

LOCAL WORKFORCE DEVELOPMENT AREA 2

PROGRAM YEAR 16

LOCAL AREA TRANSITIONAL PLAN

Submitted by:



*Administrative Entity*

Walters State Community College  
Center for Workforce Development  
500 South Davy Crockett Parkway  
Morristown, TN 37813  
423-587-7034

**TABLE OF CONTENTS**

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**Background** ..... 1

**Introduction** ..... 1

**Responses to Plan Questions**..... 2

1) *Describe the consortium agreements, as defined in **WIOA 107(d)(11)**, in place between the local board and TN Department of Human Service, Office of Rehabilitation Services with respect efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross-training staff, technical assistance, use/sharing information, cooperative efforts with employers and other efforts at cooperation, coordination and collaboration. **[WIOA Sec. 108(b)(14)]*** ..... 2

2) *Identify the entity responsible for the disbursal of grant funds. **[WIOA Sec. 108(b)(10)]*** ..... 2

3) *Describe the competitive and non-competitive processes, as well as the process for sole-sourcing, used for procuring goods and services within the local area. This includes, but is not limited to, the process used to award funds to a regional operation and other subrecipients/contractors of WIOA Title I adult, dislocated worker, and youth services. **[WIOA Sec. 108(b)(16)]***..... 3

4) *Describe the local area’s negotiated levels of performance for the federal measures and their implications upon the local workforce system, to include attached the completed Performance Targets Table. **[WIOA(b)(17)]*** ..... 5

5) *Describe the indicators used by the local board to measure performance and effectiveness of: the local fiscal agent, eligible providers and the AJC delivery system in the local area. **[WIOA Sec. 108(b)(17)]*** ..... 6

6) *Describe the process used by the board for the receipt and consideration of public input into the development of the local plan in compliance with **WIOA section 108(d)**. Describe the process to provide any opportunity for public comment prior to the submission of the local plan. Be sure to address how members of the public, including representatives of businesses, labor organizations, and education were given an opportunity to provide public comments on the local plans. **[WIOA Sec 108(b)(20)]***..... 8

7) *Prior to the date on which the local board submits a proposed local plan, the proposed local plan must be made available to the general public through electronic and other means* ..... 8

    a. *Describe how the local board made the proposed local plan available for public comment. **[WIOA Sec. 108(d)(1)]***

    b. *Describe how the local board collected and considered public comments for inclusion in the proposed local plan. **[WIOA Sec. 108(d)(2)]***

    c. *If any comments were received that represent disagreement with the proposed local plan, include such comments within the local plan attachments. **[WIOA Sec. 108(d)(3)]***

**Local Workforce Development Area 2 PY 2016 Transitional Plan**

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8) *List the name, organization and contact information for the designated EEO officer for each AJC partner in the AJC. By checking the box adjacent to each line item below the local board attests to ensuring the compliance components/documents were in place and effective prior to July 1, 2016. .... 9*

**Attachments**

- A. DRAFT Consortium Agreement with DHS/Rehabilitation Services
- B. Performance Targets Table

Additional information on LWDA2 fiscal management policies and program management policies are processes is available from:

Center for Workforce Development  
500 South Davy Crockett Parkway  
Morristown, TN 37813  
423-587-7034 (phone)

### Background

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Local Workforce Development Area 2 encompasses 10 counties in East Tennessee: Claiborne, Cocke, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Sevier and Union. The Smoky Mountains Area Workforce Board sets policies for the Workforce Innovation and Opportunity Act (WIOA) programs in the area. The Consortium of Local Elected Officials (CEO) appointed the local board and chose Walters State Community College (WSCC) as the administrative entity. The Center for Workforce Development (CWD) at Walters State serves the board and provides program staff for the American Jobs Centers (AJCs) in the ten counties. There are two comprehensive centers, one in Morristown and one in Sevierville, and two affiliate offices in Greeneville and Tazewell. The WIOA Fiscal office in the WSCC Office of Business Affairs is responsible for the fiscal services and reports to a different supervisor.

### Introduction

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PY16 has presented many challenges, from continuing to refine the implementation of the Workforce Innovation and Opportunity Act (WIOA) to assisting Sevier County to deal with a devastating wildfire. Local Area 2 American Jobs Center (AJC) partners worked together to submit a request for certification of the four local AJCs and continued to operate the AJCs as a consortium. The partners include the Tennessee Department of Labor and Workforce Development (TDLWD) Wagner-Peyser and Adult Education programs, Tennessee Department of Human Services/Vocational Rehabilitation, and WSCC Center for Workforce Development staff.

The partners are continuing to work with the Sevier County city and county governments, and other workforce organizations and agencies to address the repercussions from the wildfires. The damage totals keep increasing; the damages are now projected to total over \$1 billion. TDLWD, working with the local area, received a National Emergency Grant for up to \$5.8 million to assist Sevier County and to provide temporary employment through December 2017. Any applicants that do not qualify for NEG funds are being offered the adult, dislocated worker or youth programs, as appropriate.

Highlights and areas of continuous improvement include:

- Over 60 workforce partners and agencies completed a regional workforce plan for Areas 1, 2, 3, 4 and 5. A major focus for the entire region will be providing more information about the WIOA programs to the general public, especially those in rural areas and the inner city. There will be a regional effort coordinate the schedules for the career coaches, which were very helpful in the wake of the wildfires. TDLWD staff, supported by WIOA and other agencies, filed numerous employment claims both on the coach and in temporary office space before and after the coaches were available.

## Local Workforce Development Area 2 PY 2016 Transitional Plan

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- The AJC partners submitted their request for certification in January 2017 for the two comprehensive centers (Morristown and Sevierville) and the two affiliate centers (Greeneville and Tazewell).
- A Request for Proposal (RFP) was issued to select a One Stop Operator
- The youth program was fully integrated into the AJCs during the past year. Case managers for the programs were cross-trained in the youth program, Career First, and vice-versa. With the increased age span for youth, this move allows the case managers to work with an individual to select the best program for eligible applicants
- A unique program was developed by the AJC staff during the year, in cooperation with the Department of Children's Services. Youth in a state facility are being provided workshops to prepare them for employment after they are released.
- The innovative and successful Labor Education Alignment Program (LEAP) grant received additional funds to expand the program to three additional counties. One of the innovative elements is the Work Ethics diploma, which insures a job interview with participating employers for students who successfully complete the requirements.

## Responses to Plan Questions

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- 1) *Describe the consortium agreements, as defined in **WIOA 107(d)(11)**, in place between the local board and TN Department of Human Service, Office of Rehabilitation Services with respect efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross-training staff, technical assistance, use/sharing information, cooperative efforts with employers and other efforts at cooperation, coordination and collaboration. [WIOA Sec. 108(b)(14)]*

The local board and AJC staffs are committed to working together to enhance services to individuals with disabilities and the Workforce Innovation and Opportunity Act (WIOA) staff have budgeted funds specifically to make improvements. A draft agreement (Attachment A) between the local board and DHS/VR will be presented to the local workforce board at its annual meeting in April.

Currently the AJC staff and DHS/VR staff participate in cross-training of staff, provide technical assistance in serving individuals, use referrals to find the best services available, and work with interested employers. One example of cooperation with an agency is the work of the Tennessee Department of Children's Services and the AJC partners to provide workshops to youth at Mountain View, and youth correction facility. WIOA staff have been providing workshops on applying for a job, preparing resumes, interviewing and other jobseeker topics on Saturdays at the facility.

## Local Workforce Development Area 2 PY 2016 Transitional Plan

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LWDA 2 is also one of the three original partners in regional staff training. Regional training is open to any AJC partner and uses partners such as DHS/VR to train staff at these sessions. The local areas also conducted very successful planning processes in June 2016 and December 2016 that resulted in common goals and objectives for the regional plan.

- 2) *Identify the entity responsible for the disbursement of grant funds. [WIOA Sec. 108(b)(10)]*

The ten Chief Elected Officials (CEOs) in Local Workforce Development Area 2 (LWDA2) chose Walters State Community College as their administrative entity, as stated in the consortium agreement.

Walters State Community College  
500 South Davy Crockett Parkway  
Morristown, TN 37813

President: Dr. Anthony Miksa  
Vice President for Business Affairs: Dr. Mark Hurst  
Director of WIOA Fiscal, Office of Business Affairs: Ms. Barbara Byard  
Dean of Workforce Development: Ms. Donna Stansberry

- 3) *Describe the competitive and non-competitive processes, as well as the process for sole-sourcing, used for procuring goods and services within the local area. This includes, but is not limited to, the process used to award funds to a regional operation and other subrecipients/contractors of WIOA Title I adult, dislocated worker, and youth services. [WIOA Sec. 108(b)(16)].*

Walters State complies with the Tennessee Board of Regent's procurement process; federal, and state laws, guidelines and policies; and local board policies. A majority of goods and services, ranging from pencils to computers, are purchased from state vendors via the state bid list. Any expenditure of WIOA funds is processed according to all applicable federal laws and regulations. The following procedures are included in the *Walters State Community College Purchasing Manual*, which is included as Appendix B:

Section I – Competitive Bidding and Specifications

Section II – Procurement of Goods, Materials & Supplies/Services

Section III – Requests for Quotation & Requests for Proposals

Section IV – Minimum Notice and Number of Bids

Section VI – Acceptance of Bids / No Rights Created

Section VII – Protested Bids

Section VIII – Tie Bids

Section IX – Receiving Reports

Section X – Vendor List

Section XI – Removal from Vendors List

Section XII – Purchases from Small/Minority/Women Owned Businesses

Section XIII – Emergency Purchases

Section XIV – Special Purchase Categories

Section XV – Contracts and Agreements

Section XVI – Coordination of Procurement Functions Among System Institutions and TCATs and with the University of Tennessee System

According to Section XIV. B. of the *Walters State Community College Purchasing Manual*, the following procedures are in effect for non-competitive negotiation for sole source procurements:

**XIV. Special Purchase Categories** (pages 20-21)

C. Non-competitive negotiation for sole source procurement – the negotiation of the terms of a contract with only one provider.

1. Personal, professional and consultant service contracts may be obtained by non-competitive negotiation when the contractor is a state agency, a political subdivision of the state, and any other public entity in Tennessee, or an entity of the federal government (See Section XVII. A & B of TBR policy and F&A Rule 0620-3-3-.03).

2. Sole source or proprietary purchases may be allowed pursuant to the following:

a. Sole Source Procurement - Sole source purchases are made only when items are unique and possess specific characteristics that can be filled by only one source. The vendor must furnish a letter indicating that it is the sole source and the letter must be signed by an authorized company representative.

b. Proprietary Purchase - A proprietary product is one that is manufactured and marketed by a person or persons having the exclusive right to manufacture and sell the product. Marketing is generally controlled by franchises that may include competitive sales at wholesale or retail levels. When it is found that bids may be obtained from different franchises, bid invitations must be issued unless the estimated purchase is less than \$10,000.

Factors to be considered in sole source and proprietary purchases include the following:

- i. Whether the vendor possesses exclusive and/or predominant capabilities or the items contain a patented feature providing superior utility not obtainable from similar products.
- ii. Whether the product or service is unique and easily established as one of a kind.
- iii. Whether the program requirements can be modified so that competitive products or services may be used.
- iv. Whether the product is available from only one source and not merchandised through wholesalers, jobbers, and retailers.
- v. Whether items must be interchangeable or compatible with in-place items.
- vi. Whether the cost of conversion, including but not limited to disruption, re-training, and replacement precludes bidding competitively.
- vii. Whether the product is to be used in an instructional setting and the intent is to provide instruction on the specific product or diversity of products.
- viii. For personal, professional and consultant services, whether the use of non-competitive negotiation is in the best interests of the college. (F&A Rule 0620-3-3-.03)
- ix. Other justifications as approved by the President.

The selection of service providers, including the One Stop Operator (OSO) will follow the procedures in the *Walters State Purchasing Manual*, including issuing a Request for Proposal, evaluating the proposals that are received, and awarding the contract to the entity that has the ability to function efficiently and effectively as the OSO. Cost will be considered, but the lowest cost proposal may not be able to efficiently and effectively act as the OSO. The selection of youth service providers, consultants and the procurement of other products and services follows the same procedures.

The One Stop Operator RFP has been issued and is due on April 21, 2017.

- 4) *Describe the local area's negotiated levels of performance for the federal measures and their implications upon the local workforce system, to include a completed Performance Targets Table. [WIOA Sec. 108(b)(17)]*

A complete performance table, including negotiated goals for 2012, 2013, 2014 and 2015, as well as for PY 16 and 17, is included as Appendix C. LWDA2's goals for PY16 and PY17 are:

**LWDA2 Performance Targets**

WIA Performance Metrics	WIOA Performance Metrics	LWDA 2 Agreed Target PY 2016	LWDA 2 Agreed Target PY 2017
<b>Adult Measures</b>			
<i>Entered Employment</i>	<i>Employment Rate 2<sup>nd</sup> Quarter after exit</i>	85%	87.10%
<i>Employment Retention</i>	<i>Employment Rate 4<sup>th</sup> Quarter after exit</i>	85%	87.50%
<i>Average Earnings (6 Month Earnings)</i>	<i>Median Earnings 2<sup>nd</sup> Quarter after exit</i>	\$6,500	\$6,550
	<i>Credential Attainment within 4 Quarters after exit</i>	70%	72%
<b>Dislocated Worker Measures</b>			
<i>Entered Employment</i>	<i>Employment Rate 2<sup>nd</sup> Quarter after exit</i>	85.50%	87.10%
<i>Employment Retention</i>	<i>Employment Rate 4<sup>th</sup> Quarter after exit</i>	81%	82%
<i>Average Earnings (6 Month Earnings)</i>	<i>Median Earnings 2<sup>nd</sup> Quarter after exit</i>	\$7,000	\$7,100
	<i>Credential Attainment within 4 Quarters after exit</i>	72.50%	74%
<b>Youth Common Measures</b>			
<i>Placement</i>	<i>Employment Rate 2<sup>nd</sup> Quarter after exit</i>	68.50%	69%
<i>Attainment</i>	<i>Employment Rate 4<sup>th</sup> Quarter after exit</i>	78%	80%
<i>Literacy/Numeracy</i>	<i>Credential Attainment within 4 Quarters after exit</i>	74%	75%

The Performance Targets table with additional information on performance goals from PY 2012 through PY 2015 is included as Attachment B.

- 5) Describe the indicators used by the local board to measure performance and effectiveness of: the local fiscal agent, eligible providers and the AJC delivery system in the local area. **[WIOA Sec. 108(b)(17)]**

Walters State is audited by the State Comptroller’s Office every two years, with additional audits focusing on specific areas completed in the other years. In addition, Walters State has a college auditor that examines any process identified by the president or staff as a concern. The local board is apprised of the results of any

audits or monitoring. Each quarter the board and CEOs receive a report on expenditures, obligations and remaining funds, by funding stream and contract (Appendix C). The WIOA Fiscal Director makes a presentation to the COEs and board's Executive Committee at their meetings prior to the board meeting. The CEO's vote on the budget and then it is referred to the Executive Committee for a recommendation to the board. The board is responsible for approving the financial report presented by the WIOA Fiscal Director.

The WIOA Fiscal staff monitors service providers annually. WIOA Fiscal also provides services providers with guidance, such as a policy prohibiting purchase of computer equipment.

The board uses the measures established by TDLWD to monitor by the Eligible Training Providers. The staff also looks at program and institutional accreditation, as appropriate. The WIOA Career Specialists in the AJC system track participants and report issues to the Associate Director of WIA Services, who works with the Dean and coordinators to resolve any concerns with the training providers. If the concerns of the WIOA staff are not addressed immediately, enrollment may be discontinued until they are resolved.

The Smoky Mountains Area Workforce Board has followed procedures that are very similar to those adopted by the State Workforce Board in February 2017. The board's procedures are being reviewed to insure that the new policy is fully implemented, including adding apprenticeships to the ETPL. The board will work with the AJC Operator to insure that the application is complete, the training provider is in compliance with Tennessee regulations, data elements are complete, and that reviewed applications are submitted to the local workforce board. The board's Training and Workforce Development Committee, which reviews applications, will receive applications from the AJC Operator, and make a recommendation to the full board. The committee may approve a submission, refer it back to the training provider for additional information, or deny it. The workforce board's decision is final at the local level, and TDLWD will be notified of the board's decision in 30 days. The training provider may, if they choose, appeal the decision within 30 days of receiving a written notice of the board's decision. A written appeal must be submitted to the Operator within 30 of the issuance of the denial notice. If denied by the Operator, the applicant must follow the State appeals process for the ETPL.

The local board and Chief Elected Officials (CEOs) receive a quarterly report on the performance of the AJCs, as well as an annual report. The CEOs set the budget after receiving the year's allocation. The CEOs approve the budget, which is then submitted to the local workforce board for approval. The CEOs and board receive quarterly reports on the current funding levels by PY, expenditures and obligations. These are included in the board agenda each quarter, and approved by the board after any needed changes are made.

Walters State uses the Tennessee Board of Regents (TBR) Compliance Assist software program to record goals and objectives, monitor progress each year and to

establish objectives for continuous improvement. The local board has been conducting a strategic planning session each year to provide input into the local plan, and to establish strategic goals for continuous improvement.

- 6) *Describe the process used by the board for the receipt and consideration of public input into the development of the local plan in compliance with **WIOA section 108(d)**. Describe the process to provide any opportunity for public comment prior to the submission of the local plan. Be sure to address how members of the public, including representatives of businesses, labor organizations, and education were given an opportunity to provide public comments on the local plans. **[WIOA Sec 108(b)(20)***

The questions included in the local plan template are reviewed each year at a quarterly board meeting which, as is consistent with Sunshine laws, is open to the public. The board meeting includes working groups that focus on the strategic elements of the plan. LWDA2 is also holding Community Comment sessions. The initial session, which was facilitated by Mayor Bill Brittain, Local Chief Elected Official (LCEO), was very well received and had good attendance. The participants voted on the suggestions made at the event, and the AJC staff implemented many of them. The conversations will also be used in the planning process. Community Conversations will be offered on a quarterly basis until all of the LWDA2s ten counties have been covered.

- 7) *Prior to the date on which the local board submits a proposed local plan, the proposed local plan must be made available to the general public through electronic and other means*
- a. *Describe how the local board made the proposed local plan available for public comment. **[WIOA Sec. 108(d)(1)***
  - b. *Describe how the local board collected and considered public comments for inclusion in the proposed local plan. **[WIOA Sec. 108(d)(2)***
  - c. *If any comments were received that represent disagreement with the proposed local plan, include such comments within the local plan attachments. **[WIOA Sec. 108(d)(3)]***

Plans are made available to the public for at least 30 days for public comments. The public comment period for this plan will be completed prior to May 1, 2017. The two daily newspapers in the local area, the *Morristown Citizen Tribune* and the *Newport Plain-Talk*, as well as other local papers, publish public notices for board and CEO meetings and for reports that require a public comment process, including the local plan. The Center for Workforce Development at Walters State maintains a written copy of the documents and an address and email are included in the public notice for anyone that would like to review the written copy. Documents, including the local plan, can also be mailed or emailed. Public notices are also placed on the CWD website. Any comments received on this plan will be included in the final draft. After the public comments are received, the board staff reviews the comments and makes every effort to resolve them. The comments and suggested responses/changes are reviewed by the board.

## Local Workforce Development Area 2 PY 2016 Transitional Plan

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8) List the name, organization and contact information for the designated EEO officer for each AJC partner in the AJC. By checking the box adjacent to each line item below the local board attests to ensuring the compliance components/documents were in place and effective prior to July 1, 2016.

ADULT ED      Kasey Vatter, Assistant Director  
TCAT Knoxville  
1100 Liberty Street, Knoxville, TN 37919  
[Kasey.Vatter@tcatknoxville.edu](mailto:Kasey.Vatter@tcatknoxville.edu)  
865-766-4339

DHS/ETSU:    Anna Kennedy  
[Anna.Kennedy@tn.gov](mailto:Anna.Kennedy@tn.gov)  
423-434-6614

TDLWD:        Evelyn Gaines-Guzman  
[Evelyn.Gaines@tn.gov](mailto:Evelyn.Gaines@tn.gov)  
615-253-1131

WIOA:         Ms. Connie O'Vercum  
American Jobs Center  
215 S Liberty Hill Rd, Morristown, TN 37813  
[Connie.overcum@ws.edu](mailto:Connie.overcum@ws.edu), 423-

The local board attests that compliance components/documents listed below were in place and effective prior to July 1, 2016.

- Element One: Designation of State and Local Level Equal Opportunity Officers;
- Element Two: Notice and Communication;
- Element Three: Review Assurances, Job Training Plans, Contracts, Policies and Procedures;
- Element Four: Universal Access;
- Element Five: Compliance with Section 504 of the Rehabilitation Act of 1973, as amended and 29CFR Part 37;
- Element Six: Data and Information Collection and Maintenance;
- Element Seven: Monitoring Recipients for Compliance;
- Element Eight: Complaint Processing Procedures; and
- Element Nine: Corrective Actions/Sanctions.

### APPENDICES

*The appendices noted below are available on request from:*

Center for Workforce Development  
500 South Davy Crockett Parkway  
Morristown, TN 37813  
423-587-7034 (phone)

## Local Workforce Development Area 2 PY 2016 Transitional Plan

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Interested individuals may review the documents at the CWD offices. To request that an appendix(ces) be mailed or emailed, contact Don Shadow, Coordinator of Administration, phone 865-587-7036 or Joseph.Shadow@ws.edu.

### *Compliance components/documents.*

- 1) Consortium agreement
- 2) Agreement between CLEOs and the fiscal agent
- 3) Agreement between CLEOs and local board
- 4) AJC partner service agreements
- 5) Resource Sharing Agreements and MOUs.
- 6) Resource Sharing Agreement Budget(s)
- 7) Local board policy on nomination, appointment and removal of board members; resolutions, bylaws, code of conflict and conflict of interest.

### Financial management policies, including:

- |                            |                                      |
|----------------------------|--------------------------------------|
| 1) Cost allocation plan    | 8) Travel reimbursements             |
| 2) Internal controls       | 9) Audit requirements and resolution |
| 3) Cash management.        | 10) Annual report                    |
| 4) Receipt of goods        | 11) Property management              |
| 5) Cost reimbursement      | 12) Debt collection                  |
| 6) Inventory and equipment | 13) Allowable costs                  |
| 7) Program income          |                                      |

### *Local procurement policy*

#### *Program management policy and process:*

- |                                      |   |
|--------------------------------------|---|
| 1) Equal Opportunity for customers   | 8) Layoff assistance                          |
| 2) Supportive services               | 9) Priority of services                       |
| 3) Needs related payments            | 10) Grievance for eligible training providers |
| 4) File management                   | 11) Transitional jobs                         |
| 5) Eligibility                       | 12) Stipends                                  |
| 6) Self-sufficiency criteria         | 13) Training verification/refunds             |
| 7) ITA (Individual Training Account) |   |

### The following compliance components/documents are maintained onsite:

- 1) Risk management policy and process including records retention and public access; public records requests; monitoring, grievance; incident and disaster recovery plan.
- 2) Human resources policy and processes including employee classification; benefits; holiday and PTO; recruitment and selection; employee development; discipline; layoffs, termination and severance; sexual harassment; and equal opportunity/non-discrimination.
- 3) Professional service contract(s) for administrative services such as staffing and payroll, if applicable.

**Attachment A**

**DRAFT AGREEMENT**

**SMOKY MOUNTAINS AREA WORKFORCE BOARD AND  
TENNESSEE DEPARTMENT OF HUMAN SERVICES,  
VOCATIONAL REHABILITATION SERVICES  
COOPERATIVE AGREEMENT**

In accordance with Workforce Innovation and Opportunity Act (WIOA) section 107(d)(11), the local Smoky Mountains Area Workforce Board (SMAWB) is entering into cooperative agreements in accordance with subparagraph (B) of section 101(a)(11) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)) with the local agencies administering plans under title I – Vocational Rehabilitation (VR) Services – of that Act (29 U.S.C. 720 et seq.) (other than section 112 or part C of that title (29 U.S.C. 732, 741) and subject to section 121(f)), to enhance the provision of services to individuals with disabilities and other individuals.

Therefore, the SMAWB and Offices of Vocational Rehabilitation Services (VR) in Local Area 2 (Counties of Claiborne, Cocke, Grainger, Greene, Hamblen, Hancock, Jefferson, Sevier and Union) agree as follows:

**A. Cross Training of Staff**

Each of the parties to this agreement shall provide staff training and technical assistance with regard to:

- (1) the availability and benefits of, and information on eligibility standards for, each agency's services; and
- (2) the promotion of equal, effective, and meaningful participation by individuals with disabilities in workforce development activities in the local area through the promotion of program accessibility (including programmatic accessibility and physical accessibility), the use of nondiscriminatory policies and procedures, and the provision of reasonable accommodations, auxiliary aids and services, and rehabilitation technology, for individuals with disabilities.

**B. Use and Sharing of Information**

Each of the parties agree to the use of:

- (1) information and financial management systems, as made available by the respective State agencies, that link all components of the workforce development system, that link the components to other electronic networks, including nonvisual electronic networks, and that relate to such subjects as employment statistics, and information on job vacancies, career planning, and workforce investment activities; and
- (2) customer service features such as common intake and referral procedures, customer databases (as made available by the respective State agencies), resource information, and human services hotline (Department of Human Services Customer Service: 615-313-4700).

**C. Cooperative Efforts with Employers**

Each of the parties agree to cooperate, collaborate, and coordinate to:

- (1) market and deliver services to employers in the local area;
- (2) facilitate job placement of program participants; and
- (3) carry out any other activities that the designated local Business Services unit and the employers determine to be appropriate.

**D. Other Efforts at Cooperation, Collaboration, and Coordination**

Each of the parties agree to enter into Memorandums of Understanding and Resource Sharing / Infrastructure Agreements to:

- (1) identify staff roles, responsibilities, and available resources, and specification of the financial responsibility of each component of the local workforce development system with regard to paying for necessary services (consistent with State law and Federal requirements); and
- (2) specify procedures for resolving disputes among such components.

**SIGNATURES**

*Approved as signed by:*

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Donna Stansberry, Dean of Workforce Development Center for Workforce Development Walters State Community College 500 S. Davy Crockett Parkway Morristown TN 37813 423-318-2709 <a href="mailto:Donna.stansberry@ws.edu">Donna.stansberry@ws.edu</a>	Date
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Amy Rader, Regional Supervisor 2812 W. Andrew Johnson Highway Morristown, TN 37814 423 587-7007 Amy.Rader@tn.gov	Date
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