmes Community College
Copiah-Lincoln Community College
Southwest MS Community College

- Adult Education & Family Literacy Act Program – provides for adult basic and literacy education for adults who lack basic skills, a high school diploma or its equivalency, or proficiency in English.
- SCSEP program – (Copiah-Lincoln Community College only)
- MS Department of Rehabilitation Services (MDRS)
 - Vocational Rehabilitation Program – provides services for individuals with disabilities, consistent with their strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice, so that they may prepare for and engage in competitive integrated employment and achieve economic self-sufficiency.
- MS Department of Human Services (MDHS)
 - Temporary Assistance for Needy Families (TANF) – provides benefits for families with needy children under the age of 18.
 - Supplemental Nutrition Assistance Program (SNAP) – provides monthly benefits that help low-income households buy the food they need for good health.
- Central MS Planning & Development District
 - Senior Community Service Employment Program (SCSEP) – provides older workers with poor employment prospects with hands-on training through part-time work at community service agencies to assist with their transition to unsubsidized employment.
- MS Job Corps Center
 - This program provides career technical training and high school/HSW training and job placement to Job Corps enrollees

V. WIN Job Centers and Partner Service Provision

Currently, there are seven (7) WIN Job Centers strategically located throughout the SMW local workforce area. The SMW WIN Job Center Operator(s) are selected through a competitive procurement process. The Operator is responsible for coordinating the service delivery of all Partners within the System and convening the Partners to ensure continuous communication and improvement of service delivery. The majority of WIOA Title I Youth, Adult and Dislocated Worker programs are accessed through the WIN Job Centers. The SMW local workforce area also currently includes a specialty center focused on serving individuals with mental disabilities.

Partner services are provided directly through a network of comprehensive, affiliate and Partner sites. In addition to the comprehensive, affiliate and Partner sites, job seekers and employers can access services electronically at any time at www.mdes.ms.gov. A minimum of one Comprehensive WIN Job Center within the SMW Local Area physically houses and includes all Partners and their services. A minimum of one staff member from each partner is co-located in the Comprehensive Center in accordance with Mississippi's WIOA Smart Start Career Pathway State Plan.

Other Affiliate WIN Job Centers include staff from at least two (2) of the Partners and provides services of those Partners as well as access to programs and services provided by Partners who are not physically located at that Center through electronic means and/or referral. In addition to

Comprehensive and Affiliate Centers, services, information and referral is available at other Partner sites.

Each WIN Job Center that physically houses staff and offers services of more than one Partner shall have an Infrastructure Funding Agreement (IFA) which describes how Partners will contribute to the infrastructure cost of the Center, including, but not limited to, the cost of equipping and operating the Resource Room, facility rent, utilities cost, and maintenance of shared equipment and facilities. The WIN Job Center Operator, working in coordination with the SMW LWDB, is responsible for developing and maintaining the IFA for each Center. Each IFA shall be reviewed annually and appropriate modifications executed. Costs for career and training services for customers who are determined to be best served by and eligible for a Partner's services or programs will be borne by the Partner that is authorized to deliver the service and for which they are funded.

The MDES manages the online participant data system. In addition to being the electronic comprehensive Center where clients can access career services, it is used to track career and training services provided to customers, gather common performance measure data and link employers and job seekers. At a minimum, all Partners will utilize the registration and job matching function for work ready customers unless otherwise specifically stated in this MOU. A customer is determined job ready by the Partner based on the goals of the Partner program. Partners shall utilize the common data system so that referrals to/from/among Partners can be tracked and services coordinated and so that all Partners will have access to the individual's Career/Employment Plan and services needed/provided.

Partners are responsible for providing the applicable career services that are authorized to be provided under each Partner's program. Career services are listed in 134 (c)(2) of WIOA. Staff training will be available and it is expected that all Partner staff will be knowledgeable about all services available in the System. Partners are responsible for providing technical assistance and training to other Partner staff. The MDES Office of Grant Management (OGM) and the State Workforce Development Board developed and provided training on the referral process related to the operation of the system. All Partners are required to utilize this referral process whereby any individual who seeks services from one of the Partners will also receive information and referral to the services of the other Partners based on the use of a series of diagnostic assessment questions. Partners retain the responsibility for eligibility determination for their respective services whether co-located or connected through another method. If eligible, customers may receive non-duplicated services from multiple Partners as appropriate.

All Partner staff, supervisors, and administrators will adhere to all Federal and State confidentiality rules.

VI. MOU Term and Modification

The term of this MOU shall begin on 7/1/2020 and will remain in full force and effect until June 30, 2024 unless any party desires to amend the content in writing. The MOU may be modified as needed based on modification of the system or activities. The MOU may be modified by mutual consent of all parties using the same process and procedures as this original agreement.

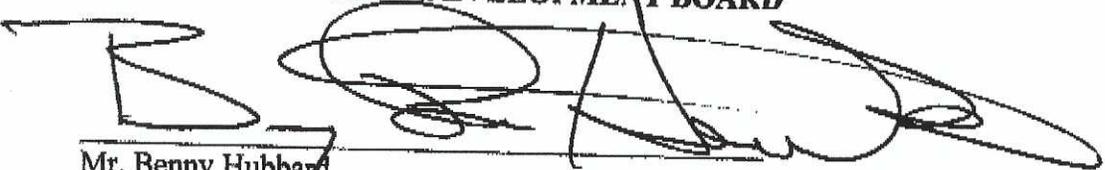
VII. Certification

By signing this MOU, all parties agree that the provisions contained herein are subject to all applicable Federal, State and Local laws, regulations, and/or guidelines relating to nondiscrimination, equal opportunity, displacement, privacy rights of participants, and maintenance of records and other confidential information related to system customers.

This MOU is entered into by and between the partners for the operation of the system, including the coordination of service delivery and the sharing of infrastructure costs, for the SMW Workforce Development Area.

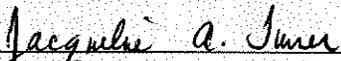
By signatures affixed to this agreement, the partners to this MOU agree to work collaboratively to carry out the provision of this MOU and the SMW Local Area Plan.

**SOUTHCENTRAL MISSISSIPPI WORKS
LOCAL WORKFORCE DEVELOPMENT BOARD**

A large, stylized handwritten signature in black ink, appearing to read 'Benny Hubbard', is written over a horizontal line.

Mr. Benny Hubbard
Chairman

MISSISSIPPI DEPARTMENT OF EMPLOYMENT SECURITY



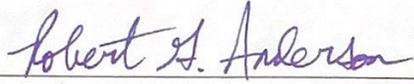
Ms Jacqueline A. Turner
Executive Director

MISSISSIPPI DEPARTMENT OF REHABILITATION SERVICES

A handwritten signature in blue ink, appearing to read "Chris Howard", is written over a horizontal line.

Mr. Chris Howard
Executive Director

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES

A handwritten signature in blue ink that reads "Robert G. Anderson". The signature is written in a cursive style with a horizontal line extending to the right from the end of the name.

Mr. Robert G. Anderson
Executive Director

COPIAH-LINCOLN COMMUNITY COLLEGE



Dr. Jane Hulon-Sims
President

HINDS COMMUNITY COLLEGE



Dr. Stephen Vacik
President

SOUTHWEST MISSISSIPPI COMMUNITY COLLEGE



Dr. Steven Bishop
President

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

A handwritten signature in black ink that reads "Michael Monk". The signature is written in a cursive style with a large, prominent 'M' and 'K'.

Michael Monk
Chief Executive Officer
Central MS Planning & Development District

Southcentral Mississippi Works Workforce Development Area

WIN Job Center Locations

Brookhaven WIN Job Center
545 Brookway Blvd.
Brookhaven, MS 39601

Jackson WIN Job Center
5959 I-55 Frontage Rd.
Jackson, MS 39213

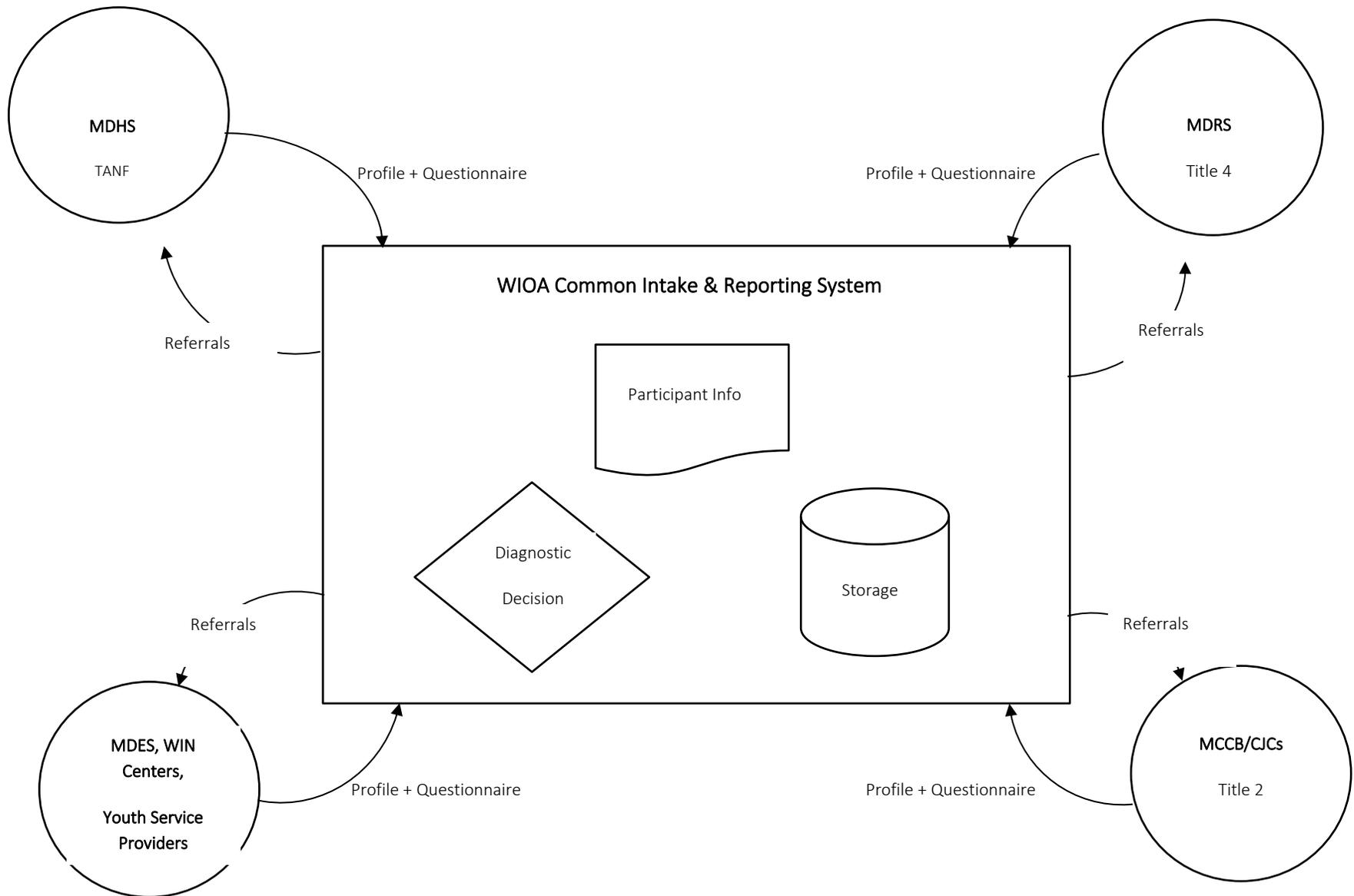
Madison County WIN Job Center
152 Watford Parkway Drive
Canton, MS 39046

McComb WIN Job Center
1400-A Harrison Ave.
McComb, MS 39648

Natchez WIN Job Center
107 John Pitchford Parkway
Natchez, MS 39120

Pearl WIN Job Center
212 St. Paul St.
Pearl, MS 39208

Vicksburg WIN Job Center
755 Hwy 27 S.
Vicksburg, MS 39180



Appendix J

FirstName	LastName	JobTitle	Company / Agency Name	MailAddress	City1	State1	ZipCode1
Tuesday	Abraham	Attendance Counselor		Post Office Box 1766	McComb	MS	39649
Tim	Buckley	Student Services Coordinator	Franklin County Schools	Post Office Box 177 476 Highland Colony Pkwy	Meadville	MS	39653
Richard	Burge	Associate Superintendent	Madison County Schools		Ridgeland	MS	39157
Dave	Collins	School Attendance Officer	Yazoo County Youth Court	Post Office Box 812	Yazoo City	MS	39194
Lisa	Davis	High School Principal	Hazlehurst School District	1020 Mindy Lane	Summit	MS	39666
Marcus	Estes	Workforce Services Employment Manager	MS Dept. of Employment Security	1235 Echelon Parkway	Jackson	MS	39213
Karen	Gaudet	Director of Adult Education	Copiah-Lincoln Community College	Post Office Box 649	Wesson	MS	39191
Jackie	Martin	Dean of Career, Technical & Workforce Education	Copiah-Lincoln Community College	Post Office Box 649	Wesson	MS	39191
Clarence	Scutter		MS Regional Housing Authority #VI	511 Greenwood St.	Port Gibson	MS	39150
Mary	Sims-Johnson	Executive Director	Madison County Citizens Services Agency	1005 W. Peace Street	Canton	MS	39046
Michael	Suttlar		Yazoo Co. Youth Court	Post Office Box 378	Yazoo City	MS	39194
Rowan	Torrey		MINACT, Inc.	5220 Keele Street	Jackson	MS	39206
Carl	Wisch	Center Director	MS Job Corps	400 Harmony Road	Crystal Springs	MS	39059
Jeanette	Yates	District Manager	MS Dept. of Rehabilitation Services	1221 Parklane Road	McComb	MS	39648

SOUTHCENTRAL MISSISSIPPI WORKS WORKFORCE DEVELOPMENT AREA **SECTOR STRATEGY PLAN**

2017



TABLE OF CONTENTS

Introduction.....	1
Executive Summary	2
Planning Process.....	7
Education System Involvement	8
Existing Available Training	8
Business Services.....	8
WIOA Response to Sector Strategy Efforts	9
Pipeline.....	10
Statewide Workforce System Weakness/Gap	11
Public Comment	12
Assessment Tool	12
Healthcare in Southcentral Mississippi Works	13
Gaps, Weaknesses and Action Plans	15
Manufacturing in Southcentral Mississippi Works	18
Gaps, Weaknesses and Action Plans	20
Transportation/ Distribution/Logistics in Southcentral Mississippi Works ...	25
Gaps, Weaknesses and Action Plans	26
Assessment Tool	30
Letters of Support.....	31



SOUTHCENTRAL MS WORKS WORKFORCE DEVELOPMENT AREA SECTOR STRATEGY PLAN

INTRODUCTION

As requested by and at the direction of the Mississippi State Workforce Investment Board and to further the state's vision of economic development and skill growth, Southcentral Mississippi Works presents their Sector Strategy Plan. This plan presents strategies for the major job providers and economic-driving workforce sectors of Healthcare, Manufacturing, and Transportation/Distribution/Logistics. The focus of this sector strategy plan is to identify and address current and emerging skill gaps and other workforce issues through the partnership of industry, government, education, training, economic development, and community organizations. The plan was developed through a collaborative effort with the objective of aligning state resources to better address industry demands.

The Southcentral Mississippi Works Workforce Development Area is a seventeen county area located in the southwestern quadrant of the state. The counties within the area are Adams, Amite, Claiborne, Copiah, Franklin, Hinds, Jefferson, Lawrence, Lincoln, Madison, Pike, Rankin, Simpson, Walthall, Warren, Wilkinson, and Yazoo. The area was established as a workforce area under the Workforce Investment Act of 1998 and subsequently re-designated as a workforce development area under the Workforce Innovation and Opportunity Act (WIOA) passed into law in July 2014. The workforce area is administered by its fiscal agent, the Central Mississippi Planning and Development District (CMPDD), which works in coordination with Southwest Mississippi Planning and Development District (SWMPDD). The workforce area's WIOA funded programs and activities are overseen by the Local Workforce Development Board (LWDB) and the Board of Commissioners (BOC), which is the area's local elected officials' board.

The area is served by two Economic Development Councils, the Greater Jackson Alliance and Southwest Mississippi Partnership. Four Community Colleges serve the area: 1) Copiah-Lincoln Community College; 2) Hinds Community College; 3) Holmes Community College; and 4) Southwest MS Community College. Five of the area's seventeen counties border the Mississippi River and are a major connector to the State of Louisiana. The Jackson Metropolitan Statistical Area consists of six counties in the northern portion of the workforce area. This area is highly populated and encompasses the capital city of Jackson, whereas the remainder of the workforce area is largely rural and non-metropolitan.

EXECUTIVE SUMMARY

Objectives and Purpose

Sector Strategies are designed to address current and emerging skills gaps; provide a means to engage directly with industry across traditional and non-traditional boundaries; better align state and federal programs and resources serving employers and workers; and meet the needs of employers.

Our desire throughout this process has been to establish strong working relationships with workforce partners, industry representatives, educational entities, economic development organizations, and others to create a like-minded approach to identifying issues and gaps and designing solutions. To this end, the process has been a great success and will serve as a continuing effort to better meet the needs of the citizens of Southcentral Mississippi Works.

Mission, Vision and Goal

The **Mission** of the Southcentral Mississippi Works Workforce Development Area is to serve as a leader in workforce development with the capability to bring various partners and resources to the table and to serve as a catalyst for change in the State of Mississippi's workforce and industry.

Our **Vision** is to improve the quality of the workforce; the quantity of appropriately trained workers; meet targeted industry needs, both current and future; fill the industry pipelines with qualified workers; and thereby improve the livelihood of Mississippi employers and workers.

Achieving this Vision, with the ultimate **Goal** of making Mississippi a sought-after location for industry with a reputation for providing a well-trained, ready-to-work pool of employees requires a strong plan, an on-going process of review and improvement, and the ability and willingness of all workforce partners to design programs and activities to meet the challenges.

Team Building

Southcentral Mississippi Works recruited Sector Strategy Leadership Team members for each industry sector from every spectrum of the workforce continuum. The members are experts in their fields and have all worked individually and collectively for the betterment of Mississippi employers and workers and the services and products provided to the citizens.

Multiple meetings of the various Leadership Teams were conducted with designated agendas to better utilize the time of the valuable resource individuals that volunteered to participate. The members were all provided opportunities to present verbal and written feedback and after designated planning sessions specific follow-up assignments were delegated with deadlines and response formats defined. Following each session, detailed minutes were distributed and all written feedback and follow-up assignment documentation was consolidated and distributed to all team members.

The Sector Strategy Planning process has resulted in the establishment of crucial relationships between public workforce partners, secondary and post-secondary educational entities, and industry representatives. These relationships will provide an avenue for continuing discussions of needs, input into educational and training curriculum development and content, and feedback regarding the design

of publicly funded programs and activities in order to meet the needs and address identified skills gaps of workers.

Statistical and Data Analysis

The Southcentral Mississippi Works selection of Healthcare, Manufacturing, and Transportation/Distribution/Logistics (Labor Market Data classifies this industry as Transportation and Warehousing) Industries was based on data analysis that demonstrates the sectors as consistently being high growth, high demand with favorable wage scales. All statistical data presented is based on that most recently available from the Mississippi Department of Employment Security - Labor Market Information Department. The details presented herein were generated by a team of dedicated leaders in the Healthcare, Manufacturing, and Transportation/Distribution/Logistics industries as well as by educators, government, workforce developers, and business experts. Each of the three industry sectors was separately analyzed by work groups and the information herein incorporates the views, insights, professional expertise, and recommendations contributed by the respective teams and industry contributors.

Below are basic statistical factors, produced by the Mississippi Department of Employment Security - Labor Market Information Department, which validates the industry selections for the Southcentral MS Works area.

Overall Employment Statistics

Current Employment – 330,268
10 Year Projected Job Growth – 16,230
Average annual wage - \$40,787

Healthcare

Current Industry Employment - 60,432 (18% of area workforce)
10 Year Projected Occupational Job Growth – 2,940 (18% of area growth)
Industry Average Annual Wage - \$41,492.00

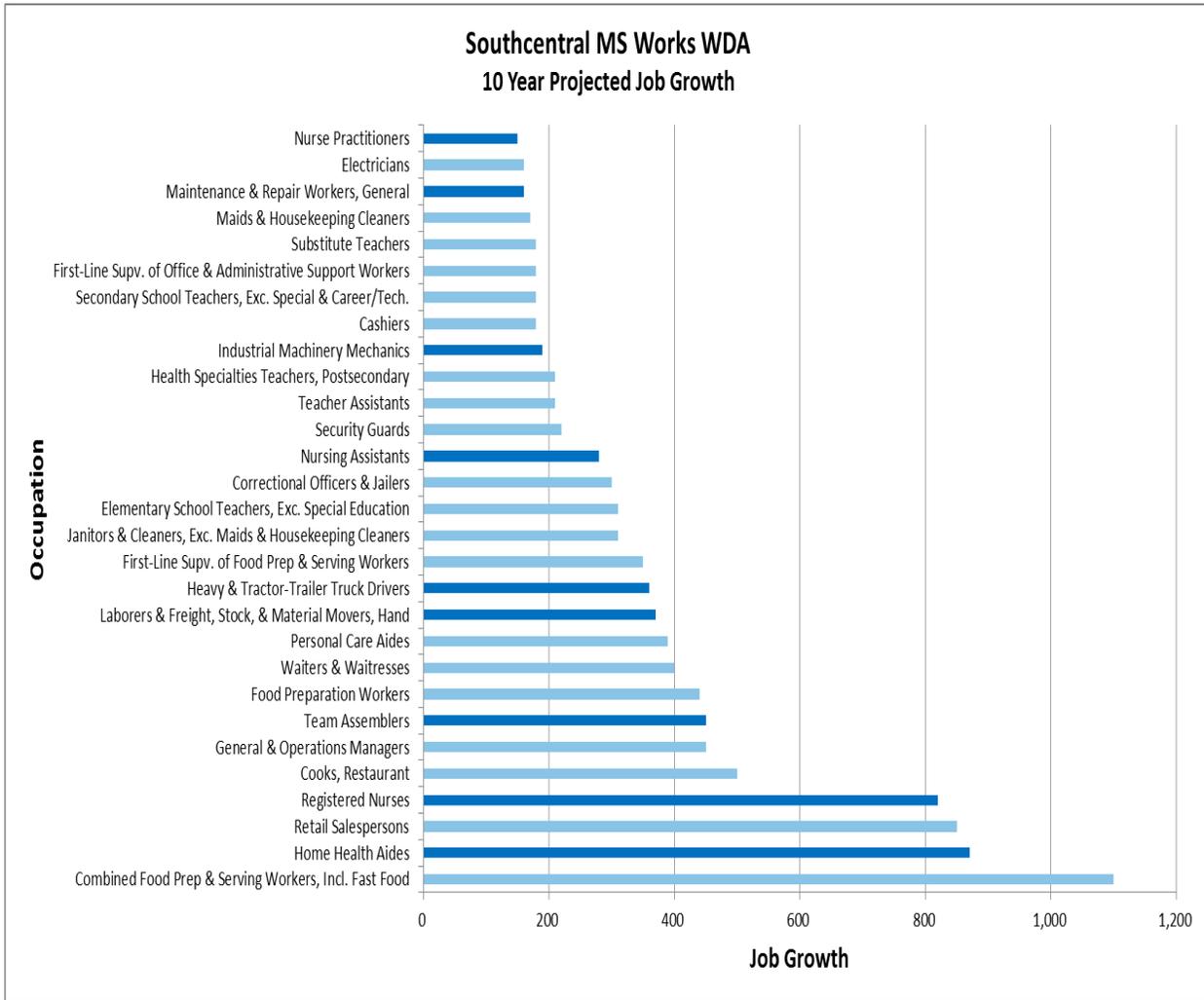
Manufacturing

Current Industry Employment – 28,203 (9% of area workforce)
10 Year Projected Occupational Job Growth – 810 (5% of area growth)
Industry Average Annual Wage - \$51,496

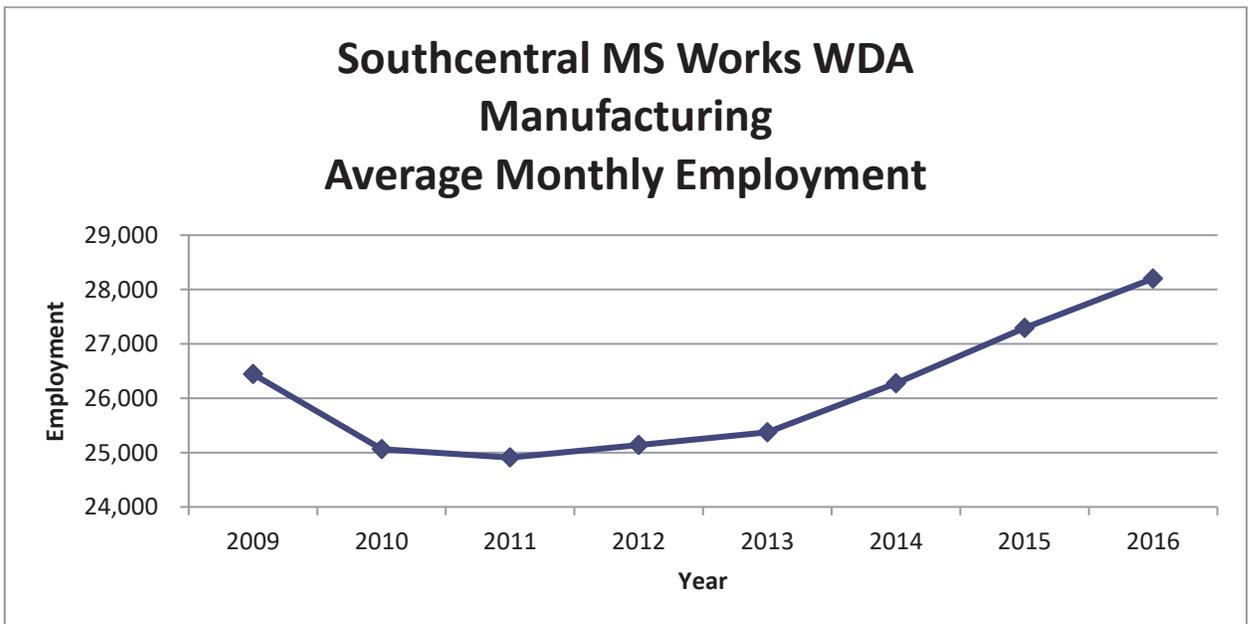
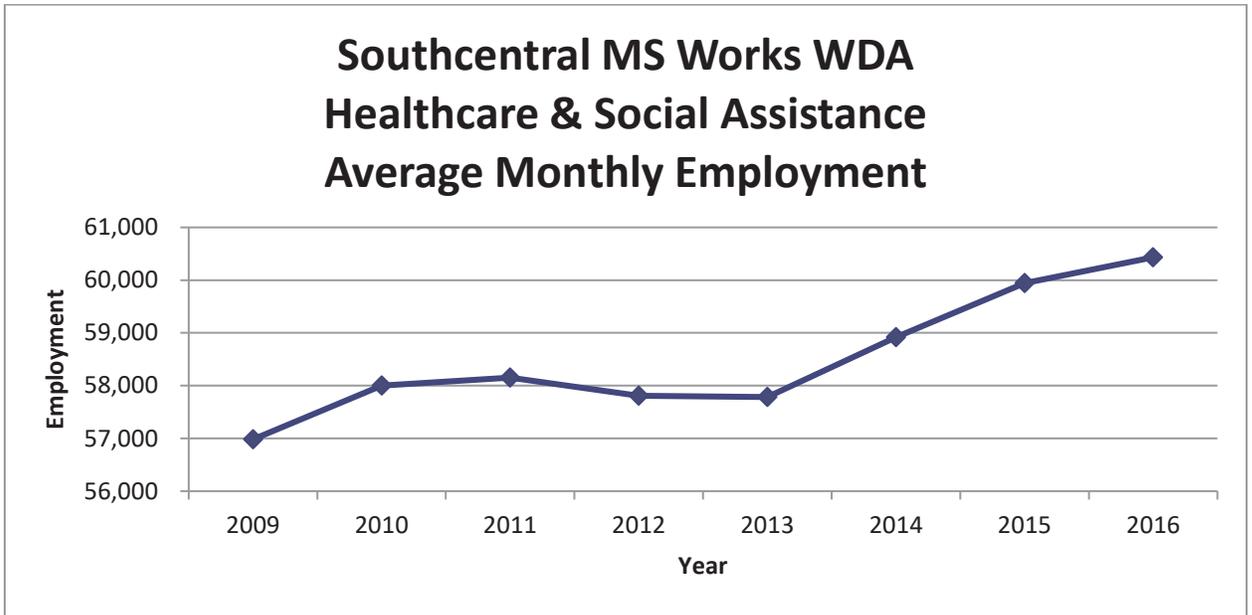
Transportation and Warehousing

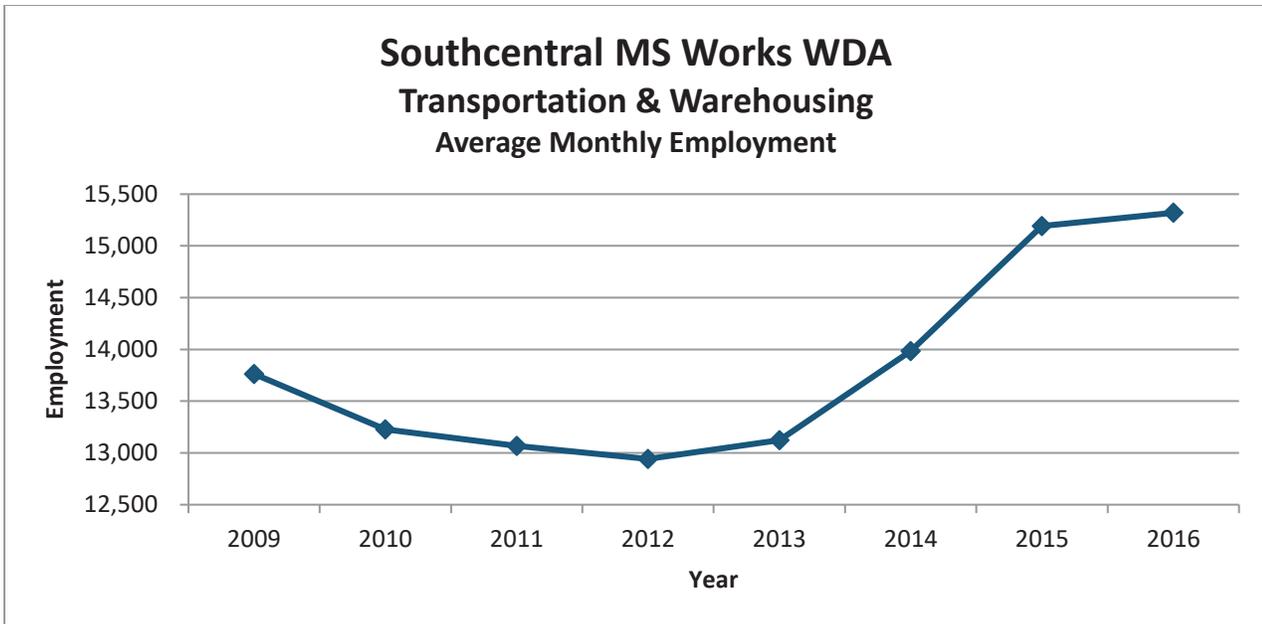
Current Industry Employment – 15,320 (5% of area workforce)
10 Year Projected Occupational Job Growth – 1,160 (7% of area growth)
Industry Average Annual Wage - \$44,110

The chart below indicates the projected 10-year job growth by industry in the Southcentral Mississippi Works area.

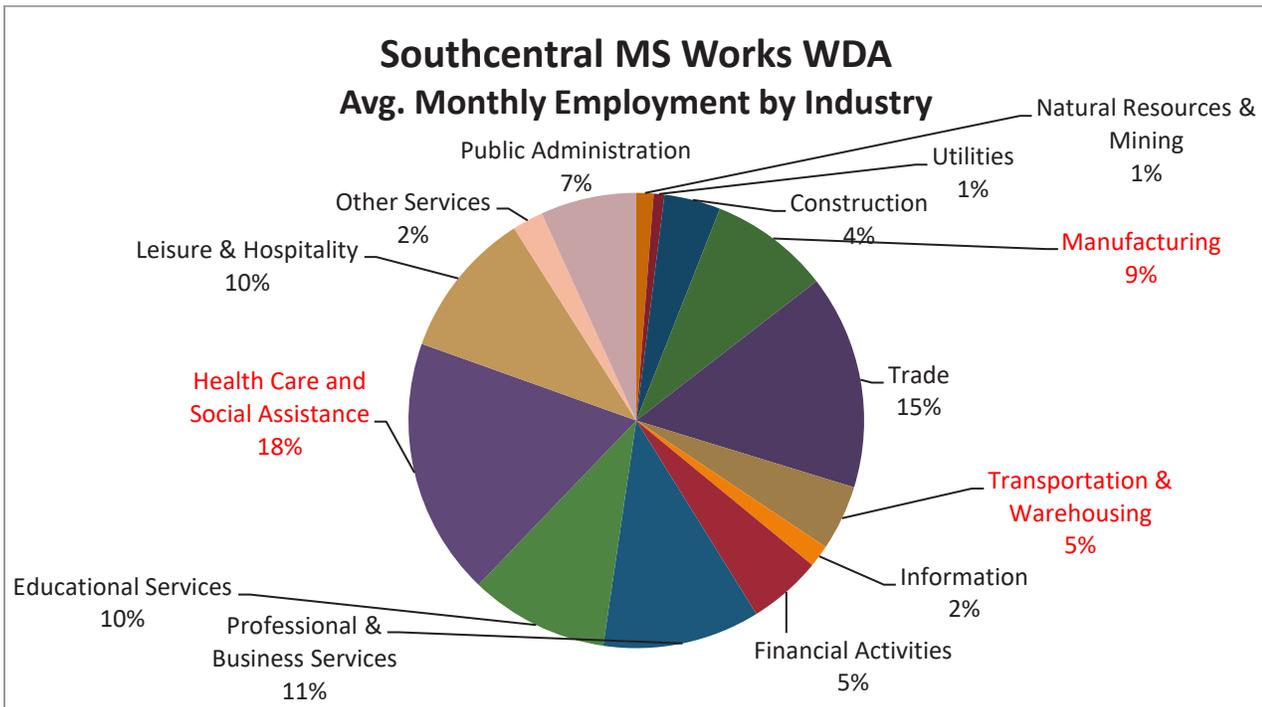


The following charts demonstrate the increase in employment in each of the targeted industry sectors for the workforce area for the period from 2009 through 2016.

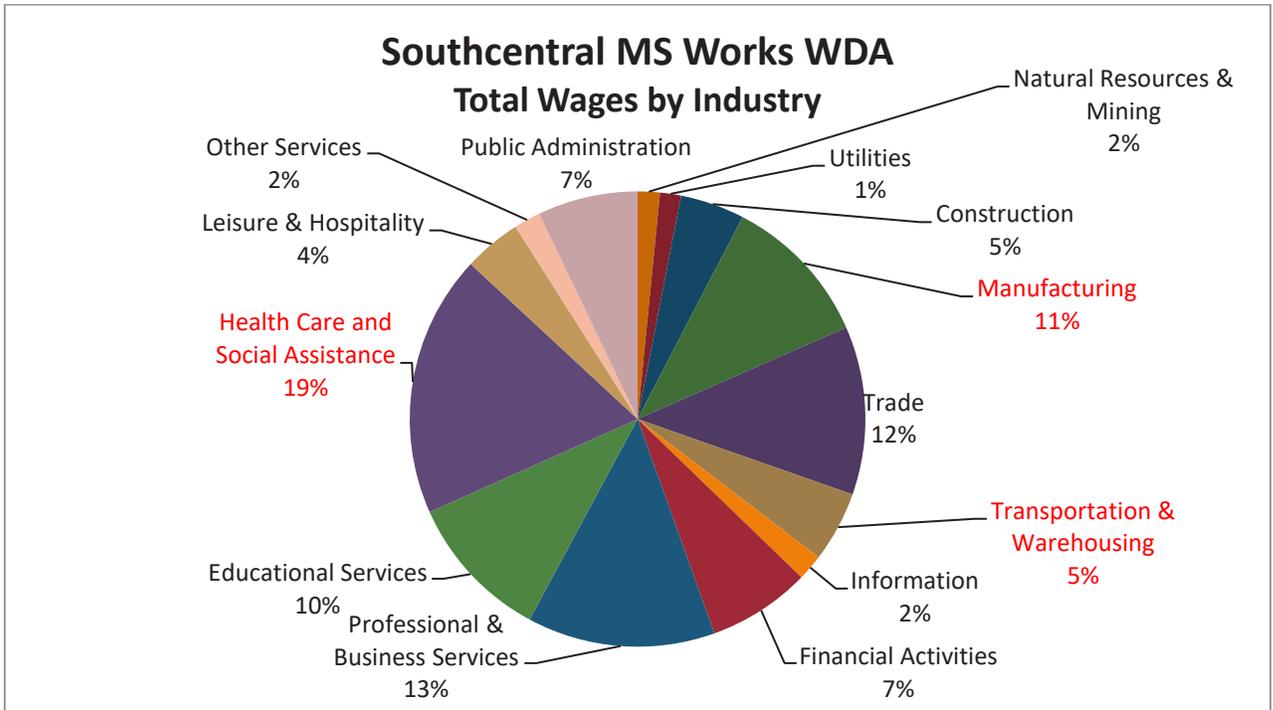




The following chart indicates and compares the percentage of average monthly employment by industry for the workforce area.



The following chart indicates and compares the percentage of total wages by industry for the workforce area.



PLANNING PROCESS

The goals and objectives were formalized by the Sector Strategy teams within public meetings. The industry analysis was conducted through in-person meetings with members of our Sector Strategy Teams providing input covering a broad spectrum of industry knowledge and expertise. All sector teams included business representatives, educators, workforce system members and developers, workforce associations, and economic development individuals. In addition to the sector teams, industry employers were surveyed via phone or in-person. Survey data collected across the industries included workforce needs, priorities, incoming / incumbent worker skill gaps, causation and barriers.

Every team member and industry resource contacted through the survey process was allowed to provide input.

Action Plans, outlined in detail within this report, have been developed and evaluation methodologies to gauge effectiveness do exist and will be utilized as the plan implementation progresses. The sector teams will continue to function as needed and updates will be presented.

EDUCATION SYSTEM INVOLVEMENT

Educational pathways leading to employment in the targeted industry sectors have been defined and K-12, Community College, and University programs are aligned or in the process of being aligned. Our sector groups will work closely with K-12 to disseminate career information, provide job shadowing opportunities, participate in career fairs, and provide input into the design of the single site workforce web system currently under development through efforts led by the Mississippi Development Authority.

Community College and University education pathways will be accessed by the sector industries to create and broaden apprenticeships, internships, and other work experience pathways.

The workforce system partners, including secondary career tech instructors and counselors, will be informed of existing informational websites, such as “Get on the Grid”, developed by the Mississippi Energy Institute for the purpose of providing information related to careers in the energy industry.

EXISTING AVAILABLE TRAINING

Currently, training is available for occupations within each targeted industry sector. Training that has been approved by Southcentral Mississippi Works Workforce Area is found on the state’s Eligible Training Provider List (ETPL). The list can be accessed at [http://www.mdes.ms.gov/i-need-a-job/job-searching-resources/training-education/eligible-training-provider-list-\(etpl\)-system/](http://www.mdes.ms.gov/i-need-a-job/job-searching-resources/training-education/eligible-training-provider-list-(etpl)-system/).

As implementation of the Sector Strategy Plan progresses, Southcentral Mississippi Works, the area’s community colleges, industry representatives and other Stakeholders will work to ensure that training designed to meet specific industry needs is developed and made available.

BUSINESS SERVICES

In order to ensure continual review, adjustment, refinement and implementation of the sector strategy plan, Southcentral Mississippi Works intends to engage the services of a designated facilitator. The facilitator will be the point of contact for the targeted industry sectors and will coordinate workforce systems to better align state resources and craft tailored workforce solutions. This continual facilitation will be an important function in the workforce area’s efforts to implement the action steps outlined in the plan and to serve as a liaison to ensure that this plan is a living document that is continually reviewed and updated as necessary. Additionally, the facilitator will follow-up and report to the sector teams.

Utilizing funding made available by the State Workforce Investment Board, Southcentral Mississippi Works is currently engaging counties within the workforce area and assisting with their efforts to achieve the Work-Ready Community designation. Work-Ready Community designation will enhance the appeal of these locales to businesses and industries attempting to identify sites for expansion and development.

WIOA RESPONSE TO SECTOR STRATEGY EFFORTS

Southcentral Mississippi Works Workforce Development Area has taken a number of steps and implemented a number of actions specific to the use of WIOA resources to address deficiencies identified by the sector strategy teams. These actions will benefit all three targeted industry sectors.

- Priority will be given to funding WIOA On-the-Job training (OJT) with employers who offer employment in occupations within the targeted sector industries.
- WIOA Individual Training Account (ITA) Policy has been revised to raise the maximum amount that can be awarded for training for individuals desiring to enter occupations within the targeted industry sectors.
- WIOA Individual Training Account Policy has been revised to allow for the award of multiple ITAs for individuals who are following a career pathway within the targeted industry sectors. This action will serve to assist and encourage individuals in obtaining multiple, stackable credentials.
- WIOA Individual Training Account Policy has been revised so that the costs to be covered by the ITA include tuition, books, fees, certifications/licenses, tools, uniforms, and equipment for training for occupations within the targeted industry sectors.
- WIOA Individual Training Account Policy has been revised to require that all ITA applicants complete the basic modules in Career Ready 101 and obtain a Career Readiness Credential (CRC) prior to being approved for training. This requirement will improve work ethic, attendance, reliability and essential necessary skills of individuals receiving WIOA funded training. Engaging individuals to obtain their CRC is especially relevant as feedback received from the Sector Strategy Leadership Team members indicated that employers preferred that individuals possess these credentials. Credential attainment is a WIOA Performance Measure and is outlined in Mississippi's State Plan. Since the CRC is a nationally recognized, portable credential, it will serve to benefit the individual in all future employment.
- WIOA allows for incumbent worker training. SMW will allow incumbent worker training for occupations within the targeted industry sectors. Incumbent Worker training will provide WIOA funding for skill upgrading and retraining for current employees in addition to new hires.
- Priority for WIOA Internship or work experience opportunities will be given to individuals in occupations within the targeted sector industries. Internships/Work Experience employment is available for a period of 160 – 480 hours, depending on the occupation, at no cost to the employer, with the ultimate goal of permanent, unsubsidized employment.
- Emphasis and priority will be placed on training of any type (OJT, ITA, Internship, etc.) that is part of a career pathway. Again, multiple, stackable credentials will be strongly emphasized for individuals in these pathways.
- Emphasis will be placed on training of any type within the targeted industry sectors for individuals facing barriers to employment and for those hard-to-serve populations.
- SMW will participate with and support the Mississippi Apprenticeship Program (MAP) to encourage targeted industry employers in establishing registered apprenticeship programs.

- SMW will solicit feedback and input from targeted industry employers on an on-going basis and make revisions and implement changes as necessary to meet needs.
- SMW will earmark WIOA funds for PY 17 in the amount of **\$900,000** to implement the Sector Strategy Plan Actions outlined in this document. These funds will be used to support Internships, On-the-Job Training, Individual Training Accounts, and other needs that may be identified as implementation of this Sector Strategy Plan progresses.

Special population barriers will be addressed for individuals needing assistance so they can be properly trained and equipped to enter the workforce. Barriers may include, but are not limited to, low-income, pregnant or parenting, education level, ex-offenders, low literacy, English language learners, long-term unemployed, disabilities, migrant and seasonal farm workers, homeless, displaced homemakers, and age. Plans for programs and activities to meet the targeted industry skill gaps and needs will take into account how they will affect and benefit individuals with barriers to employment.

PIPELINE

Education is the most important key to increasing the pipeline of individuals who may enter employment within the targeted sector industries. Student career awareness will be achieved through the dissemination of career information, job shadowing opportunities (for students and educators), career fair participation by sector representatives, and by providing further details and career information for the design of the single site workforce web system. Dual enrollment avenues will be encouraged and shared by our team educators through their existing channels of communication. K-12 students must be made aware of the many opportunities that exist for employment within the targeted sector industries, including level of expected income and the opportunity for advancement.

Industry employers and incumbent workers will be accessed through their associations, industry newsletters, and on-site meetings. Training opportunities and resulting benefits will be shared and proffered.

STATEWIDE WORKFORCE SYSTEM WEAKNESSES/GAPS

All three of the Leadership Teams identified two systemic workforce system-wide issues in our state. The first issue is the lack of a “one-stop” resource website where an individual, current employer or an industry exploring the possibility of locating in Mississippi can access information regarding workforce, education, training, and other resources. This information is all currently available, but unless a user is familiar with what agency provides the resource, it is almost impossible to obtain the information one needs. Mississippi needs a common identifier and common resource website. Below are the goal, objective and action identified by the Leadership Teams in relation to this weakness/gap.

Workforce Information System Fragmentation

Goal

Our sector strategy teams defined the components of the workforce information system to encompass – governmental entities, workforce and economic development organizations, and educational institutions. The workforce system is complex, highly regulated and many employers are not aware of the opportunities available or, if aware, are often confounded by the processes and the “government speak”. Additionally, educators / counselors, students, and parents have difficulty locating information on occupations, career pathways and education / training opportunities in employment sectors.

As stated previously under “Business Services”, our goal is to address employer needs by identifying a sector facilitator that will serve to promote and drive various workforce projects. The employer will have much less involvement with the individual aspects of the workforce system and will be presented a much more streamlined approach to information and resources. In addition, workforce partners participating in solutions will be given guidance on presenting the opportunities. Further, our teams will provide information to the MS Development Authority for use in the development of the marketing/branding strategy currently underway by the Boyette Group.

Objectives

- Increase employer participation in the workforce system
- Present a more streamlined approach and solution process to address employer workforce needs
- Define occupational career paths and information resources for educators, students, and perspective employees

Actions

- Provide input and data to the MS Development Authority to further the workforce, single site web initiative currently underway
- Continue our Sector Strategy Team approach and continue to build relationships with the workforce system participants
- Increase employer outreach to gather employer / industry workforce requirements, educate the public on available services and resources, and obtain feedback on completed initiatives

Continual Workforce Partner Staff Cross-Training

Goal

The Sector Strategy Leadership Teams identified a second workforce system-wide systemic weakness/gap in our state relative to the need for continual cross-training of front-line staff of workforce partner agencies and organizations. The Teams recognize that staff turnover and the need for re-training are widespread issues that affect not only the targeted industry sectors included in this Sector Strategy Plan, but also the staff of the workforce partner agencies and organizations responsible for providing services to those industries. Continual staff training is essential to the success of the Southcentral MS Works Sector Strategy Plan, and is equally essential to the success of the State Workforce Investment Board and WIOA efforts statewide.

In accordance with the State of Mississippi's Combined Plan, Southcentral MS Works is in the process of establishing a Sector Training Plus Comprehensive One-Stop Center to be centrally located in the Jackson Metropolitan area. The Center will physically house the services of all required workforce partner programs and the services of several other organizations that provide referral and support, as well as a broad spectrum of sector-focused workforce training by Hinds Community College. The Center will be the largest of its kind in the state and will include ample training space to host the continual staff training that both the workforce area and the state as a whole require to ensure the provision of effective and efficient service to all Mississippians.

Objectives

- To provide continual cross-training to front-line workforce staff providing services to job seekers and employers
- Present a more streamlined approach and service provision to address employer workforce needs
- Educate front-line staff in order to provide a more cohesive package of service to job seekers and employers by braiding the funding resources offered by workforce partners

Actions

- Provide continual training for front-line staff
- Increase front-line staff' working knowledge of all workforce partner programs and services

PUBLIC COMMENT

The Southcentral Mississippi Works Sector Strategy Plan has been approved by the Local Workforce Development Board and by the Local Elected Officials' Board and has been made available for public comment via the Central MS Planning & Development District website (www.cmpdd.org).

ASSESSMENT TOOL

The Assessment Tool contained in the SWIB Sector Strategy Planning Guide is attached to this plan.



HEALTHCARE IN SOUTHCENTRAL MISSISSIPPI WORKS

The Lead Convener for the Healthcare Industry Sector Strategy Planning activity was the Mississippi Hospital Association (MHA). The Leadership Team for the Healthcare sector was comprised of the following individuals:

Healthcare Sector Strategy Leadership Team

Curnis Upkins, Jr. – Vice President of Human Resources and Workforce Services, MS Hospital Association

Shawn Rossi – Vice President for Education and Public Relations, MS Hospital Association

Jimmy Giles – Deputy Director of Human Resources and Workforce Services, MS Hospital Association

Brandi Garrett – Human Resources Director, GI Associates

Lindsey Lewis – Training and Development Coordinator, HMP Management / Bedford Nursing Homes

Celine Craig – Chief Human Resource Officer, King's Daughters Medical Center

Mary Ann Simpkins – People Development Coordinator, MS Baptist Health Systems

Cathy Smith – Chief Human Resources, University of MS Medical Center

Josh Bower – Director of Workforce Education, MS Community College Board

Robin Mitchell – Workforce Coordinator, Copiah-Lincoln Community College

Greg Word – Vice President of Economic Development, Greater Jackson Alliance

Libby Mahaffey – Dean, Nursing and Allied Health, Hinds Community College

Robin Parker – District Director of Integrated Pathways, Hinds Community College

Jeremy Smith – Vice President Career and Technical Education, Southwest MS Community College

LaNelle Weems – Director, MS Center for Quality and Workforce

Jean Massey – Executive Director Secondary Education, MS Department of Education

Mary Willoughby – Director Labor Market Information, MS Department of Employment Security

Janette McCory – Director of Nursing Education, MS Institutions of Higher Learning

Teresa Malone – Executive Director, MS Nurses Association

Wayne Miley – Programs and Workforce Development Director, MS Primary Healthcare Association

Mary Powers – Job Training Director, Southcentral MS Works

Cindy Goodin – WIOA Performance Coordinator, Southcentral MS Works

The following individuals also contributed to the development of this plan:

Additional Healthcare Sector Strategy Contributors

Joseph Ledbetter – Director of Nursing, Baptist – Yazoo

Chrissy Nicholson – Vice President of Human Resources, Delta Regional Medical Center

Dana McNabb – Human Resources Director, Field Memorial Hospital

Mark King – Employee Relations Representative, Forrest General Hospital

Susan Gabbert – Human Resources Director, Franklin County Hospital

Cynthia Render Leach – Human Resources Director, Highland Community Hospital

Melissa Cooper – Director of Nursing, Magee General Hospital

Reginia Brown – Human Resources Director, Magnolia Regional Medical Center

Kristina Romero – Executive Director, Medical Group Management Association

Betty Davis – MS Association of Associate Degree Nursing (Meridian Community College)

Debra Spring – MS Association of Associate Degree Nursing (Alcorn State University)

Denise Gardner – MS Association of Associate Degree Nursing (MS Delta Community College)

Lorene Willingham – MS Association of Associate Degree Nursing (Coahoma Community College)

Greg Baldwin – Human Resources Director, MS Baptist Health Systems

Brenda Castleberry – Director, Education Resource Center, MS Baptist Health Systems

Heidi Bordelon – Human Resources Coordinator, Pearl River County Hospital and Nursing Home

Mendall Kemp – Director, Rural Hospital Alliance

Scott Vincent – Human Resources Director, Rush Foundation Hospital

Donna Iler – Director of Education Services, Singing River Hospital

Penny McNeer – Human Resources Director, South Central Regional Medical Center

Jodi Creed – Recruiter, St Dominic Hospital

Kim Edwards – Human Resources Manager, St Dominic Hospital

Cori Bailey – Accounting Director, Tyler Holmes Hospital

Michelle Nowell – Human Resources Director, Winston Medical Center

GAPS, WEAKNESSES AND ACTION PLANS

The major workforce issues and skill gaps identified by the healthcare industry as a result of the Sector Strategy Planning process are delineated and action plans are included.

Gaps and Weaknesses

1. Recruitment and Retention of Registered Nurses
2. Incumbent Worker Training
3. Limited Clinical Opportunities for Nursing Students
4. Workforce Information System Fragmentation – addressed previously in this document

1. Recruitment and Retention of Registered Nurses

Goal

Assist the industry with the most prevalent workforce issue identified through the survey process – Registered Nurse Recruitment and Retention. The state community colleges and four year colleges in conjunction with MHA Health, Research, and Education Foundation, Inc. and multiple hospitals in the sector area currently operate a nurse extern program. Although the program is a great success, with an average of 150 students in the Southcentral Mississippi Works Area participating each summer, there are approximately 100 students that apply that are not hired due to funding limitations at healthcare facilities. The goal is to increase the number of available extern positions thereby maximizing the learning and job training opportunities for student nurses.

The industry average for Registered Nurse turnover is 17% and the average cost to replace each Registered Nurse employee is \$48,000. Nurse occupations generally serve as the primary caregivers and touch points in all healthcare environments, including hospitals, clinics, nursing homes and community settings. Approximately 70% of the communication with and care provided to patients and family members in a healthcare setting is provided by a member of the nursing profession. Customer service, expertise, and quality of care are all measures that impact federal reimbursements, patient loyalty and overall growth of the business. Industry regulations and requirements are ever-changing and present greater needs for employers.

Industry interviews conducted through this sector initiative have indicated that the nurse extern opportunity is the single most effective tool for recruitment and turnover prevention. The nursing student participating in the summer extern program actually works at a hospital under a hospital preceptor nurse while also being guided by a faculty member. The student and nurse preceptor must follow and document completion of an itemized training protocol wherein the student is introduced to multiple facets of the nursing occupation. The employer is able to utilize this on-the-job training period to evaluate the skills of the prospective nurse, and likewise the student can determine that this is the proper occupational field and if the employer is the right place to work following graduation. Generally, the successful students remain employed after the summer extern period and work in a part-time, as needed, nurse aide role until graduation and licensure is attained.

Objectives

- Increase the number of externship opportunities for nursing students
- Expand the program at rural hospitals so students in these communities have participation opportunities
- Decrease nurse turnover rates
- Track the employment and wage data of the students completing the program

Actions

- Designate WIOA funding sources in PY 17 to cover at least 25 additional externs in the workforce area
- Communicate with rural hospitals in an effort to expand the number of extern positions available in their respective hospitals
- Encourage the state's other workforce areas to make the Nurse Externships a statewide initiative

2. Incumbent Worker Training

Goal

Increase opportunities for specialized, high-demand occupational training including; 1) Telemedicine, 2) Wound Care, 3) Diabetes, 4) Dementia / Alzheimer's, 5) Care / Case Management, 6) Cyber Security, 7) Quality Measures - MACRA/MIPS, 8) Operating Room Circulatory Nurse Program. Healthcare reimbursement relies more and more on delivery methods, specialized care and case management. Training opportunities are limited and costly. Our sector team will pursue "train the trainer" approaches and also review expansion of existing educational curriculum to develop specialized training courses. Many of these courses result in industry-recognized certifications, wage increases, increased employee satisfaction, and greater reimbursement dollars thereby increasing the economic advantages to the state.

Objectives

- Increase the number of training opportunities in these critical areas for incumbent workers
- Create "train the trainer" opportunities where appropriate
- Expand existing educational curriculum at the community college level for identified specializations
- Increase the number of individuals certified in Wound Care, Diabetes, Care / Case Managers

Actions

- Identify funding streams, including grants, WIOA ITAs, Workforce Enhancement Training (WET) Funds, etc. to assist with advanced training opportunities
- Work with Community College team members to expand existing curriculum
- Identify educators or existing healthcare specialists that can be positioned to conduct the identified training

3. Limited Clinical Opportunities for Nursing Students

Goal

Assist and expand the clinical training opportunities for nursing students. The Mississippi Institutions of Higher Learning (IHL) has licensed scheduling software that can be utilized by the schools of nursing and healthcare facilities (hospitals and nursing homes). The employers surveyed indicated that on-site clinical training is paramount to having a job ready employee at the conclusion of the educational period. There is high-demand by schools for clinical access to healthcare work environments and scheduling is burdensome on the employer. The scheduling software allows the employer to document availability of clinical opportunities (clinical specialties, time frames, number of students, etc.) and the schools can schedule based on the presented schedule.

Objectives

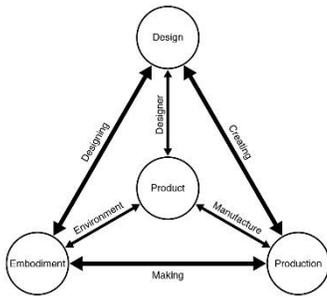
- Increase the number of educational and healthcare facilities utilizing the software
- Improve the clinical experience thereby improving the quality of the new employee after graduation
- Strengthen industry and education relationships
- Streamline the clinical scheduling process

Actions

- Market the available software tools to the non-user healthcare facilities and educational institutions.
- MHA Health, Research, and Education Foundation, Inc. will coordinate the communication and software training with the educational institutions and healthcare entities

INDUSTRY SUPPORT

Letters of Support from stakeholders in the healthcare industry are attached to this plan.



MANUFACTURING IN SOUTHCENTRAL MISSISSIPPI WORKS

The Lead Conveners for the Manufacturing Sector Strategy Plan activity were Hinds Community College and Greater Jackson Alliance. The Leadership Team for the Manufacturing sector was comprised of the following individuals:

Manufacturing Sector Strategy Leadership Team

David Creel – District Director of Manufacturing, Hinds Community College

Robin Parker – District Director of Integrated Pathways, Hinds Community College

Greg Word – Senior Vice President of Economic Development, Greater Jackson Alliance

Josh Bower – Director of Workforce Training, MS Community College Board

Michael Curran – Mississippi Development Authority

Mary Willoughby – Chief Labor Market Information, Mississippi Department of Employment Security

Jean Massey – Executive Director of Secondary Education, Mississippi Department of Education

Regina Todd – Assistant Director, Rankin First Economic Development

Danielle Winningham – Business Development Manager, Madison County Economic Development Authority

Curnis Upkins III – Director of Business Development and Marketing, Hinds County Economic Development Authority

Garrick Combs – Executive Director, Brookhaven Chamber of Commerce

Donnie Caughman – Executive Director, Simpson County Development Foundation

Pablo Diaz – Warren County Economic Development Authority

Jill Busby – Executive Director, Pike County Economic Development District

Kenny Goza - Program Coordinator, Copiah-Lincoln Community College

Angela Berch – Workforce Education, Copiah-Lincoln Community College

Michael Clements – Industrial Training Coordinator, Southwest MS Community College

Amanda Howell – Southwest MS Community College

John Wesley – Entergy, Business Retention and Expansion

Mitch Stringer – Director of Business and Economic Development, Cooperative Energy

Shannon Hillman – Marketing and Membership Manager, Mississippi Manufacturers' Association

Mary Powers – Job Training Director, Southcentral MS Works Workforce Development Area

Cindy Goodin – WIOA Performance Coordinator, Southcentral MS Works Workforce Development Area

The following individuals also contributed to the development of this plan:

Additional Manufacturing Sector Strategy Contributors

DaCondra Smith – Plant Manager, Laclede Chain

Jens Kaufhold – Vice President of Finance and Administration, ISA Tan Tec

Liz Densmore – Director of Marketing and Human Resources, LEC, Incorporated

Stephen Henderson – Mill Learning Leader, International Paper

Maggie Chain – Human Resources Manager, International Paper

Shannon Maddox – Hunter Engineering

Carolyn Bratton – Unified Brands

Jeanese Kimes and Joe Woods – Milwaukee Tool

Michelle Rhodes – TempStaff

Richard Lind – Express Employment Professionals

LaToya Bracey - UPS

Andrew Mallinson and Brad Williams – Multicraft

Bucky Crystal – Rockett Incorporated

Dawn Shue and Joe Russell – Great Southern Industries

Wayne Octtinger and David Sims – Precision Machining Services

Jennifer Stewart – Precision Spine Inc.

Kathy Priddy and Michael Mosley – Magnolia Label

Chelsea Twiner and Joel James – Trucker Supply Company

Joey Busby and David Dixon – Kalalou

Toni Lowe and Chad Gartrell – ERDC

Ed Dundas – Plant Manager, Air Cruiser Company

Renee McCaa – Human Resources Manager, American Railcar Industries

Ronnie Wooten – Plant Manager, Franklin Lumber Company

Kenny Lawson, President – Great River Industries

GAPS, WEAKNESSES AND ACTION PLANS

The major workforce issues and skill gaps identified by the manufacturing industry as a result of the Sector Strategy Planning process are delineated and action plans are included.

Gaps and Weaknesses

1. Recruitment and Retention of Qualified People to fill the Manufacturing Sector Pipeline
2. Limited Number of Current and Potential Employees with Needed Necessary Skills (Employability Skills)
3. Inadequate Number of People with Basic, Middle, and Advanced Manufacturing Related Technical Skills
4. Minimal opportunities dedicated to industry specific skills training

1. Recruitment and Retention of Qualified People to Fill the Manufacturing Sector Pipeline

Goal

Assist the industry with the most prevalent workforce issue identified through the survey process – to increase the number of individuals entering manufacturing occupations. Industry members, high school personnel, and community college personnel identified the need to change the public’s perception of advanced manufacturing jobs. In 2015, the Manufacturing Institute administered the Public Perception Index Survey. The survey found that people throughout the nation greatly support the manufacturing industry and would choose to have a manufacturing plant open in their region over other types of employers. However, only 37% of survey respondents indicated that they would encourage their children to pursue a career in manufacturing.

Industry member and leadership team feedback suggest that recruitment and retention strategies focus on the following groups of Mississippians:

1. Middle and High School Students
2. Low Skilled Adults (those lacking basic academic skills or without a high school diploma or equivalency credential), Unemployed, and Underemployed
3. Non-traditional Employees (females and minorities) for the high-demand, high-skill occupations

Objectives

- Increase the number of manufacturing internship and apprenticeship opportunities in the workforce area
- Increase the number of manufacturing training opportunities in the workforce area
- Track the employment and wage data of the students completing these type programs

Actions

- Utilize designated WIOA funding sources in PY 17 to fund manufacturing internship opportunities in the workforce area

- Explore the feasibility of the development of a Manufacturing Academy to target the following skills training areas:
 - Core Skills (Pre-employment and Necessary Skills)
 - Basic Manufacturing Skills (Production Technician; short term credit training program and non-credit training program)
 - Technical Skills program that focuses on middle skill training for the following areas: Maintenance, Machinist, Drafting, Quality Control, Welding
 - Advanced Skills training program focused on advanced skill training in the following areas: Mechatronics, Engineering Technology, CNC Programming, PLC Programming

2. Limited Number of Current and Potential Employees with Needed Necessary Skills (Employability Skills)

Goal

Increase the opportunity for current and potential manufacturing employees to earn the SMART Start Credential. The Smart Start Class Pathway is a 120-hour course of study focusing on essential skills needed to become work- or career-ready in middle-skill jobs by addressing the needs identified by employers. The Smart Start course is also designed to train and educate individuals in need of basic education and job-readiness skills. Smart Start is an effort of the Mississippi Community College Board; its curricula is Career Ready 101, a product of the ACT company. Successful completion of Smart Start produces a Smart Start Credential. In order to earn the Smart Start Credential, participants must complete all 3 of the following:

- Employability Skills Training Module Completion
- Level 3 (Bronze) on the National Career Readiness Certificate
- A Job Readiness Project

Objective

- Improve work ethic, attendance, and participation and worker reliability through the implementation of the Smart Start Credential program

Actions

- Support the Smart Start Pathway program as a pre-requisite for manufacturing training programs
- Work with training providers to build “work ready” requirements (adherence to dress code, attendance, completion of work, etc.)
- Explore the feasibility of an incentive program for implementing positive “work ready” habits while workforce area participants are in training programs
- Prioritize the awarding of internship opportunities for students who successfully earn the Smart Start Credential

3. Inadequate Number of People with Basic, Intermediate, and Advanced Manufacturing Skills

Goal

Assist in the development and implementation of manufacturing related short-term basic manufacturing training programs, middle skill manufacturing training programs, and advanced manufacturing training programs. Entry into this pathway will be determined by work-readiness assessment. A short-term credit or non-credit program must include entry-level, industry-recognized certifications that prepare future workers for an entry level production position. Participants entering the Basic Manufacturing Skills Training Program must attain a Level 4 (Silver) on the National Career Readiness Certificate. Certifications may include, but are not limited to, the following:

- Manufacturing Skills Basic (regional workforce certification)
- OSHA, CPR, and First Aid
- Mechanical Aptitude Assessment

Middle and Advanced Manufacturing Skills Training programs should also include industry-recognized certifications as well as college credentials (career certificate, technical certificate, Associate of Applied Science degrees, and advanced technical certificates). Students entering the middle and advanced manufacturing skills training programs must have an appropriate score defined by ACT WorkKeys (<http://profiles.keytrain.com>) on the National Career Readiness Certificate. The diagram on the following page describes a possible career pathway for middle and advanced skills training.

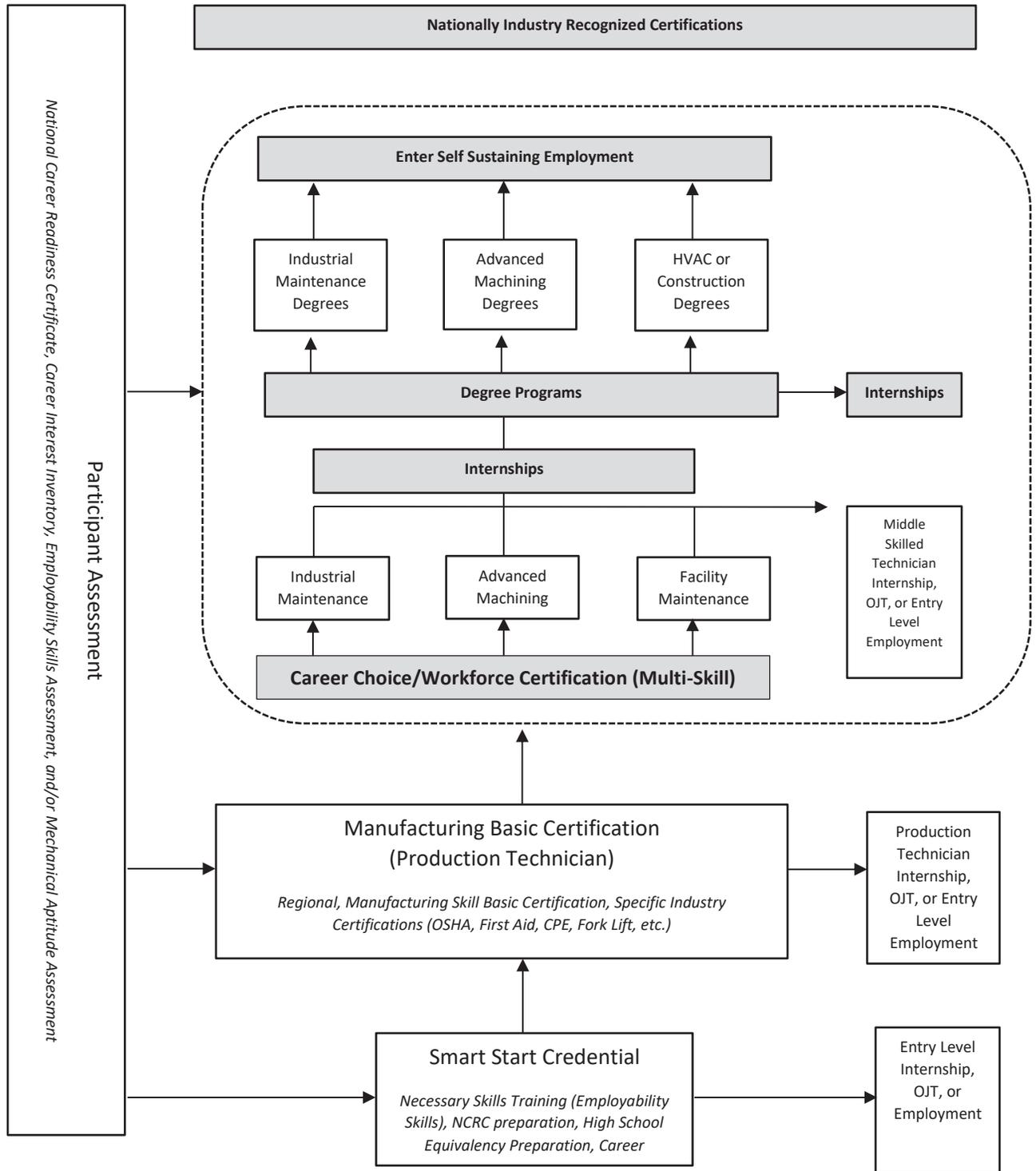
Objective

- Prioritize the awarding of training opportunities and ITAs in the areas of basic-skilled, middle-skilled, and advanced-skilled opportunities in the Manufacturing Skills Sector

Action

- Partner with training providers to develop and implement basic-skilled, middle-skilled, and advanced-skilled opportunities in the Manufacturing Skills Sector

MANUFACTURING SECTOR SELECTION AND TRAINING



4. Minimal opportunities dedicated to industry specific training

Goal

Assist industry in the workforce area by developing customized training. The Mississippi Community College Board offers funding resources for specialty training opportunities such as, but not limited to, paper mill operator, leather technician, and quality control technologies. This funding originates from the Workforce Enhancement Training (WET) Fund. The purpose of this funding is to allow Community Colleges to partner with business and industry to offer customized training programs to achieve desired workforce training goals. Training plans are designed to be flexible and practical while producing highly skilled workers.

Objective

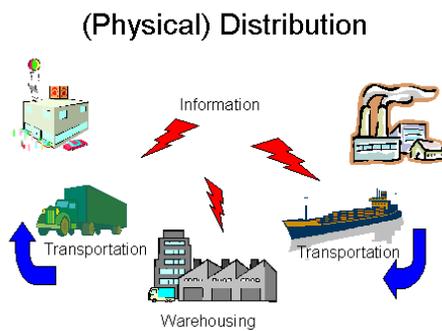
- Increase the number of industry specific training programs offered through community colleges throughout the workforce area

Action

- Partner with community colleges to develop and implement customized, industry specific training programs

INDUSTRY SUPPORT

Letters of Support from stakeholders in the manufacturing industry are attached to this plan.



TRANSPORTATION/ DISTRIBUTION/LOGISTICS IN SOUTHCENTRAL MISSISSIPPI WORKS

The Lead Convener for the Transportation/Distribution/Logistics Sector Strategy Plan activity was Hinds Community College. The Leadership Team for the Transportation/Distribution/Logistics sector was comprised of the following individuals:

Transportation/Distribution/Logistics Sector Strategy Leadership Team

Chad Stocks - Vice President of Career, Workforce, and Adult Education, Hinds Community College

David Creel – District Director of Manufacturing, Hinds Community College

Robin Parker – District Director of Integrated Pathways, Hinds Community College

Tracy Church, Director of Supply Chain – Nissan North America

Mark Amis, Distribution Manager – Miskelly Furniture

Darren Vandevender, Human Resource Director, Vantec Hatchi

Richie Morton, Operations Manager – Jackson Paper

Milton Williams, Distribution Director – Siemens

Mary Powers – Job Training Director, Southcentral MS Works Workforce Development Area

Cindy Goodin – WIOA Performance Coordinator, Southcentral MS Works Workforce Development Area

Josh Bower – Director of Workforce Training, MS Community College Board

Michael Curran – Mississippi Development Authority

Mary Willoughby – Chief Labor Market Information, Mississippi Department of Employment Security

Jean Massey – Executive Director of Secondary Education, Mississippi Department of Education

Greg Word – Senior Vice President of Economic Development, Greater Jackson Alliance

Regina Todd – Assistant Director, Rankin First Economic Development

Danielle Winningham – Business Development Manager, Madison County Economic Development Authority

Curnis Upkins III – Director of Business Development and Marketing, Hinds County Economic Development Authority

Garrick Combs – Executive Director, Brookhaven Chamber of Commerce

Donnie Caughman – Executive Director, Simpson County Development Foundation

Pablo Diaz – Warren County Economic Development Authority

Jill Busby – Executive Director, Pike County Economic Development District

Kenny Goza, Program Coordinator – Copiah-Lincoln Community College

Dennis Thompson, Logistics Instructor – Hinds Community College

GAPS, WEAKNESSES AND ACTION PLANS

The major workforce issues and skill gaps identified by the transportation/distribution/logistics industry as a result of the Sector Strategy Planning process are delineated and action plans are included.

Gaps and Weaknesses

1. Recruitment and Retention of Qualified People to fill the Transportation / Distribution / Logistics (TDL) Sector Pipeline
2. Employers across the TDL industry have challenges finding applicants with strong necessary skills (employability skills), which negatively affects retention in the industry
3. Limited amount of people who possess TDL entry-level skills and certifications
4. A majority of technical skills required for jobs in the industry can be acquired through short-term training programs and during on-the-job training

1. Recruitment and Retention of Qualified People to fill the Transportation / Distribution / Logistics (TDL) Sector Pipeline

Goal

Assist the industry with the workforce issues identified - to increase the number of individuals entering TDL occupations. The local workforce supply is primarily composed of the following elements:

1. Entry of new high school or community college graduates into the available talent pool
2. Existing talent of qualified unemployed workers actively seeking employment
3. Existing low skilled, unqualified unemployed workers actively seeking employment

Stakeholders interviewed reported recruiting students from high schools. The stakeholders also indicated that they felt the first two populations listed above will not effectively fill the needed pipeline supply for the TDL Industry.

Objectives

- Increase the number of TDL internships, apprenticeships and on the job training opportunities for the workforce area
- Increase the number of other TDL training opportunities in the workforce area
- Track the employment and wage data of the students completing the training programs

Actions

- Utilize designated WIOA funding sources in PY 17 to fund TDL internships in the workforce area
- Explore the feasibility of the development and implementation of a Transportation Focused, Counseling to Careers (C2C) Academy for out of school youth participants that target the following skills training areas:
 - Core Skills (Pre-employment and Necessary Skills)
 - Basic Transportation Skills (Fork Lift Certification, OSHA Certification, Additional Program Specific Certifications)
 - Technical Skills programs that focuses on middle skills training for the following areas: 1) Diesel Service Technician, 2) Heavy Equipment Service Technician, 3) Heavy Equipment Operator, 4) Maritime Transportation, 5) Commercial Truck Driving, 6) Transportation Parts and Marketing, 7) Collision Repair, 8) Automotive Service Repair)

2. Employers across the TDL industry have challenges finding applicants with strong necessary skills (employability skills), which negatively affects retention in the industry.

Goal

Increase the opportunity for current and potential TDL employees to earn the Smart Start Credential (discussed in the manufacturing sector section above). While regional employers are generally satisfied with the technical skills of industry graduates, they expressed concern for the lack of basic necessary skills among technically qualified applicants. Industry employers reported a shortage of applicants with resume writing proficiency, punctuality, and communication skills. These abilities are vital, and indicate how an interviewed individual will perform in a work environment if he or she is hired. Because employers have experienced challenges in workforce retention due to an industry-wide deficit of basic necessary skills, they are forced to increase retention efforts to locate well-rounded applicants to fill openings.

Objective

- Improve work ethic, attendance, and participation and worker reliability through the implementation of the Smart Start Credential program

Actions

- Support the Smart Start Pathway program as a pre-requisite for TDL training programs
- Work with training providers to build “work ready” requirements (adherence to dress code, attendance, completion of work, etc.)
- Explore the feasibility of an incentive program for implementing positive “work ready” habits while workforce area participants are in training programs
- Prioritize the awarding of internship opportunities for students who successfully earn the Smart Start Credential

3. Limited amount of people who possess TDL entry-level skills and certifications.

Goal

A majority of technical skills required for jobs in the industry can be acquired through short-term training programs and during on-the-job training. Southcentral Mississippi Works will assist in the development and implementation of TDL related short-term basic training programs, middle skills TDL training programs, and advanced skills TDL training programs. Entry into this pathway will be determined by work-readiness assessment. A short-term credit or non-credit program must include entry-level; industry-recognized certifications that prepare future workers for an entry-level position. Certifications may include, but are not limited to, the following certifications:

- Transportation Skills Basic (development of a regional workforce certification)
- Fork Lift, OSHA, CPR, and First Aid
- Mechanical Aptitude Assessment
- Pathway Specific Credentials

Objective

- Increase the number of training opportunities and ITAs for a TDL Skills Basic Certification program

Action

- Collaborate with training providers to investigate the development and implementation of basic-skilled, middle-skilled, and advanced-skilled opportunities in the TDL Sector

4. A majority of technical skills required for jobs in the industry can be acquired through short-term training programs and during on-the-job training.

Goal

Assist industry in the workforce area in working with community colleges to develop and expand effective short-term training curricula. The Mississippi Community College Board offers funding resources for short-term training opportunities. This funding originates from the Workforce Enhancement Training (WET) Fund. The purpose of this funding is to allow Community Colleges to partner with business and industry to offer short-term non-credit training programs to achieve desired workforce training goals. Training plans are designed to be flexible and practical while producing highly skilled workers.

Objective

To increase the number and availability of short-term training opportunities in order to fill employer needs

Actions

- Collaborate with community colleges within the workforce area to encourage the design of more short-term training programs
- Educate area employers to the availability of funding through the Workforce Enhancement Training Fund and connect them with community colleges to access those funds
- Utilize WIOA funds, where appropriate, for Internships, ITAs and On-the-Job Training

INDUSTRY SUPPORT

Letters of Support from stakeholders in the TDL industry are attached to this plan.

ASSESSMENT TOOL

Identify the core competencies that are present/completed or non-existent/not addressed by the Industry Partnership by completing the table below:

Core Competencies for Effective Industry Partnerships	Present	Non-Existent	Need Technical Assistance
Sector Selection			
Data Analysis was used to select sectors	X		
Consensus based decision process used to select sectors	X		
Other Describe	N/A		
Industry Analysis			
Survey of employers to determine workforce needs and priorities	X		
Gap Analysis of specific needs of industry	X		
Analysis of skill gap of incumbent workers	X		
Root cause of gaps have been identified	X		
Barriers for employees/new hires are identified and understood	X		
Capacity Building			
Written objectives including mission, vision, and goal statement	X		
Employers have leadership role in industry partnership	X		
Formal decision making protocols are established	X		
Written governance principles are established	X		
Meetings are scheduled in advance	X		
Agenda is distributed in advance of meeting	X		
Meetings are followed by dissemination of meeting minutes	X		
Planning			
Goals and objectives are clearly identified	X		
Action plans of strategies are in place to achieve goals	X		
Public meetings were used to share strategies and solicit input	X		
Evaluation and Business Impact	X		
Formal evaluation methods to gauge effectiveness are in place	X		
Formal evaluation methods to gauge training programs effectiveness	X		
Evaluation results are presented to key stakeholders	X		
Education			
Defined and clearly articulated pathways that lead to employment	X		
K-12 programs and curricula are aligned	X		
Career-technical programs award national credentials	X		
Community colleges career/technical programs and curricula aligned	X		
Apprenticeships, internships, work experience in place for pathways	X		
Business Services			
Plan for coordination between public workforce partners and industry	X		
Barriers to employment for special populations are identified	X		
Pipeline			
Activities to create career awareness for students at all levels	X		
Strategies to recruit incumbent workers into training pathways	X		
Dual enrollment and dual credit for career/technical training in place	X		



2510 Lakeland Drive • Flowood, MS 39232 • 601.355.1234
 106 Highland Way • Suite 101 • Madison, MS 39110 • 601.355.1234
 1815 Mission 66 • Vicksburg, MS 39180 • 601.638.8801

May 26, 2017

Physicians

- Stewart A. Boyd, MD
- Donald P. Brannan, MD
- Albert F. Chiemprabha, MD
- Shirley S. Donelson, MD
- Pierce D. Dotherow, MD
- Charles E. Hall, MD
- Reed B. Hogan, MD
- Reed B. Hogan III, MD
- Ronald P. Kotfila, MD
- Makau P. Lee, MD
- Jeffrey B. McCrary, MD
- J. Trippe McNeese, MD
- Paul B. Milner, MD
- Michelle A. Petro, MD
- Vonda G. Reeves, MD
- Matt Runnels, MD
- Vishwanath N. Shenoy, MD
- James A. Underwood Jr., MD
- E. Stephens Weeks Jr., MD
- Jane-Claire B. Williams, MD
- Mark E. Wilson, MD
- Cindy Haden Wright, MD

Pediatric

- Mary Allyson Lowry, MD, MPH
- Sara Rippel, MD, MSCI
- Angela B. Shannon, MD

Pathology

- Keith Brown, MD
- Samuel Hensley, MD
- Jason K. Jones, MD

www.gi.md

Mr. Michael Monk
 Chief Executive Officer
 Central MS Planning and Development District
 P. O. Box 4935
 Jackson, MS 39296-4935

**RE: Southcentral MS Works Workforce Development Area
 Sector Strategy Plan**

Dear Mr. Monk:

GI Associates & Endoscopy Center is pleased to join with the Southcentral MS Works Workforce Development Area and lend support to the area's Sector Strategy Plan that has recently been developed under the leadership of the Mississippi Hospital Association. This process has been valuable in identifying the healthcare industry's weaknesses, needs and the resources currently available; and in the development of goals and action steps to address the needs and provide qualified workers. It is our intent to continue to work with Southcentral MS Works in their efforts to implement the Sector Strategy Plan and to participate with them to increase the pipeline of individuals entering into healthcare fields of study and employment and to design programs and activities to meet the industry gaps.

We are committed to this effort as we work together to improve the healthcare workforce, engage and train job seekers in the field and provide solutions for the healthcare industry's employers.

Sincerely,

Brandi Garrett, SHRM-CP, PHR
 Director of Human Resources
 GI Associates & Endoscopy Center

HUNTER

ENGINEERING COMPANY

PHONE (601) 857-8883 FAX (601) 857-3132

2489 Clinton-Raymond Road
Raymond, Mississippi 39154 USA

May 16, 2017

Mr. Michael Monk
Chief Executive Officer
Central MS Planning and Development District
P. O. Box 4935
Jackson, MS 39296-4935

**RE: Southcentral MS Works Workforce Development Area
Sector Strategy Plan**

Dear Mr. Monk:

Hunter Engineering Company is pleased to join with the Southcentral MS Works Workforce Development Area and lend support to the area's Sector Strategy Plan that has recently been developed under the leadership of the Greater Jackson Alliance and Hinds Community College.

This process has been valuable in identifying the manufacturing industry's weaknesses, needs and the resources currently available; and in the development of goals and action steps to address the needs and provide qualified workers. It is our intent to continue to work with Southcentral MS Works in their efforts to implement the Sector Strategy Plan and to participate with them to increase the pipeline of individuals entering into manufacturing fields of study and employment and to design programs and activities to meet the industry gaps.

We are committed to this effort as we work together to improve the manufacturing workforce, engage and train job seekers in the field and provide solutions for the industry's employers.

Sincerely,



Shannon Maddox
Human Resources Manager



Stephen Henderson
Mill Learning Leader
Maggie Cain
Human Resources Manager

INTERNATIONAL PAPER
3737 Highway 3 North
REDWOOD, MS 39156

12 May 2017

Mr. Michael Monk
Chief Executive Officer
Central MS Planning and Development District
P. O. Box 4935
Jackson, MS 39296-4935

RE: Southcentral MS Works Workforce Development Area
Sector Strategy Plan

Dear Mr. Monk:

International Paper at the Vicksburg, Miss. Mill is pleased to join with the Southcentral MS Works Workforce Development Area and lend support to the area's Sector Strategy Plan that has recently been developed under the leadership of the Greater Jackson Alliance and Hinds Community College. This process has been valuable in identifying the manufacturing industry's weaknesses, needs and the resources currently available; and in the development of goals and action steps to address the needs and provide qualified workers. It is our intent to continue to work with Southcentral MS Works in their efforts to implement the Sector Strategy Plan and to participate with them to increase the pipeline of individuals entering into manufacturing fields of study and employment and to design programs and activities to meet the industry gaps.

We are committed to this effort as we work together to improve the manufacturing workforce, engage and train job seekers in the field and provide solutions for the industry's employers.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen Henderson".

Stephen Henderson
Mill Learning Leader

A handwritten signature in black ink, appearing to read "Maggie Cain".

Maggie Cain
Human Resources Manager



KING'S
DAUGHTERS
Medical Center

427 Highway 51 North – Brookhaven, MS 39601
PO Box 948 – Brookhaven, MS 39602-0948
601.833.6011 – www.kdmc.org

May 23, 2017

Mr. Michael Monk
Chief Executive Officer
Central MS Planning and Development District
P. O. Box 4935
Jackson, MS 39296-4935

**RE: Southcentral MS Works Workforce Development Area
Sector Strategy Plan**

Dear Mr. Monk:

King's Daughters Medical Center is pleased to join with the Southcentral MS Works Workforce Development Area and lend support to the area's Sector Strategy Plan that has recently been developed under the leadership of the Mississippi Hospital Association. This process has been valuable in identifying the healthcare industry's weaknesses, needs and the resources currently available; and in the development of goals and action steps to address the needs and provide qualified workers. It is our intent to continue to work with Southcentral MS Works in their efforts to implement the Sector Strategy Plan and to participate with them to increase the pipeline of individuals entering into healthcare fields of study and employment and to design programs and activities to meet the industry gaps.

We are committed to this effort as we work together to improve the healthcare workforce, engage and train job seekers in the field and provide solutions for the healthcare industry's employers.

Sincerely,

Alvin Hoover, CEO, FACHE
Chief Executive Officer

PROVIDING QUALITY HEALTH AND WELLNESS IN A CHRISTIAN ENVIRONMENT

May 15, 2017

Mr. Michael Monk
Chief Executive Officer
Central MS Planning and Development District
P. O. Box 4935
Jackson, MS 39296-4935

RE: Southcentral MS Works Workforce Development Area Sector Strategy Plan

Dear Mr. Monk:

Laclede Chain Company is pleased to join with the Southcentral MS Works Workforce Development Area and lend support to the area's Sector Strategy Plan that has recently been developed under the leadership of the Greater Jackson Alliance and Hinds Community College. This process has been valuable in identifying the manufacturing industry's weaknesses, needs and the resources currently available; and in the development of goals and action steps to address the needs and provide qualified workers. It is our intent to continue to work with Southcentral MS Works in their efforts to implement the Sector Strategy Plan and to participate with them to increase the pipeline of individuals entering into manufacturing fields of study and employment and to design programs and activities to meet the industry gaps.

We are committed to this effort as we work together to improve the manufacturing workforce, engage and train job seekers in the field and provide solutions for the industry's employers.

Sincerely,



DaCondra Smith
Plant Manager



LIZ HOGUE DENSMORE

DIRECTOR OF MARKETING AND HUMAN RESOURCES

LOUISIANA

13073 PLANK ROAD
BAKER, LOUISIANA 70714
TELEPHONE: 225.774.2348
FACSIMILE: 225.774.2349
EMAIL: LDENSMORE@LECINC.COM

MISSISSIPPI

110 EXCELL DRIVE (PEARL, 39208)
POST OFFICE BOX 127
BRANDON, MISSISSIPPI 39043-0127
TELEPHONE: 601.939.8535
FACSIMILE: 601.939.9427

May 12, 2017

Mr. Michael Monk
Chief Executive Officer
Central MS Planning and Development District
P. O. Box 4935
Jackson, MS 39296-4935

RE: Southcentral MS Works Workforce Development Area Sector Strategy Plan

Dear Mr. Monk:

LEC, Incorporated is pleased to join with the Southcentral MS Works Workforce Development Area and lend support to the area's Sector Strategy Plan that has recently been developed under the leadership of the Greater Jackson Alliance and Hinds Community College. This process has been valuable in identifying the manufacturing industry's weaknesses, needs and the resources currently available; and in the development of goals and action steps to address the needs and provide qualified workers. It is our intent to continue to work with Southcentral MS Works in their efforts to implement the Sector Strategy Plan and to participate with them to increase the pipeline of individuals entering into manufacturing fields of study and employment and to design programs and activities to meet the industry gaps.

We are committed to this effort as we work together to improve the manufacturing workforce, engage and train job seekers in the field and provide solutions for the industry's employers.

Sincerely,

Liz Densmore
Director of Marketing and Human Resources
LEC, Incorporated

May 16, 2017

Mr. Michael Monk
Chief Executive Officer
Central MS Planning and Development District
P. O. Box 4935
Jackson, MS 39296-4935

**RE: Southcentral MS Works Workforce Development Area
Sector Strategy Plan**

Dear Mr. Monk:

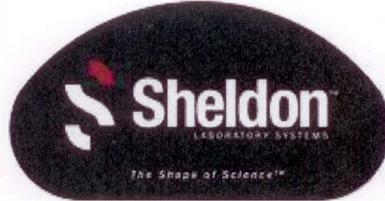
Magnolia Label Company, Inc. is pleased to join with the Southcentral MS Works Workforce Development Area and lend support to the area's Sector Strategy Plan that has recently been developed under the leadership of the Greater Jackson Alliance and Hinds Community College. This process has been valuable in identifying the manufacturing industry's weaknesses, needs and the resources currently available; and in the development of goals and action steps to address the needs and provide qualified workers. It is our intent to continue to work with Southcentral MS Works in their efforts to implement the Sector Strategy Plan and to participate with them to increase the pipeline of individuals entering into manufacturing fields of study and employment and to design programs and activities to meet the industry gaps.

We are committed to this effort as we work together to improve the manufacturing workforce, engage and train job seekers in the field and provide solutions for the industry's employers.

Sincerely,



Kathy Priddy
President, Magnolia Label Co., Inc.



Mr. Michael Monk
Chief Executive Officer
Central MS Planning and Development District
P. O. Box 4935
Jackson, MS 39296-4935

RE: Southcentral MS Works Workforce Development Area Sector Strategy Plan

Dear Mr. Monk:

Sheldon is pleased to join with the Southcentral MS Works Workforce Development Area and lend support to the area's Sector Strategy Plan that has recently been developed under the leadership of the Greater Jackson Alliance and Hinds Community College. This process has been valuable in identifying the manufacturing industry's weaknesses, needs and the resources currently available; and in the development of goals and action steps to address the needs and provide qualified workers. It is our intent to continue to work with Southcentral MS Works in their efforts to implement the Sector Strategy Plan and to participate with them to increase the pipeline of individuals entering manufacturing fields of study and employment and to design programs and activities to meet the industry gaps.

We are committed to this effort as we work together to improve the manufacturing workforce, engage and train job seekers in the field and provide solutions for the industry's employers.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Jenny Phillips', is written over the typed name and title. The signature is fluid and cursive, with a large initial 'J'.

Jenny Phillips
Chief Operating Officer



Jackson, Mississippi (601) 939-1000 • (800) 682-6409
 408 Hwy 49 South • P.O. Box 6038 • Jackson, MS 39288-6038



May 25, 2017

Mr. Michael Monk
 Chief Executive Officer
 Central MS Planning and Development District
 P. O. Box 4935
 Jackson, MS 39296-4935

**RE: Southcentral MS Works Workforce Development Area
 Sector Strategy Plan**

Dear Mr. Monk:

Stribling Equipment, LLC is pleased to join with the Southcentral MS Works Workforce Development Area and lend support to the area’s Sector Strategy Plan that has recently been developed under the leadership of the Greater Jackson Alliance and Hinds Community College. This process has been valuable in identifying the transportation industry’s weaknesses, needs and the resources currently available; and in the development of goals and action steps to address the needs and provide qualified workers. It is our intent to continue to work with Southcentral MS Works in their efforts to implement the Sector Strategy Plan and to participate with them to increase the pipeline of individuals entering into transportation, distribution and logistics fields of study and employment and to design programs and activities to meet the industry gaps.

We are committed to this effort as we work together to improve the transportation industry’s workforce, engage and train job seekers in the field and provide solutions for the industry’s employers.

Sincerely,

Gerald S. Swanson
 CEO

Jackson, MS • 601-939-1000	Natchez, MS • 601-442-3613	Greenwood, MS • 662-453-7556	Meridian, MS • 601-482-5575	Columbus, MS • 662-328-0820
Hattiesburg, MS • 601-544-3000	Biloxi, MS • 228-365-0000	Brookhaven, MS • 601-835-4400	Philadelphia, MS • 601-656-1997	Tupelo, MS • 662-844-3212
Memphis, TN • 901-345-5294	Jackson, TN • 731-422-2542	Little Rock, AR • 501-455-2540	Monticello, AR • 870-367-3496	Camden, AR • 870-574-0290
Texarkana, AR • 870-772-9321	Fort Smith, AR • 479-646-8381	Springdale, AR • 479-756-9779	Arkadelphia, AR • 870-246-8678	Jonesboro, AR • 870-268-9900

Personnel

Robin E. Crosby, HR Manager

Walmart Transportation

2196 Manufacturers Blvd. NE
Brookhaven, MS 39601
Phone 601.835.3688
Fax 601.835.3352
www.walmart.com

May 16, 2017

Mr. Michael Monk
Chief Executive Officer
Central MS Planning and Development District
P. O. Box 4935
Jackson, MS 39296-4935

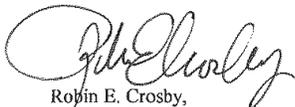
**RE: Southcentral MS Works Workforce Development Area
Sector Strategy Plan**

Dear Mr. Monk:

Walmart Transportation of Brookhaven, MS is pleased to join with the Southcentral MS Works Workforce Development Area and lend support to the area's Sector Strategy Plan that has recently been developed under the leadership of the Greater Jackson Alliance and Hinds Community College. This process has been valuable in identifying the transportation industry's weaknesses, needs and the resources currently available; and in the development of goals and action steps to address the needs and provide qualified workers. It is our intent to continue to work with Southcentral MS Works in their efforts to implement the Sector Strategy Plan and to participate with them to increase the pipeline of individuals entering into transportation, distribution and logistics fields of study and employment and to design programs and activities to meet the industry gaps.

We are committed to this effort as we work together to improve the transportation industry's workforce, engage and train job seekers in the field and provide solutions for the industry's employers.

Sincerely,



Robin E. Crosby,
Human Resource Manager



Waters International Trucks, Inc.

19 Feltus St * P.O. Box 457 * Natchez, MS 39120

Phone: 1-(601)-445-8850 * Fax: 1-(601)-445-8858 * Toll Free: 1-(877)-844-5100

Date: 5/15/17

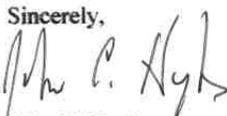
Mr. Michael Monk
 Chief Executive Officer
 Central MS Planning and Development District
 P. O. Box 4935
 Jackson, MS 39296-4935

**RE: Southcentral MS Works Workforce Development Area
 Sector Strategy Plan**

Dear Mr. Monk:

Waters International Trucks is pleased to join with the Southcentral MS Works Workforce Development Area and lend support to the area's Sector Strategy Plan that has recently been developed under the leadership of the Greater Jackson Alliance and Hinds Community College. This process has been valuable in identifying the transportation industry's weaknesses, needs and the resources currently available; and in the development of goals and action steps to address the needs and provide qualified workers. It is our intent to continue to work with Southcentral MS Works in their efforts to implement the Sector Strategy Plan and to participate with them to increase the pipeline of individuals entering into transportation, distribution and logistics fields of study and employment and to design programs and activities to meet the industry gaps.

We are committed to this effort as we work together to improve the transportation industry's workforce, engage and train job seekers in the field and provide solutions for the industry's employers.

Sincerely,

 John C. Hughes
 Branch Manager



2005 Dealer of the Year

Other Locations: Columbus, Kosciusko, Meridian, and Hattiesburg, MS

EMPIRE TRUCK SALES

Jackson, Mississippi (601) 939-5000 • (800) 872-3673
 373 Hwy 49 South • P.O. Box 54325 • Jackson, MS 39288-4325





May 25, 2017

Mr. Michael Monk
 Chief Executive Officer
 Central MS Planning and Development District
 P. O. Box 4935
 Jackson, MS 39296-4935

**RE: Southcentral MS Works Workforce Development Area
 Sector Strategy Plan**

Dear Mr. Monk:

Empire Truck Sales, LLC is pleased to join with the Southcentral MS Works Workforce Development Area and lend support to the area's Sector Strategy Plan that has recently been developed under the leadership of the Greater Jackson Alliance and Hinds Community College. This process has been valuable in identifying the transportation industry's weaknesses, needs and the resources currently available; and in the development of goals and action steps to address the needs and provide qualified workers. It is our intent to continue to work with Southcentral MS Works in their efforts to implement the Sector Strategy Plan and to participate with them to increase the pipeline of individuals entering into transportation, distribution and logistics fields of study and employment and to design programs and activities to meet the industry gaps.

We are committed to this effort as we work together to improve the transportation industry's workforce, engage and train job seekers in the field and provide solutions for the industry's employers.

Sincerely,



Gerald S. Swanson
 CEO

Meridian, MS • 601-482-5575
 Waynesboro, MS • 601-735-2092

Columbus, MS • 662-328-0820
 Mobile, AL • 251-330-0088

Hattiesburg, MS • 601-544-3000
 Slidell, LA • 985-641-4000

Biloxi, MS • 228-365-0000
 Pensacola, FL • 850-478-0031

Brookhaven, MS • 601-835-4400
 Mossy Head, FL • 850-951-2100



June 1, 2017

Mr. Michael Monk
Chief Executive Officer
Central MS Planning and Development District
P. O. Box 4935
Jackson, MS 39296-4935

**RE: Southcentral MS Works Workforce Development Area
Sector Strategy Plan**

Dear Mr. Monk:

Bedford Care Center is pleased to join with the Southcentral MS Works Workforce Development Area and lend support to the area's Sector Strategy Plan that has recently been developed under the leadership of the Mississippi Hospital Association. This process has been valuable in identifying the healthcare industry's weaknesses, needs and the resources currently available; and in the development of goals and action steps to address the needs and provide qualified workers. It is our intent to continue to work with Southcentral MS Works in their efforts to implement the Sector Strategy Plan and to participate with them to increase the pipeline of individuals entering into healthcare fields of study and employment and to design programs and activities to meet the industry gaps.

We are committed to this effort as we work together to improve the healthcare workforce, engage and train job seekers in the field and provide solutions for the healthcare industry's employers.

Sincerely,

A handwritten signature in blue ink that reads 'Rick Blackledge'.

Rick Blackledge
Corporate Compliance
Bedford Care Center

**SOUTHWEST MISSISSIPPI
REGIONAL MEDICAL CENTER**
A Division of Southwest Health System

June 1, 2017

Mr. Michael Monk
Chief Executive Officer
Central MS Planning and Development District
P.O. Box 4935
Jackson, MS 39296-4935

Re: Southcentral MS Works Workforce Development Area
Sector Strategy Plan

Dear Mr. Monk:

Southwest MS Regional Medical Center is pleased to join with the Southcentral MS Works Workforce Development Area and lend support to the area's Sector Strategy Plan that has recently been developed under the leadership of the Mississippi Hospital Association. This process has been valuable in identifying the healthcare industry's weaknesses, needs and the resources currently available; and in the development of goals and action steps to address the needs and provide qualified workers. It is our intent to continue to work with Southcentral MS Works in their efforts to implement the Sector Strategy Plan and to participate with them to increase the pipeline of individuals entering into healthcare fields of study and employment and to design programs and activities to meet the industry gaps.

We are committed to this effort as we work together to improve the healthcare workforce, engage and train job seekers in the field and provide solutions for the healthcare industry's employers.

Sincerely,



Don Haskins
Director of Human Resources and Asset/Risk Mgt.
Southwest MS Regional Medical Center

P.O. Box 1307, McComb, MS 39649-1307 • 215 Marion Avenue, McComb, MS 39648 • Phone (601) 249-5500



PO Box 636, Meadville, MS 39653
Ph: 601-384-5801, Fax: (601) 384-4100

May 31, 2017

Mr. Michael Monk
Chief Executive Officer
Central MS Planning and Development District
P. O. Box 4935
Jackson, MS 39296-4935

**RE: Southcentral MS Works Workforce Development Area
Sector Strategy Plan**

Dear Mr. Monk:

Franklin County Memorial Hospital is pleased to join with the Southcentral MS Works Workforce Development Area and lend support to the area's Sector Strategy Plan that has recently been developed under the leadership of the Mississippi Hospital Association. This process has been valuable in identifying the healthcare industry's weaknesses, needs and the resources currently available; and in the development of goals and action steps to address the needs and provide qualified workers. It is our intent to continue to work with Southcentral MS Works in their efforts to implement the Sector Strategy Plan and to participate with them to increase the pipeline of individuals entering into healthcare fields of study and employment and to design programs and activities to meet the industry gaps.

We are committed to this effort as we work together to improve the healthcare workforce, engage and train job seekers in the field and provide solutions for the healthcare industry's employers.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Boleware".

Mike Boleware
Administrator
Franklin County Memorial Hospital



JAMES G. CHASTAIN, DIRECTOR

MISSISSIPPI STATE HOSPITAL

P.O. BOX 157-A, WHITFIELD, MS 39193 (601) 351-8000 WWW.MSH.STATE.MS.US

May 30, 2017

Mr. Michael Monk
Chief Executive Officer
Central MS Planning and Development District
P. O. Box 4935
Jackson, MS 39296-4935

**RE: Southcentral MS Works Workforce Development Area
Sector Strategy Plan**

Dear Mr. Monk:

Mississippi State Hospital is pleased to join with the Southcentral MS Works Workforce Development Area and lend support to the area's Sector Strategy Plan that has recently been developed under the leadership of the Mississippi Hospital Association. This process has been valuable in identifying the healthcare industry's weaknesses, needs and the resources currently available; and in the development of goals and action steps to address the needs and provide qualified workers. It is our intent to continue to work with Southcentral MS Works in their efforts to implement the Sector Strategy Plan and to participate with them to increase the pipeline of individuals entering into healthcare fields of study and employment and to design programs and activities to meet the industry gaps.

We are committed to this effort as we work together to improve the healthcare workforce, engage and train job seekers in the field and provide solutions for the healthcare industry's employers.

Sincerely,

JAMES G. CHASTAIN, FACHE
Hospital Director
Mississippi State Hospital

A FACILITY OF THE MISSISSIPPI DEPARTMENT OF MENTAL HEALTH

ACCREDITED BY THE JOINT COMMISSION ON ACCREDITATION OF HEALTHCARE ORGANIZATIONS



June 2, 2017

Mr. Michael Monk
Chief Executive Officer
Central MS Planning and Development District
P. O. Box 4935
Jackson, MS 39296-4935

**RE: Southcentral MS Works Workforce Development Area
Sector Strategy Plan**

Dear Mr. Monk:

The University Of Mississippi Medical Center is pleased to join with the Southcentral MS Works Workforce Development Area and lend support to the area's Sector Strategy Plan that has recently been developed under the leadership of the Mississippi Hospital Association. This process has been valuable in identifying the healthcare industry's weaknesses, needs and the resources currently available; and in the development of goals and action steps to address the needs and provide qualified workers. It is our intent to continue to work with Southcentral MS Works in their efforts to implement the Sector Strategy Plan and to participate with them to increase the pipeline of individuals entering into healthcare fields of study and employment and to design programs and activities to meet the industry gaps.

We are committed to this effort as we work together to improve the healthcare workforce, engage and train job seekers in the field and provide solutions for the healthcare industry's employers.

Sincerely,

Cathy Smith, SPHR, SHRM-SCP
Chief Human Resources - UHHS
University Hospitals and Health System
The University Of Mississippi Medical Center
601-984-4111

2500 N. State Street • Jackson, MS 39216 • umhc.com

Clinical Programs of The University of Mississippi Medical Center



**Central Mississippi Planning
and Development District**

P. O. Box 4935
Jackson, Mississippi 39296-4935
601-981-1511
www.cmpdd.org

**SOUTHCENTRAL MISSISSIPPI WORKS
POLICY NUMBER 21
WIOA PROGRAMMATIC and FISCAL
MONITORING
Workforce Innovation and Opportunity Act (WIOA)
Central Mississippi Planning and Development District**

I. SCOPE AND PURPOSE

This policy sets forth requirements for the monitoring of all subawardees receiving Workforce Innovation and Opportunity Act (WIOA) funds in accordance with Sections 183(a-c) of the Act and Federal regulations 2 CFR Part 200.330 – 200.332, and Federal Acquisition Regulation (FAR) 31.2 of the Final Rule.

Audit Regulations, 2 CFR 200.501-512, shall be applicable for non-profit and for-profit entities who expend \$750,000 a year in federal awards from all sources.

II. LOCAL WORKFORCE DEVELOPMENT AREA REQUIREMENTS

A. Local Workforce Development Area (LWDA) Monitoring Policy

WIOA Section 107(d)(8) requires the local board, in partnership with the chief elected official, to conduct monitoring with respect to local programs of youth activities authorized under section 129(c), adult and dislocated worker local employment and training activities authorized under section 134(b), (c), and (d), and the one-stop delivery system in the local area.

WIOA Section 184(a) (3&4) and 2 CFR 200 parts 330-332 of the Federal regulations require each LWDA to conduct monitoring of the WIOA activities of its subawardees in order to:

- Determine whether expenditures have been made against the cost categories and within the cost limitations specified in WIOA, the subaward budget and Federal regulations;
- Determine whether there is compliance with all applicable requirements; and
- Provide technical assistance as necessary and appropriate.

1. Scope

Local fiscal monitoring of subawardees may consist of one of the following: 1) on-site; 2) desk review; 3) both on-site and desk review for the same period. The method used to conduct the monitoring and the frequency required for each shall be based on the LWDA's determination of "risk" and other factors which considers whether the subawardee is subject to the Single Audit Act; when the most recent previous on-site review was conducted; previous findings or

corrective actions required; etc. The determination of "risk" will be performed on a case-by-case basis for each subawardee.

LWDA programmatic compliance and equal opportunity monitoring of subawardees may consist of one of the following: 1) on-site; 2) desk review; 3) both on-site and desk review for the same period. The method used to conduct the monitoring and the frequency required for each shall be based on the LWDA's determination of "risk" and other factors which considers the type of WIOA activity performed by the subawardees; when the most recent previous on-site review was conducted; previous findings or corrective actions required; the existence of current reviews conducted by the state or its authorized representative that adequately address all criteria in the LWDA monitoring instrument, etc.

The following will be included in the monitoring, as applicable:

- Program goals and objectives
- program quality
- procurement
- fiscal accountability
- labor standards
- audit/audit resolution
- actual expenditures against cost categories and limitations
- grievance procedures
- equal opportunity
- provisions of the Americans with Disabilities Act
- eligibility verification as applicable
- property management
- internal monitoring of entity's subawardees, if any
- administrative procedures
- program performance
- other programmatic areas
- programmatic accountability

2. Frequency

Monitoring will be completed in a timely manner. Each subawardee shall be monitored for both fiscal and programmatic at least once per year during the program year or during the sub-award period, using one or more of the methods outlined above.

B. Local Workforce Development Area Monitoring Procedures

1. Annual Monitoring Schedule

An annual monitoring schedule will be prepared. The schedule will include subawardee names and addresses, contact numbers, planned dates of reviews, and names of individuals to perform the reviews. Annual monitoring schedules shall be submitted to OGM, as required.

2. Review Notification

Written notification of the scheduled review will be provided to the entity in advance of the actual review, except when unannounced monitoring visits are deemed necessary.

3. Desk Review Instrument

A written desk review monitoring instrument must be prepared and should precede an on-site monitoring visit. This process will ensure that all pertinent records are reviewed prior to each visit. A desk review instrument will be completed before the on-site visit.

4. Monitoring Instrument

An objective monitoring instrument shall be used for monitoring reviews to ensure that pertinent data can be collected and analyzed for all program activities.

5. Documentation of Findings

Any findings resulting from the monitoring process will be adequately documented and will include a written description of the deficiency or violation.

6. Monitoring Report

A monitoring report will be prepared following each on-site or desk review. The report should be completed within three weeks of completion of the test work for the review and should include the following elements:

- A face page signed by the monitor(s) and the signature of supervisory level staff or the executive director (applicable to on-site visits only);
- The dates of the review and areas covered during the review.
- A listing of findings, if applicable that consists of a narrative description of the deficiency or violation noted; and
- For each finding, a recommendation which sets forth the most appropriate action to correct the deficiency or violation noted.

7. Corrective Action

Monitoring reports will be forwarded to the subawardee with a transmittal letter. If findings were noted in the report, the transmittal letter shall require a written corrective action plan from the subawardee. The corrective action plan shall be due from the subawardee within 14 to 45 days from the date of the report, depending on the number and/or severity of the findings.

8. **Acceptance/Non-acceptance of Corrective Action**

Acceptance or non-acceptance of the subawardee corrective action plan will be determined after consultation with the appropriate staff performing the monitor and the SMW Workforce Director. Notification of the determination shall be provided to the subawardee within 30 working days of receipt of the proposed corrective action plan.

9. **Follow-up Monitoring and Verification of Corrective Action**

If necessary, follow-up monitoring reviews will be conducted as determined appropriate based on the nature and risk of the finding and the subawardee's response to the finding, and a determination will subsequently be made as to whether the corrective action measures taken were adequate to resolve the noted deficiencies.

10. **Unannounced Visits**

Unannounced visits of subawardees may be made at any time such visits are deemed necessary.

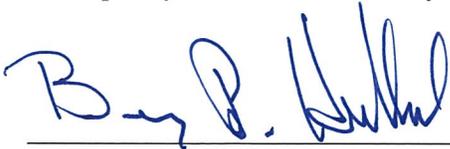
11. **Monitoring Files**

A separate file shall be maintained for each monitoring review. At a minimum, the files shall contain the following records:

- notification of monitoring dates;
- completed desk review instrument;
- signed monitoring report;
- completed monitoring instrument;
- transmittal letter, and if applicable, request for a corrective action plan;
- response from subawardee, when appropriate;
- letter to subawardee accepting/rejecting corrective action; and
- working paper file to include supporting documentation.

III. **EFFECTIVE DATE**

This policy is effective February 1, 2018.



Benny Hubbard, Local Workforce Development Board Chair

**WIOA COMPLAINT PROCEDURE FOR
DISCRIMINATION COMPLAINTS
SOUTHCENTRAL MISSISSIPPI WORKS**

EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of federal financial assistance to discriminate on the following bases:

- Against any individual in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
- Against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 2014 (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully-admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I financially- assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I financially-assisted program or activity;
- Providing opportunities in, or treating any person with regard to such a program or activity; or
- Making employment decisions in the administration of or in connection with such a program or activity.

DEFINITIONS

- A. Recipient – For the context of this form, recipient refers to any entity to which financial assistance under WIOA Title I is extended, and may be a WIN Job Center, Youth Provider, or Training Provider.
- B. Discrimination Complaint – complaints filed on the grounds of race, color, religion, sex, national origin, citizenship, age, disability, political affiliation or belief.

HOW TO FILE A COMPLAINT

A. Filing Written Complaints

Discrimination complaints must be filed within 180 days of the alleged discrimination, and may be filed with a Local Administrative Entity, CMPDD, Service Provider, One-Stop Operator or with the Civil Rights Center (CRC). Discrimination complaint processing procedures must be completed and a Notice of Final Action issued within 90 calendar days from the date the written complaint was filed.

B. Alternative Dispute Resolution (ADR) – Service Provider Level

ADR is an alternative to filing a written complaint. It can be as informal as discussing an issue with a representative of the offending entity and agreeing on a resolution. It may involve a formal mediation process, such as having a neutral party (or a panel of neutral persons) decide a dispute after hearing each party's presentation of evidence and argument. You must agree in advance that the decision of the neutral party is to be final. A party to any agreement reached under a formal ADR process may file a complaint with the CRC in the event the agreement is breached.

C. Written Complaint – LWDA Level

1. If you do not choose ADR/mediation or the complaint is not settled through ADR, you must submit your complaint in writing to the recipient's Equal opportunity Officer (EO) or the CRC. In the written presentation, you must provide your full name, current mailing address, home telephone number and social security number. You must identify the individual or entity that you allege is responsible for the discrimination, give a brief summary of the facts, grounds for the complaint, any other relevant material or information, and describe the corrective action or remedy sought.

2. You have the right to receive a Notice of Final Action within 90 calendar days of filing the written complaint.

3. You may file your complaint with the CRC within 30 calendar days from the date the Notice of Final Action is issued if:

- a. You are not satisfied with the written decision or
- b. The Recipient failed to issue a Notice of Final Action within 90 days of the date on which the written complaint was filed

A copy of the complaint and all related documentation must be sent to the Director, Civil Rights Center, US Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, D.C. 20210.

RETENTION AND CERTIFICATION

A copy of this document should be kept in a safe place for reference if the need arises. Also, a copy of this document will be placed in the participant's WIOA file folder or the employee's personnel folder.

This is to certify that these complaint procedures have been explained to me and that I understand my rights.

Participant/employee signature Date

This is to certify that I have explained the complaint procedure to the above individual.

Subgrantee official's signature Date

If you have any questions concerning WIOA discrimination complaint procedures, you may contact:

**Angela Griffin
Central Mississippi Planning and Development District
P.O. Box 4935
Jackson, MS 39296-4935
601-981-1511**

**WIOA GRIEVANCE PROCEDURE FOR
NON-DISCRIMINATION GRIEVANCES
SOUTHCENTRAL MISSISSIPPI WORKS**

7.to have an impartial hearing officer or officers; and

8. The CMPDD shall make a written determination regarding the grievance within sixty (60) calendar days of the initial filing of the grievance and shall send copies of the determination to the aggrieved party and Subgrantee via certified mail.

RIGHT TO FILE A GRIEVANCE

- As an applicant, participant, WIOA staff person or other interested person, you have the right, without fear of interference, coercion, restraint, discrimination or reprisal, to present a grievance or appeal.

DEFINITIONS

- A. Grievance** – Program grievances (or programmatic issues) related to WIOA—funded programs or activities based on grounds other than discrimination.
- B. Subgrantee, contractor, provider** – For the context of this form, these terms refer to the applicable Service Provider funded by or through the CMPDD for the Southcentral Mississippi Works Local Workforce Development Area, and may be a WIN Job Center, Youth Provider or Training Provider.
- C. Recipient** – For the context of this form, recipient refers to the CMPDD.
- D. Governor** – For the context of this form, Governor refers to the state agency designated to administer WIOA programs, the Office of Grant Management division of the Mississippi Dept. of Employment Security.

C. Step 3 (State Level) – You may file an appeal with the Office of Grant Management (OGM) division of the Mississippi Department of Employment Security within fifteen (15) calendar days of the CMPDD decision if:

- 1. You are not satisfied with the CMPDD written decision, or
- 2. No decision was reached within sixty (60) calendar days of the initial complaint with the local area.

Should you choose to appeal to the OGM, a copy of the grievance and all related documentation must be sent to the Office of Grant Management, PO Box 1699, Jackson, MS 39215-1699.

The OGM shall make a written determination regarding the grievance within sixty (60) calendar days of receipt of the appeal and shall send copies to the CMPDD, the aggrieved party, and the Subgrantee.

D. Should the OGM fail to provide a decision within sixty (60) calendar days of the receipt of the appeal or you are not satisfied with the written decision, you may then request from the Secretary of Labor a determination whether reasonable cause exists to believe that the WIOA or its regulations have been violated. Such a request must be filed at the address given below no later than sixty (60) days from the date on which you should have received a decision from the OGM.

PROCESSING GRIEVANCES

Alleged grievances must be filed at the Subgrantee level within one year of occurrence. If you are dissatisfied with the informal Resolution, you have the right to request a Formal Resolution by submitting a written grievance, have a hearing, and receive a written decision within sixty (60) days after filing the initial grievance. If you are dissatisfied with the written decision, you may file an appeal at the State Level.

**Regional Administrator
U.S. Department of Labor
Employment and Training Administration
1371 Peachtree St., N.E.
Atlanta, Georgia 30367**

RETENTION AND CERTIFICATION

A copy of this document should be kept in a safe place for reference if the need arises. Also, a copy of this document will be placed in the participant's WIOA file folder or the employee's personnel folder.

This is to certify that these grievance procedures have been explained to me and that I understand my rights.

HOW TO FILE A GRIEVANCE

A. Step 1 (Informal Resolution – Local Level) –You may request an informal meeting with your supervisor, counselor or instructor and indicate the general nature of your grievance. The grievance may be settled informally in a prompt manner at or near the place of occurrence. Every effort shall be made to reach a settlement in this manner within ten (10) calendar days of the request.

B. Step 2 (Formal Resolution – Local Level) – If the grievance is not settled informally, you must submit the grievance in writing to the Recipient CMPDD within ten (10) calendar days of receiving the decision from the Subgrantee Level. In the written request you must provide your full name, your current mailing address, home telephone number and social security number. You should provide a brief summary of the facts, grounds for the complaint including any relevant materials and information, and describe the corrective action or remedy sought. You have the right to a hearing on your grievance, but you must request that hearing in the written grievance document. The written request should be submitted to the CMPDD in a way that provides proof of receipt. You will be given an opportunity for a hearing within fifteen (15) calendar days of filing the written grievance. The CMPDD will provide you written notice of the date, time and location of the hearing, the manner in which it will be conducted, and the issues to be decided.

Participant/Employee Signature _____ Date _____

This is to certify that I have explained the grievance procedure to the above named individual.

Subgrantee Official's Signature _____ Date _____

The CMPDD will provide you with the following opportunities:

- 1. to withdraw the request for the hearing in writing before the meeting;
- 2. to request rescheduling the hearing for a good cause;
- 3. to be represented by an attorney or other representative of your choice;
- 4. to bring witnesses and documentary evidence;
- 5. to have any record or document relevant to the issues produced by its custodian when such record or document is kept by or for the recipient's Subgrantee;
- 6. to question any witness or party.

If you have any questions concerning WIOA grievance procedures, you may contact:

**Angela Griffin
Central Mississippi Planning and Development District
P.O. Box 4935
Jackson, MS 39296-4935
601-981-1511
601-981-1515**

SOUTHCENTRAL MISSISSIPPI WORKS
POLICY NUMBER 4
Revised July, 2015
SUPPORTIVE SERVICES POLICY FOR
YOUTH (OUT OF SCHOOL), ADULTS AND DISLOCATED WORKERS
Workforce Innovation and Opportunity Act
Central Mississippi Planning and Development District

I. INTRODUCTION

The Workforce Innovation and Opportunity Act allows funds allocated to a local area to be used for the provision of supportive services to out of school youth, adults and dislocated workers. Further, the Workforce Innovation and Opportunity Act recognizes the need to assist participants in obtaining services and training and in retaining employment. Consequently, WIOA funds may be used to provide needed supportive services to participants when the needed assistance is not available through non-WIOA sources. Supportive services may include assistance with transportation, child or dependent care, housing, and other necessities required for participation in WIOA services.

Supportive services are available to participants ONLY when included in budgets that have been specifically approved by the Local Workforce Development Board and the Board of Commissioners. When approved, the following criteria will be applicable.

II. SPECIFICATIONS

Determination of Supportive Services Needs

WIOA identifies supportive services as service that are necessary to enable an individual to participate in activities authorized under this law. At WIOA registration and at regular intervals thereafter, WIN Job Center staff shall review the participant's needs to determine whether supportive services are necessary. The first option shall always be to refer the participant to other agencies or programs providing the needed services through non-WIOA sources.

Eligibility for Supportive Services

WIOA funded supportive services shall be available to participants only while enrolled in WIOA.

Veteran's Preference

Should a priority of service become necessary for determining allocation of Supportive Services, veterans as described by the Jobs For Veterans Act (Public Law 107-288) will receive priority status when all eligibility and competitive factors required by law are met and equal. Veterans shall receive priority over other groups when preferential factors are optional and/or do not specifically mandate that a particular group be served before another.

Authorized Supportive Services

WIOA funded supportive services shall be limited to the following:

1. Test fees or costs related to licensure and/or certification resulting from completion of an approved training program.

2. Test fees or costs related to licensure and/or certification as needed in order to obtain or retain employment. The individual must be enrolled in WIOA; however, it is not a requirement that the individual was or is enrolled in ITA training.
3. Transportation assistance may be made available to participants enrolled in WIOA approved MI-BEST training programs provided that SMW has contracted with the applicable community college to provide such assistance. This transportation assistance for MI-BEST participants is allowable in the form of pre-paid gas cards or public transportation passes only when non-WIOA sources are not available; the maximum to be paid is limited to \$25.00 per week while the individual is attending training.
4. Other Supportive Services: Other Supportive Service assistance may be authorized by SMW staff in extenuating circumstances related to an approved training program. The request for such assistance including a detailed explanation of the extenuating circumstances must be presented to SMW staff for review and approval. Further approval by the LWDB and BOC, as noted above, will be necessary before any payments may be provided.
5. Emergency Support Services: Should a layoff or business closure result in a significant negative impact on a local labor market, SMW staff may authorize Emergency Support Services for a period not to exceed 90 days.

III. REQUIREMENTS (DOCUMENTATION)

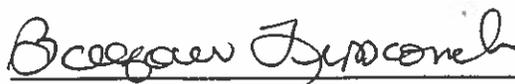
Documentation shall be maintained in individual participant files to support the provision of supportive services. All other reasonably available sources must be exhausted prior to any expenditure of WIOA funds. At a minimum, the participant files shall include the following types of documentation:

- Staff notes determining individual need for all supportive services; and
- Staff notes showing why non-WIOA resources are unable or insufficient to meet the participant's need; and
- A log tracking disbursement of all non-cash supportive services;

IV. EFFECTIVE DATE

This policy is effective July 1, 2015.

Approved by the Local Workforce Development Board



Balfour Lipscomb, Chairman

SOUTHCENTRAL MISSISSIPPI WORKS POLICY

NUMBER 17 INTERNSHIP POLICY

Workforce Innovation and Opportunity Act

Central Mississippi Planning and Development District

June, 2019

Introduction

The purpose of this policy is to detail the requirements and eligibility for the WIOA Adult, Dislocated Worker and Youth Internship program. The goal of the internship program is to help eligible individuals gain practical work history and obtain job-specific skills during a prescribed period of paid employment with the goal of continuing in unsubsidized employment with the employer following the internship period.

No internship shall be established unless there is reasonable expectation of long-term unsubsidized employment following the internship employment period. SMW staff reserve the right to reject any occupation or worksite request that is not in the best interest of the participant or of the Internship program.

Participant Eligibility

Internships are an allowable service for WIOA eligible adults, dislocated workers and out-of-school youth. Participants must be enrolled into WIOA in accordance with the appropriate SMW Eligibility Policy prior to beginning work under an Internship. Individuals considered for the internship program must be eligible for WIOA and be in one of the following categories:

- An Adult eligible individual interested in career exploration for a new field AND who possesses at least some of the appropriate skills(s) necessary for success in the Internship occupation.
- A Dislocated Worker eligible individual who possesses at least some of the appropriate skill(s) necessary for success in the Internship occupation.
- A Youth eligible individual who has received WIOA OSY services and is determined: 1) to be ready for employment; 2) to possess some degree of appropriate skill(s) needed for the Internship employment; AND 3) to be committed to long-term employment.
- A Youth eligible individual who has completed or is nearing completion of the MI-BEST program and is ready for employment.

Participant files must include appropriate assessments and documentation to state why an internship is needed; why an internship is appropriate for the individual; and what the participant expects to gain by being on an internship.

Employer Eligibility

Any employer who offers a part-time internship of at least 15 hours per week but not more than 40 hours per week AND offers reasonable assurance of full-time employment upon completion of the internship period of employment is eligible to participate. Employers

must be allowed the opportunity to interview the prospective intern and prospective interns must meet the employer's qualifications and application requirements. Employers must agree to the terms and conditions outlined in the Internship Worksite Agreement.

Public, private and non-profit worksites are allowable, provided that they meet other employer eligibility requirements; however, state agencies are not allowable Internship worksites.

The worksite supervisor has the job of instructing the participant on the work to be done and how to do it in the best and safest way. Participants are not allowed to perform any job that is unhealthy, unsafe, illegal, or dangerous during the period of internship.

The worksite employer is responsible for providing any items necessary for job performance such as tools, desktop supplies, computer, etc. Participants should not be required to provide these type items in order to work during the period of internship.

Employer Priority

Priority will be given to Internship opportunities in occupations and with employers that are within the SMW targeted sector industries of Healthcare, Manufacturing, and Transportation/Distribution/ Logistics in accordance with the SMW Sector Strategy Plan.

Employer/Worksite Prohibition

Participants cannot climb on roofs, operate lawn mowers, power tools, or any heavy equipment; carry firearms, or perform any other job that is unhealthy, unsafe, illegal, or dangerous (unless they have been properly trained and certified) during the period of internship.

Jobs that are not allowable internship occupations include grocery store checkers and baggers, stock persons, retail associates, child care workers/teachers, jobs dependent on commission, fast food workers, janitors/housekeepers, or any other type occupation or position that does not serve to fulfill the goals of the program by providing long-term career employment at a self-sufficient wage level. Employers must provide a job description for the position to be filled by the intern.

Parameters of Internship Program

Anticipated maximum duration for an Internship is 280 hours of employment. Participants must work at least 15 hours per week, and cannot exceed 40 hours per week.

The wage to be paid to the participant during the internship employment must be equal to the wage that the employer would ordinarily pay a new hire in the same level position, unless specifically approved by SMW staff. Appropriate taxes and withholdings shall apply to the gross amount paid to the intern.

SMW has contracted with a service provider who is responsible for the payment of wages to Internship participants. The service provider is considered to be the

employer of record. The service provider may assist with marketing the program to employers and recruiting employers for participation in the Internship Program; however, the primary responsibility for marketing and recruiting of employers rests with the SMW Internship program operator, not the employer of record.

The employer of record is responsible for determining worksite eligibility and for developing any appropriate worksite agreements that are necessary. The employer of record shall maintain Worker s' Compensation coverage for participants during the period of internship.

An internship may be combined with On-the-Job Training for the same individual ONLY if the OJT

is with the same employer as the Intern ship and ONLY if the occupation is within the SMW targeted industry sectors of healthcare, manufacturing and transportation. An internship may NOT be combined with On-the-Job Training for the same individual if it does not meet this criteria, unless specifically approved by SMW staff.

Conflict of Interest

Individuals or representatives of organizations entrusted with public funds are prohibited from receiving any personal or professional benefit from the award or expenditure of such funds. Individuals or representatives of organizations entrusted with public funds, as referenced above, are understood to include a Local Workforce Development Board (LWDB) member. Internships may not be provided with any employer whose representative is a current member of the SMW LWDB. This prohibition applies to all Internships funded during the LWDB member's term and for one year after the member's term expires. This does not apply to representatives of any public entity/government.

Employers may not utilize Internships for immediate family members (spouse, child, grandchild, sibling or spouse of sibling) of any of the employer's owners, partners, board of directors, or the OJT trainees' direct supervisory staff.

Effective Date

This policy is effective June 6, 2019.



Benny Hubbard, Chairman
SMW Local Workforce Development Board

**SOUTHCENTRAL MISSISSIPPI WORKS
POLICY NUMBER 9
Revised June, 2019
ON-THE-JOB TRAINING POLICY
Workforce Innovation and Opportunity Act
Central Mississippi Planning and Development District**

I. INTRODUCTION

On-the-Job Training (OJT) is defined by the Workforce Innovation and Opportunity Act (WIOA) as training, provided by an employer to a paid employee while engaged in productive work in a job. OJT shall be allowed in accordance with the following criteria:

1. training must provide knowledge or skills to the employee essential to the full and adequate performance of the job;
2. reimbursement to the employer will be provided in an amount not to exceed 50 percent of the regular (not overtime or other premium rate) wage rate of the employee, in consideration of the extraordinary costs of providing training and additional supervision and as compensation for lower productivity related to the OJT;
3. WIOA reimbursement to the employer shall not exceed \$15.00 per hour regardless of the employer's compensation rate to the employee;
4. reimbursement to the employer will occur ONLY after completion of training as stated in the training outline AND after 40 hours of retention of the participant; no interim or partial reimbursements to employers will be made;
5. total reimbursement to the employer shall not exceed \$30,000 during any program year without prior approval of Southcentral Mississippi Works (SMW) staff;
6. training shall be limited in duration as appropriate to the occupation for which the employee is being trained, taking into account the skills requirements of the occupation, the academic level and prior work experience of the employee, and the Individual Employment Plan of the employee;
7. training must include a good faith expectation of continued employment of the individual upon successful completion of the training;
8. training agreements must be written for a minimum of 35 hours per week;
9. participants' starting pay shall not be lower than \$10.00 an hour;
10. OJT is available to WIOA-eligible Adults, Dislocated Workers and Out-of-School Youth, ages 18 and older, who meet the eligibility requirements of WIOA and SMW.

11. SPECIFICATIONS

SMW will utilize OJT to assist employees to learn the skills necessary to adequately perform the job for which they are hired and to advance the skills and knowledge of current workers whose earnings are below the SMW self-sufficiency level.

In addition to the requirements and limitations stated in WIOA and its regulations, the following local area requirements shall apply to the use of OJT.

Industry Sector Emphasis:

1. Priority for funds expended for OJT services within the SMW local area will be placed on those targeted industry sectors identified in the SMW Sector Strategy Plan.

OJT for Current Employees:

1. Incumbent worker training is allowable ONLY for occupations within the SMW targeted industry sectors and ONLY with prior approval by Central Mississippi Planning and Development District (CMPDD) on a case-by-case basis.

OJT for Former Employees:

OJT may be used to train new employees who previously worked for the employer only when the following conditions are met:

1. The former employee has not worked for the employer for the past six months immediately preceding the new employment; and
2. The former employee is being hired for a different job or occupation which requires substantially different skills from the prior employment or where the employer has introduced new technologies, production or service procedures since the employee worked for that employer previously.

OJT for Temporary Employees

Workers initially placed with an employer through a temporary employment agency may be trained under OJT training only:

1. When they have been permanently hired by the worksite employer and are paid directly by that employer;
2. When additional training (beyond that acquired during the temporary employment period) is needed to adequately perform the job for which the employee is being permanently hired. Only the number of hours equal to the difference between the total training hours that would be allowed for that occupation and the number of hours the individual has already been working during the temporary employment period shall be allowed; and,
3. When the job for which the employee is permanently hired results in a wage increase for the employee over that which they were paid by the temporary employment agency.

OJT with State Agencies

OJT may not be provided for employees of state agencies, regardless of whether the agency is funded by state or federal funds.

Conflict of Interest

Individuals or representatives of organizations entrusted with public funds are prohibited from receiving any personal or professional benefit from the award or expenditure of such funds. Individuals or representatives of organizations entrusted with public funds, as referenced above, are understood to include a Local Workforce Development Board (LWDB) member. OJT may not be provided for any employer whose representative is a

current member of the SMW LWDB. This prohibition applies to all OJT contracts funded during the LWDB member's term and for one year after the member's term expires. This does not apply to representatives of any public entity/government.

Employers may not utilize OJT to hire immediate family members (spouse, child, grandchild, sibling or spouse of sibling) of any of the employer's owners, partners, board of directors, or the OJT trainees' direct supervisory staff.

Veteran's Preference

Veterans as described by the Jobs for Veterans Act (Public Law 107-288) will receive priority status when all eligibility and competitive factors required by law are met and equal.

Persons with Disabilities Preference

Persons with disabilities will receive priority status when all eligibility and competitive factors required by law are met and equal.

III. EFFECTIVE DATE

This policy is effective June 6, 2019.

Approved by the Local Workforce Development Board



Benny Hubbard, Chairman

**SOUTHCENTRAL MISSISSIPPI WORKS
POLICY NUMBER 19
ADULT PRIORITY OF SERVICE POLICY
Workforce Innovation and Opportunity Act
Central Mississippi Planning and Development District
May 2017**

I. Introduction

The purpose of this policy is to set forth guidelines to prioritize WIOA Title I adult funds as described and required in the Workforce Innovation and Opportunity Act (WIOA). TEGL 3-15 states that under WIOA, priority must be provided regardless of the level of funding, for adult participants receiving WIOA career services described in Sec. 134 (2)(A)(xii) and training assistance.

It is the intent of the SMW to implement these guidelines so as not to preclude providing career and training services to individuals who are not recipients of public assistance or otherwise considered low-income adults or individuals who are not basic skills deficient.

II. Priority of Service Guidelines

Priority for funds expended for all training services within the SMW local area will be placed on those targeted industry sectors identified in the SMW Sector Strategy Plan.

The SMW will prioritize services to those adults who most need assistance, with particular emphasis on low-income individuals, public assistance recipients, and individuals who are basic skills deficient.

Veterans and eligible spouses continue to receive priority of service for all DOL-funded job training programs, which include WIOA programs. However, as described in TEGL 10-09, when programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority described above, priority must be provided in the following order:

1. First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA adult formula funds.
2. Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds, including persons with disabilities.
3. Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
4. Last, to non-covered persons outside the groups given priority under WIOA.

Note: Military earnings or allowances are not to be included when calculating income for veterans or transitioning service members for this priority, in accordance with 38 U.S.C. 4213.

III. Rating Scale

The system designed for use in the SMW counties shall consist of a simple rating scale where those individuals who seek WIOA career services described in Sec. 134 (2)(A)(xii) and training assistance under WIOA Title I adult funding are assigned points based on their current circumstances.

- A. This determination is to be made at the date and time that career or training services are requested.
- B. A person may request a new determination every two weeks, if necessary.
- C. Separate determinations must be made when the same individual requests career services and then requests training services at a later date.

The scale follows below:

Characteristic or Circumstance	Points given if “yes” answer
TANF Recipient	5
Requested training relates to an SMW Sector Strategy industry	5
SNAP Recipient	3
For the most recent six month period, family income is at or below poverty line or 70% of lower living standard income level	3
Basic Skills Deficient	3
Homeless	3
Disabled individual whose own income does not meet the requirements of #3 above	3

IV. Scoring

Administering agency staff will be responsible for completing the rating scale for all adults requesting WIOA Title I adult funded career services listed in Sec. 134 (2)(A)(xii) or training level services within their county(ies) of service.

- A. Those persons who score five (5) or more points on this scale shall be given top priority for these services. They shall be given top priority and immediately moved to the front of any waiting lists that may exist at the time.
- B. Those persons who score at least three (3) points but less than five (5) points shall be immediately placed on any waiting lists that may exist at the time after those persons who have been given top priority but ahead of all persons having been assigned no priority.
- C. All placements for priority will be made on a “first-come, first-served” basis for those persons receiving equal points.
- D. If no waiting list exists, those persons who receive any points on the rating scale must immediately receive appropriate WIOA Title I adult career or training services.

V. Documentation

A copy of all completed rating scale forms must be placed in the appropriate individual’s file, be scanned to WebXtender, and be available for monitoring review.

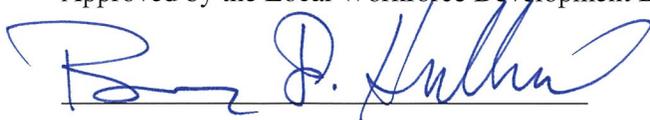
VI. Service to Non-Rated Individuals

These procedures for determining priority of service do not limit services to specific groups but give priority to low-income individuals, public assistance, recipients, and basic skills deficient individuals while allowing service to other individuals who meet eligibility requirements.

VII. Effective Date

This policy is effective May 31, 2017.

Approved by the Local Workforce Development Board



Bennie Hubbard, Chairman

**SOUTHCENTRAL MISSISSIPPI WORKS
POLICY NUMBER 2
INDIVIDUAL TRAINING ACCOUNTS (ITAs) POLICY
Workforce Innovation and Opportunity Act
Central Mississippi Planning and Development District
Revised October 2020**

I. INTRODUCTION

In accordance with the Workforce Innovation and Opportunity Act, Federal Regulations, Individual Training Accounts (ITAs) may be established for eligible adults, dislocated workers and youth to finance training services. ITAs offer WIOA-eligible adults, dislocated workers and youth access to training they need to obtain permanent employment and achieve self-sufficiency. ITAs should be used when an individual needs specific training to achieve his/her employment goal. This policy provides guidelines for administering ITAs.

II. SPECIFICATIONS FOR ITAs

Training services may be made available to employed and unemployed adults, dislocated workers and youth who have met the eligibility requirements and have been determined unable to obtain or retain employment providing a suitable or self-sufficient wage (See SMW Policy #3) through other services. Individuals may be approved for an ITA to purchase approved training programs offered by eligible training providers which are included on the Mississippi statewide list of WIOA Eligible Training Providers (ETPL) as compiled and maintained by the Office of Grant Management (OGM) of the Mississippi Department of Employment Security (MDES). ITAs will be subject to the following conditions:

- A. Staff of the administering agency shall consult with the participant regarding his/her training needs and desires. This consultation should include a review or assessment of the participant's interests, aptitudes, skills, and needs. The participant must complete the SMW ITA application process and thereafter may be approved for an occupational training course listed on the Mississippi ETPL that is likely to result in employment in the SMW area (or an area where the trainee will relocate) at a wage rate suitable to and consistent with the participant's needs, skills and earning capacity. Participants may be approved only for training in which they certify a commitment to attend classes, complete training and cooperate with follow-up requirements.

Participants who qualify for an ITA but desire training in an occupation not included on the ETPL must document actual employment vacancies in the SMW area for which completion of the training would qualify him/her. The participant also must document that the wage rate for the position is adequate to meet the participant's needs and justify the training cost. The training provider must then submit to SMW all information required for inclusion on the ETPL and be approved by both SMW and the MDES OGM before an ITA can be granted. SMW will not certify to the statewide list any in-state training programs outside its 17 county area.

- B. WIOA ITA total funding for an occupational training program is limited to:
- A maximum of \$2,500 for a short-term course of training that is 6 months or less in duration as defined for a full-time student by the training provider.
 - A maximum of \$4,500 for an entire course of study, not to exceed a maximum of three total semesters. The first semester cost must be borne by the student.
 - A maximum of \$6,500 for a MI-BEST course of study. WIOA will fund the first semester and each succeeding semester, not to exceed a maximum of five total semesters for participants enrolled in MI-BEST Career Pathway programs.
 - A maximum of \$6,500 for a multi-semester course of study within the SMW targeted sector industries of healthcare, manufacturing, transportation and \$4,200 for a short term course of training such as Truck Driving/CDL. The first semester of a multi- semester course cost must be borne by the student. WIOA will fund each succeeding semester, not to exceed a maximum of five total semesters for participants enrolled in programs in SMW targeted sector industries of healthcare, manufacturing, transportation.

WIOA ITA funding is dedicated to qualified adults, dislocated workers and youth who are unable to obtain assistance from other sources to pay for their training or require assistance beyond that available from other sources. Staff of the administering agency, in coordination with the participant, training provider, and partner agencies, must consider the availability of non-WIOA funds in developing the training plan. All participants seeking an ITA must apply for a PELL grant (except when the training program selected is not eligible for PELL participation) and all other known available financial assistance. Staff of the administering agency should document this coordination in the participant's employment plan or service strategy. No WIOA funds will be used to pay for training costs covered by any other funding source, including PELL.

- C. The participant must agree to provide attendance information, grades and/or progress reports while enrolled in WIOA-approved training activities or agree to allow the training provider to release such information to the administering agency. Upon completion of training, the participant must agree to provide or authorize the provision of documentation of completion of training. When hired, the participant must agree to provide the name of employer and wage/salary information to the administering agency. The participant must also agree to participate in follow-up activities after completion of training to determine employment retention and wages at designated intervals.
- D. No Out-of-School Youth will be awarded an ITA that does not result in the attainment of an acceptable credential as described by State Policy and USDOL regulations.
- E. Participants should be provided maximum choice in selecting a training program and training provider from the state-maintained approved list. An ITA SHALL be denied for the following reasons:
1. The ITA cost exceeds \$4,500 for the entire training program or \$6,500 for any MI-BEST or targeted sector industry training program and the participant has no resources from which to pay the cost of the training over and above the amount paid by WIOA.

2. The participant, whether adult, dislocated worker or youth, has not met the required SMW eligibility criteria, has not completed the required Smart Start Soft Skills suite, or has not scored an appropriate score on the WorkKeys (CRC) test at the level indicated as that necessary to succeed in the selected occupation. If the selected occupation is not listed in the WorkKeys database, an ITA shall be denied if the participant does not score at least at the bronze level on the CRC exam. The Smart Start and CRC requirements do NOT apply to participants applying for MFSA courses.
3. If there are no or a limited number of employment opportunities available in the area in the participant's desired training occupation.
4. The participant is unlikely to succeed in training based on an in-depth or objective assessment of needs or abilities as documented in the case notes.
5. The participant is unlikely to succeed in training based on staff assessment of the individual's personal circumstances.
6. The training is unlikely to result in stable employment at an income level consistent with the participant's needs, skills and earning capacity.
7. The participant has previously received WIA or WIOA funded ITA training. (MI-BEST program participants or participants receiving training in any of the SMW targeted sector industries may receive multiple ITAs for the various levels of training provided they follow the same career pathway.)
8. The training being requested is the first semester or requisite course of a total program of more than one semester or course in duration. This does not apply to MI-BEST programs.
9. The participant or training provider refuses to comply with reasonable requirements and conditions regarding enrollment, payments, follow up and information sharing.
10. The participant does not meet the entrance requirements for the specified training program.
11. The selected course of training results in a singular certification in CNA, or if the selected course of training is cosmetology, phlebotomy, barbering and related; manicuring and related or massage and related. NOTE: Training in CNA and phlebotomy is ONLY allowable as a part of an overall career pathway that leads to a more inclusive, higher-wage certification such as CMA (Certified Medical Assistant) or better.
12. The ITA cost requested to be paid for a participant includes items other than tuition, books and required fees. (See exceptions to this item applicable to MI-BEST or SMW targeted sector industry training.)
13. The participant refuses to apply for PELL assistance.

An ITA MAY be denied for the following reasons:

1. The individual already possesses one or more post-secondary degree(s). ITA training for an individual who already possesses one or more post-secondary degree(s) requires approval by SMW on a case-by-case basis.

2. The ITA being requested is not a part of the participant's career path as documented in the case notes.

*Note: An ITA may not be refused solely because a training program is offered outside the local area.

An ITA may be revoked or suspended if at any time during the training the participant is not meeting the criteria for successful performance as established by the training provider or as determined acceptable by SMW.

- F. Southcentral Mississippi Works reserves the right to establish performance standards for training providers and individual training programs which are more restrictive than those imposed by the State.

III. MI-BEST CAREER PATHWAY PROGRAMS

The design and delivery of MI-BEST Career Pathway Programs delivered by the state's community colleges offers participants the optimum opportunity for success in an in-demand career pathway. The following criteria/exceptions are applicable to MI-BEST participants.

- The requirement that the cost of the first semester must be borne by the participant DOES NOT apply to MI-BEST participants.
- Multiple ITAs will be issued for MI-BEST participants for the MI-BEST Essential Skills course; the MI-BEST Career Certificate course; the MI-BEST Technical Certificate course; and the MI-BEST Associate of Applied Science Degree course.
- Approved costs for MI-BEST participants include tuition, books, fees, tools, supplies, uniforms, certification costs and any other required costs.
- All other ITA requirements/criteria apply to MI-BEST participants.

IV. SMW TARGETED INDUSTRY SECTOR PROGRAMS

The SMW has developed a targeted industry sector strategy plan which identifies the industry sectors of healthcare, manufacturing and transportation/distribution/logistics as in-demand sectors. Implementation of the sector strategy plan is critical to meet industry needs and to connect individuals with training and employment with these in-demand occupations. The following criteria/exceptions are applicable to training within these targeted industry sectors.

- Multiple ITAs may be issued for individuals wishing to advance along a career pathway within the targeted industry sectors.
- Approved costs for participants receiving training within the targeted industry sectors include tuition, books, fees, tools, supplies, uniforms, certifications and any other required costs.
- All other ITA requirements/criteria apply to training within the targeted industry sectors.

V. PRIORITY OF SERVICE

Past history indicates that employment and training allocations are sufficient to serve approximately 3% to 5% of economically disadvantaged individuals. Consequently, it is

assumed that WIOA allocations will be insufficient to meet the total demand for assistance. Southcentral Mississippi Works will prioritize ITA awards to those adults, dislocated workers and youth who most need assistance according to the following criteria:

- A. The individual is receiving a form of public assistance or has income below the self-sufficiency standards outlined in SMW Policy #3 for the particular family situation.
- B. The individual's skills, following receipt of basic WIOA and other services through the WIN Job Center or a partner agency, are determined insufficient to secure and hold suitable employment according to the self-sufficiency standards outlined in SMW Policy #3 for the particular family situation.
- C. The individual is a resident of the SMW local area.
- D. The individual is neither qualified for nor receiving other forms of assistance related to the ITA application.
- E. Should a priority of service become necessary for determining allocation of ITAs, veterans as described by the Jobs For Veterans Act (Public Law 107-288) will receive priority status when all above terms and all eligibility and competitive factors required by law are met and equal. Veterans shall receive priority over other groups when preferential factors are optional and/or do not specifically mandate that a particular group be served before another.
- F. Should a priority of service become necessary for determining allocation of ITAs, individuals with disabilities will receive priority status when all above terms and all eligibility and competitive factors required by law are met and equal. Individuals with disabilities shall receive priority over other groups when preferential factors are optional and/or do not specifically mandate that a particular group be served before another.
- G. Within the SMW local workforce area, priority will be given to individuals applying for ITAs for training programs related to the targeted industries identified in the SMW Sector Strategy Plan.

VI. REQUIREMENTS (DOCUMENTATION)

ITAs shall be awarded only to WIOA-eligible adults, dislocated workers and youth following the specifications outlined above and who submit a complete and timely application package which is subsequently approved. Extreme care shall be taken to ensure that adequate documentation is maintained on each participant to fully substantiate the ITA process. At a minimum, the administering agency shall use the individual's career plan, case notes or other forms of documentation to show evidence of the following:

- A. Consultation with participant regarding training needs/desires; assessment of participant's interests, aptitudes and skills; determination of the likelihood of participant obtaining employment in the local area or area of relocation at an acceptable wage rate; and determination of the likelihood of participant's successfully completing the training. Also, evidence of participant's certification of willingness to attend classes and complete the training program.
- B. Coordination with the participant, training provider and partner agencies on

non-WIOA funds in developing training plan and ensuring that such funds are applied for and used prior to WIOA funds, including PELL grant or other financial aid. Coordination shall specify with whom coordination occurred and when coordination took place. Correspondence showing award or denial of PELL grant or other financial assistance may be used to document that participant applied for PELL grant or other financial aid.

C. Provision of attendance information, grade or progress reports by the participant or by the training provider. Evidence of training completion through certificate, degree, licensure or other documents; employer and wage information and follow-up activities.

D. Rationale for the selection of the training program, rationale for the amount of the ITA award and associated costs; OR

Evidence of the availability of other funds to cover costs for ITAs that are not to be paid by WIOA; OR

Denial of an ITA for any one of the reasons specified in Section II.D. above.

E. A certification signed by the participant documenting his or her commitment to attend and complete the training program and cooperate fully with the required follow-up activities.

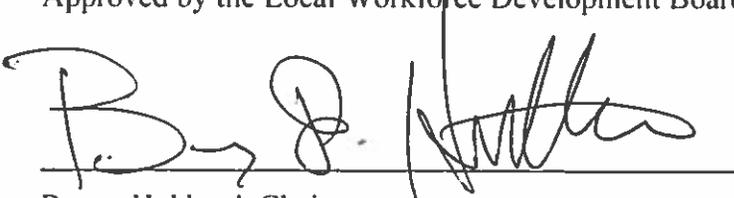
VII. INTERNAL PROCEDURES FOR ITAs

The administering agency shall coordinate the payment, disbursement and tracking of expenditures of ITAs for all training providers through the State's ETPL system. An electronic voucher system is used for payments.

VIII. EFFECTIVE DATE

This policy is effective October 29, 2020.

Approved by the Local Workforce Development Board



Benny Hubbard, Chairman

SOUTHCENTRAL MISSISSIPPI WORKS

Policy Number 15

June, 2019

CONFLICT OF INTEREST POLICY

Workforce Innovation and Opportunity Act (WIOA)

Central Mississippi Planning & Development District

I. SCOPE AND PURPOSE

A Conflict of Interest Policy is required in order to ensure that individuals or representatives of organizations entrusted with public funds will not personally or professionally benefit from the award or expenditure of such funds. Individuals or representatives of organizations entrusted with public funds, as referenced above, shall hereinafter be understood to include a Local Workforce Development Board (LWDB) member, and Local Workforce Development Area (LWDA) staff.

II. LAWS GOVERNING CONFLICTS OF INTEREST

A. Federal Requirements

The laws governing conflicts of interest under WIOA state that:

A member of a local board may not:

(1) vote on a matter under consideration by the local board (A) regarding the provision of services by such member (or by an entity that such member represents); or (B) that would provide direct financial benefit to such member or the immediate family of such member; or (2) engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State WIOA plan.

B. State Requirements

1. State Law

Section 25-4-105(1), Miss. Code of 1972, prohibits a public servant from using his position in government to obtain pecuniary benefit for himself, certain relatives or a “business with which he is associated.” A public servant may avoid using his position, and therefore avoid a violation of *Section 25-4-105(1)*, by recusing himself from the matter giving rise to the conflict of interest. An abstention is considered a vote with the majority and is *not* a recusal.

Section 109, Miss. Const. of 1890, and its statutory parallel, *Section 25-4-105(2), Miss. Code of 1972*, prohibit a member of a public board from having any direct or indirect interest in a contract with the government funded or otherwise authorized by that board during his or her term or for one year thereafter.

A recusal will *not* prevent or ameliorate a violation of *Section 109* and *Section 25-4-105(2)*, as these sections do not require any affirmative act

SMW Policy Number 15

June, 2019

Page 1 of 4

by an individual member to give rise to a conflict, but merely action by the board. Accordingly, recusal by the affected LWDB member will not prevent a violation these sections.

2. Mississippi Ethics Commission Opinion 13-014-E

In Advisory Opinion 13-014-E, the Mississippi Ethics Commission interpreted the application of Section 109 and Section 25-4-105(2) as follows:

The LWDB is a public board subject to statutory sections. If the LWDB funds a contract or subaward in which a member of that board has a prohibited interest, that member will be in violation of these sections. Any contract or subaward which violates either section is null and void.

The owner, CEO or any employees of a business have an interest in all contracts or subawards entered into by the business, any owner, CEO, or employee. Accordingly, a business whose owner, CEO, or employee who serves on an LWDB is prohibited by *Section 109* and *Section 25-4-105(2)* from serving as an eligible training provider and is prohibited from receiving any contract or other agreement that is funded by the LWDB, including any resulting On-the-Job (OJT) contracts or Internship agreements. This prohibition applies to all contracts and subawards funded during the LWDB member's term and for one year after the member's term expires.

A recusal will not prevent or ameliorate a violation of Section 109 and Section 25-4-105(2), as these sections do not require any affirmative act by an individual member to give rise to a conflict, but merely action by the board. Accordingly, recusal by the affected LWDB member will not prevent a violation these sections.

3. Recusal

A total and complete recusal requires that the LWDB member avoid debating, discussing (with staff or any other person) or taking action on the subject matter during official meetings or deliberations. This includes casual comments, as well as detailed discussions, made in person, by telephone or by any other means.

Furthermore, the minutes or other record of the meeting should state the LWDB member left the room before the matter came before the public body and did not return until after the vote.

III. POLICY REQUIREMENTS

Each LWDB member shall abide by the following requirements which govern the performance of persons engaged in the award and administration of WIOA-funded contracts and subawards.

1. No LWDB member shall engage in any activity, including participation in the selection, award, or administration of a subaward or contract supported by WIOA funds, if a conflict of interest (real, implied, or apparent) would be involved.
2. No member of the LWDB or a LWDA staff shall cast a vote, or participate in any decision-making capacity, on the provision of services by such member (or any organization which that member directly represents), or on any matter which would provide any direct financial benefit to the member, the immediate family of such member, or to the member's organization.

A conflict of interest under paragraphs 1 or 2 would arise when one of the following persons or groups has a financial or other interest, either through ownership or employment, and participates in the selection or award of funding for themselves, their family, or that organization or firm.

- An individual; i.e., employee, officer, or agent,
 - Any member of the individual's immediate family (parent, spouse, children, or siblings),
 - The individual's business partner, or
 - An organization which employs, or is about to employ any of the above individuals (individual has received a job offer from the organization),
3. The officers, employees, or agents of the agencies and members of the LWDB making the awards will neither solicit nor accept gratuities, favors, or anything of monetary value from awardees, potential awardees, or other parties to agreements.
 4. LWDB members and LWDA staff shall abide by the Mississippi Ethics in Government Laws and their applicability to members of the LWDB or LWDA staff.
 5. LWDB members shall recuse themselves from the meeting before the matter in question comes before the public body and shall not return to the meeting room until after the vote has been taken. The meeting minutes shall reflect the recusal.
 6. Penalties, sanctions, or other disciplinary actions, including repayment of any funds received as a result of any action that may be considered to be a conflict of interest, may be imposed in accordance with state and local law for violations of the provisions against conflict of interest.

IV. REQUIRED ACTION

- A. In accordance with TEGl 35-10, Local Workforce Development Board (LWDB) members are encouraged to regularly review and be aware of the relevant Federal, state, and local rules guiding procurement decisions and other board responsibilities.
- B. The LWDB members must sign the Conflict of Interest Acknowledgement form stating that they have been made aware of the federal and state conflict of interest requirements, and will abide by those requirements in the service of these boards or committee.

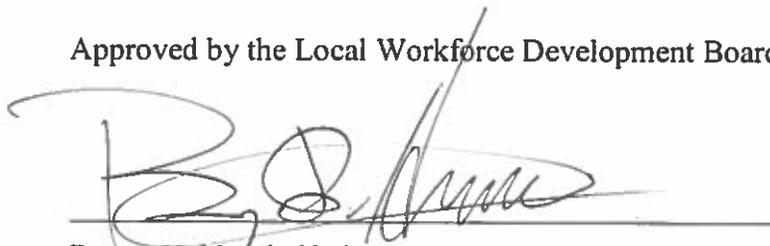
V. REFERENCES

- 29 U.S.C. 2821(f) (1998)
- 29 U.S.C. 2832 (g) (1998)
- 20 CFR 667.200 (a)(1) and (4)
- U.S. Department of Labor TEGL 35-10
- Section 109, Mississippi Constitution of 1890
- Section 25-4-103, Mississippi Code of 1972
- Mississippi Ethics Commission Opinion 13-014-E
- Mississippi Ethics Commission Opinion 06-099-E
- Mississippi Ethics Commission Opinion 04-076-E
- State Policy Number 36

VI. EFFECTIVE DATE

This policy is effective as of June 6, 2019.

Approved by the Local Workforce Development Board



Benny Hubbard, Chairman

**SOUTHCENTRAL MISSISSIPPI WORKS
POLICY NUMBER 18
SUNSHINE PROVISION POLICY
Workforce Innovation and Opportunity Act
Central Mississippi Planning and Development District
April, 2016**

I. Introduction

The purpose of this policy is to set forth the requirements to conduct business in an open manner as mandated by the Workforce Innovation and Opportunity Act (WIOA). Conducting business in an open manner involves making the activities of the Southcentral Mississippi Works Workforce Development Area (SMW) Local Workforce Development Board (LWDB) available to the public, including individuals with disabilities, on a regular basis via electronic means and open meetings.

II. Statutes Governing Sunshine Provisions and Applicable Acts

The SMW LWDB will comply with the legislation outlining the Sunshine Provision under WIOA prescribed for the LWDB, as found in WIOA, 113 P.L. 128, Section 107(e) and with the laws governing open meeting accessibility for the disabled as found at Title III of the Americans with Disabilities Act.

III. Statutes Governing Provisions of the Open Meetings Act

The SMW LWDB will comply with State requirements as prescribed in Mississippi's Open Meetings Acts, Title 25, Chapter 41, Mississippi Code of 1972 and in Mississippi's Public Records Act, Title 25, Chapter 61, Mississippi Code of 1972.

State law defines a "public body" as any executive or administrative board, commission, authority, council, department, agency, bureau or any other policy making entity, or committee thereof, of the State of Mississippi, or any political subdivision or municipal corporation of the state, whether such entity be created by statute or executive order, which is supported wholly or in part by public funds or expends public funds, and any standing, interim or special committee of the Mississippi Legislature.

IV. SMW LWDB Code of Standards and Conduct

State Policy Number 4, Sunshine Provision Policy, is hereby incorporated into the SMW LWDB Sunshine Provision Policy Number 18.

All meetings of the SMW LWDB shall be conducted on a regular basis and as open meetings.

Minutes of all LWDB meetings, whether held in person, via teleconference or video-conference, or any combination of the aforementioned, will be maintained electronically at the offices of the Central MS Planning & Development District (CMPDD), serving as administrative/fiscal agent

for the Southcentral MS Works Workforce Development Area. Minutes shall be available to the public at all times upon request.

Information regarding all members of the LWDB, including contact, information, will be maintained electronically at the offices of the CMPDD and shall be available to the public at all times upon request.

Priority will be given to public access and information will be ADA compliant.

The SMW will publicly provide information regarding the designation and certification of one-stop operators; and information regarding the award of grants or contracts to eligible providers of WIOA youth activities.

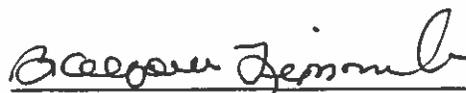
No meeting shall be held by the LWDB in a closed capacity, or in any way as to deny access to the public. Members of the LWDB will make every effort to comply with the transparency requirements as defined in WIOA with the intent of establishing trust among all individuals, agencies and entities involved in the State of Mississippi's workforce development system.

Penalties, sanctions, or other disciplinary actions shall apply, in accordance with state and local law, for violations of the provisions regarding open meetings and public information.

V. Effective Date

This policy is effective April 14, 2016.

Approved by the Local Workforce Development Board



Balfour Lipscomb, Chairman

SOUTHCENTRAL MISSISSIPPI WORKS
POLICY NUMBER 7
May, 2017
YOUTH INCENTIVES
Workforce Innovation and Opportunity Act
Central Mississippi Planning and Development District

I. INTRODUCTION

This policy sets forth subgrantee guidelines for the use of incentives to youth enrolled in the Workforce Innovation and Opportunity Act (WIOA) program. In accordance with the Workforce Innovation and Opportunity Act, funds for youth activities may be used to provide incentives for recognition and achievement to eligible youth.

II. INCENTIVE SPECIFICATIONS

To be allowable, incentives awarded to youth shall adhere to the specifications outlined in this policy. The participant shall meet the incentive criteria specified in Section III of this policy. The subawardee shall provide incentives only to those youth who:

- (1) are eligible for and registered in the WIOA youth program; and
- (2) meet the incentive criteria.

III. REQUIREMENTS

A. DESCRIPTION OF INCENTIVES

1. Incentive Awards

The incentive award shall be directly linked to work readiness activities. The subawardee may award an incentive to WIOA eligible and enrolled individuals for successful completion of required activities as outlined in the subawardee's Statement of Work. Since it is expected that youth are prepared to engage in job search activities or continuing post-secondary education/vocational training, it should be suggested to the participant that the award be used toward the purchase of items necessary in order to interview, accept a valid job offer, or attend post secondary education/training that will lead to a self-sufficient job.

B. CRITERIA FOR INCENTIVES AND DOCUMENTATION REQUIREMENTS

The subawardee shall award incentives to participants based on the following criteria:

1. A participant may be awarded an incentive ONLY when he/she masters the material and requirements of a SMW Youth WIOA program. The

material and requirements for satisfactory completion shall be documented clearly in the subaward for the operation of the program, and in information distributed to the participants.

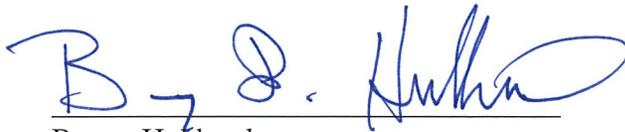
2. Documentation for Incentive Payment

The subawardee shall maintain sufficient written documentation to substantiate that the required criteria has been met for each participant receiving the incentive.

IV. EFFECTIVE DATE

This policy is effective May 31, 2017.

Approved by the Local Workforce Development Board



Benny Hubbard
Chairman