

# Delta Workforce Investment Area Local Area Plan

South Delta Planning and Development District  
Fiscal Agent

State of Mississippi

Title 1 of the Workforce  
Investment Act

2012 - 2017

Delta Workforce Investment Area  
**Workforce Investment Act**  
**Local Area Strategic Plan Format**

*The local area plan shall be consistent with the 2012 – 2017 State Strategic Plan and shall describe the local area strategies to implement the Governor’s Vision as presented in the State Plan.*

**I. Economic Analysis, Outlook and Strategies – Sections 112(b)(4), 118 (b)(1)(A-C) and 20 CFR 661.350(a)(2)**

**A. Describe the current makeup of the local area’s economic base by industry. The local area may provide the information on a sub-area basis.**

Currently in the Delta WIA Area there are over 84,710 jobs (see Table 1). The majority of employment is in the accommodation and food services industry, which accounts for over 18 percent of all employment in the area. This is followed closely by employment in retail trade (13 percent), health care and social assistance (13 percent), manufacturing (11 percent), and education services (7 percent). Of the five top industrial sectors, manufacturing has the highest average annual earnings (\$35,936), followed by health care (\$31,375), education services (\$27,917), accommodation and food services (\$22,772), and retail trade (\$21,565). Accommodation and food services, health care, and manufacturing are the three main sectors that define the economic identity of the Delta area.

**Table 1: Current and Expected Employment by Industrial Category in the Delta WIA Area**

Industry	2011	2021 Projected	Change	Pct. Change	Annual Earnings per Worker
Accommodation & Food Services	15,476	16,869	1,393	9	\$22,772
Retail Trade	11,028	12,384	1,356	12.3	\$21,565
Health Care & Social Assistance	11,022	14,626	3,604	32.7	\$31,375
Manufacturing	9,512	9,455	-57	-0.6	\$35,936
Educational Services	6,188	7,030	842	13.6	\$27,917
Government	4,879	4,957	78	1.6	\$30,395
Agriculture	4,386	4,228	-158	-3.6	\$25,416
Transportation & Warehousing	3,573	4,302	729	20.4	\$39,969
Administrative Support	3,120	3,785	665	21.3	\$19,830
Wholesale Trade	3,078	3,497	419	13.6	\$47,467
Construction	2,377	3,169	792	33.3	\$34,432
Finance & Insurance	2,266	2,468	202	8.9	\$42,459
Other Services	2,127	2,414	287	13.5	\$23,697

Professional, Scientific, & Technical Services	1,727	2,223	496	28.7	\$46,124
Information	849	893	44	5.2	\$37,853
Arts, Entertainment, & Recreation	833	981	148	17.8	\$18,299
Real Estate	820	936	116	14.1	\$25,484
Utilities	706	660	-46	-6.5	\$45,427
Management of Companies & Enterprises	641	676	35	5.5	\$69,786
Mining	102	106	4	3.9	\$28,978
<b>Total</b>	<b>84,710</b>	<b>95,659</b>	<b>10,949</b>	<b>12.9</b>	<b>\$33,759</b>

Bureau of Labor Statistics, 2013

**B. Describe the workforce investment needs of businesses, jobseekers, and workers in the local area.**

The Delta WIA area is expected to see significant growth in employment opportunities over the next 10 years, with almost all industrial sectors having an increase in employment (see Table 1). The health care and social assistance industry alone is expected to add over 3,604 new jobs. Employment opportunities in accommodation and food services (1,393), retail trade (1,356), education services (842), construction (792), and transportation and warehousing (729) are also expected to see high levels of growth. Although the manufacturing industry is the third largest employer in the area, it is expected to remain relatively stable over the next decade. The implication here is that manufacturing is now requiring a highly-productive workforce rather relying on low-skill, low-wage labor. In this regard, it will continue to be a predominant economic engine statewide and in the Delta area.

**C. Describe the current and projected employment opportunities in the local area, particularly in industries and occupations in which there is a demand for skilled workers and available jobs, both today and projected over the next decade.**

Within these sectors a high level of growth is expected in occupations that span the educational spectrum (see Tables 2-4). The top 25 occupations requiring a high level of education, including at least a four-year advanced degree and training, are expected to add over 500 jobs in the next ten years (Table 2). Medium skill jobs requiring associates/vocational education or a high level of skill and professional training are expected to increase by almost 1,700 jobs, while those requiring minimal education and job training are expected to increase by over 3,300 jobs (Table 3). Within the top 25 high skill jobs, the top opportunities can be found in accounting and finance, health care-related occupations including pharmacy, social work, and health service management,

in addition law-related occupations and sales (Table 4). The major medium-skill opportunities include occupations related to nursing, management and bookkeeping, sales, automotive service and electricians. The major jobs requiring minimal skill and education include cashiers and retail sales, as well as occupations related to administrative support, transportation and materials moving, and nursing aides.

**Table 2: Top 25 High Skill/ Education Occupations in the Delta WIA Area**

<b>OSOC Code</b>	<b>OSOC Title</b>	<b>2011</b>	<b>2021</b>	<b>Median Hourly Wage</b>
13-2011	Accountants and Auditors	309	331	\$24.77
11-3031	Financial Managers	221	218	\$33.50
21-1021	Child, Family, and School Social Workers	210	269	\$15.03
29-1051	Pharmacists	189	236	\$54.13
39-9032	Recreation Workers	180	226	\$10.74
11-9111	Medical and Health Services Managers	175	215	\$33.66
21-1022	Medical and Public Health Social Workers	134	189	\$17.84
23-1011	Lawyers	131	139	\$38.47
11-2022	Sales Managers	123	126	\$35.33
11-1011	Chief Executives	122	116	\$39.71
41-3021	Insurance Sales Agents	121	145	\$20.06
29-1123	Physical Therapists	119	167	\$36.48
29-2011	Medical and Clinical Laboratory Technologists	119	129	\$23.37
11-9151	Social and Community Service Managers	99	129	\$18.02
17-2112	Industrial Engineers	99	93	\$30.47
27-3031	Public Relations Specialists	91	113	\$17.26
25-4021	Librarians	90	95	\$20.35
29-1062	Family and General Practitioners	87	101	\$81.60
29-1127	Speech-Language Pathologists	84	109	\$27.66
25-9099	Education, Training, and Library Workers, All Other	81	89	\$18.07
21-1023	Mental Health and Substance Abuse Social Workers	79	103	\$15.18
17-2051	Civil Engineers	78	91	\$35.46
41-1012	First-Line Supervisors/Managers of Non-Retail Sales Workers	76	77	\$25.54
11-9021	Construction Managers	75	94	\$29.83
21-1015	Rehabilitation Counselors	68	86	\$14.66
<i>Total</i>		<i>3,160</i>	<i>3,686</i>	--

Source: Bureau of Labor Statistics, 2013; nSPARC, 2013

**Table 3: Top 25 Medium Skill/Education Occupations in the Delta WIA Area**

<b>OSOC Code</b>	<b>OSOC Title</b>	<b>2011</b>	<b>2021</b>	<b>Median Hourly Wage</b>
29-1111	Registered Nurses	2,244	2,861	\$26.89
43-3031	Bookkeeping, Accounting, and Auditing Clerks	1,386	1,481	\$14.65
11-1021	General and Operations Managers	1,191	1,218	\$38.19
43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers	862	951	\$20.03
29-2061	Licensed Practical and Licensed Vocational Nurses	826	1,023	\$16.39
41-4012	Sales Representatives, Wholesale and Manufacturing First-Line Supervisors/Managers of Production and Operating Workers	738	788	\$22.69
51-1011	First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	481	474	\$21.53
49-1011	Police and Sheriff's Patrol Officers	346	362	\$24.12
33-3051	Automotive Service Technicians and Mechanics	315	339	\$14.60
49-3023	Electricians	299	349	\$14.19
47-2111	Plumbers, Pipefitters, and Steamfitters	294	350	\$19.88
47-2152	Executives Secretaries and Administrative Assistants	290	330	\$17.28
43-6011	Pharmacy Technicians	280	303	\$16.97
29-2052	First-Line Supervisors/Managers of Construction Trades and Extraction Workers	272	358	\$11.71
47-1011	Correctional Officers and Jailers	254	318	\$24.82
33-3012	Industrial Machinery Mechanics	250	264	\$12.46
49-9041	First-Line Supervisors/Managers of Housekeeping and Janitorial Workers	191	213	\$21.15
37-1011	Captains, Mates, and Pilots of Water Vessels	186	183	\$13.77
53-5021	Loan Officers	182	239	\$31.82
13-2072	Medical Assistants	172	194	\$25.18
31-9092	Hairdressers, Hairstylists, and Cosmetologists	152	197	\$11.75
39-5012	Administrative Services Managers	142	169	\$10.61
11-3011	Lodging Managers	139	152	\$23.00
11-9081	First-Line Supervisors/Managers of Transportation and Material-Moving	138	153	\$17.90
53-1031		138	156	\$21.80
<i>Total</i>		<i>11,768</i>	<i>13,425</i>	--

Source: Bureau of Labor Statistics, 2013; nSPARC, 2013

**Table 4: Top 25 Low Skill/Education Occupations in the Delta WIA Area**

<b>OSOC Code</b>	<b>Occupation</b>	<b>2011</b>	<b>2021</b>	<b>Median Hourly Wage</b>
41-2011	Cashiers	3,985	4,159	\$8.74
41-2031	Retail Salespersons	2,682	3,135	\$9.61
37-2012	Maids and Housekeeping Cleaners	2,349	2,577	\$8.59
43-6014	Secretaries, Except Legal, Medical, and Executive	1,794	1,863	\$12.75
35-3031	Waiters and Waitresses	1,560	1,646	\$8.45
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	1,551	1,751	\$10.07
43-5081	Stock Clerks and Order Fillers	1,521	1,545	\$9.41
53-3032	Truck Drivers, Heavy and Tractor-Trailer	1,449	1,654	\$16.86
35-2021	Food Preparation Workers	1,365	1,479	\$8.46
31-1012	Nursing Aides, Orderlies, and Attendants	1,331	1,608	\$9.14
41-1011	First-Line Supervisors/Managers of Retail Sales Workers	1,204	1,242	\$15.78
	Janitors and Cleaners, Except Maids and Housekeeping			\$8.96
37-2011	Cleaners	1,198	1,310	\$8.96
51-3022	Meat, Poultry, and Fish Cutters and Trimmers	992	1,144	\$10.03
43-9061	Office Clerks, General	953	1,082	\$10.19
39-3011	Gaming Dealers	951	1,072	\$8.58
51-2092	Team Assemblers	941	958	\$13.39
43-4051	Customer Service Representatives	898	991	\$12.01
43-4081	Hotel, Motel, and Resort Desk Clerks	877	973	\$8.77
	Combined Food Preparation and Serving Workers,			\$8.44
35-3021	Including Fast Food	740	844	\$8.44
	First-Line Supervisors/Managers of Food Preparation and			\$12.40
35-1012	Serving Workers	726	795	\$12.40
33-9032	Security Guards	716	815	\$9.95
35-2011	Cooks, Fast Food	702	677	\$8.46
35-2014	Cooks, Restaurant	674	751	\$9.02
53-7064	Packers and Packagers, Hand	602	629	\$9.29
31-1011	Home Health Aides	569	988	\$8.69
<i>Total</i>		<i>32,330</i>	<i>35,688</i>	<i>--</i>

Source: Bureau of Labor Statistics, 2013; nSPARC, 2013

**D. Describe the job/occupations that are most critical to the local area's economy and describe the job skills necessary to obtain such employment**

In addition to expected growth in new jobs over the next ten years, there are significant current opportunities for employment coinciding with a high level of hiring activity from local businesses. According to information in WINGS, there have been 6,400 job openings from businesses located in the Delta WIA area last year alone, and these opportunities span occupational categories and education/skill levels (see Table 5). The top opportunities with the highest number of openings include production (1,458), farming, fishing and forestry (576), sales (573), transportation and materials moving (502), and personal care and service (488). While these occupations typically require low education and skills, there has also been demand for occupations requiring higher levels of education and skills, including opportunities in management (293), health care practitioners (180) and health care support (220), protective service (154), and education and training services (85). Overall, occupations requiring advanced college degrees and training or vocational education and skill development account for over 1,300 new job openings in the Delta WIA area (data not shown).

**Table 5: Job Openings by Occupational Category in the Delta WIA Area, 2012**

<b>Occupational Category</b>	<b>Number of Job Openings</b>
Production Occupations	1,458
Farming, Fishing, and Forestry Occupations	576
Sales and Related Occupations	573
Transportation and Material Moving Occupations	502
Personal Care and Service Occupations	488
Building and Grounds Cleaning and Maintenance Occupations	480
Office and Administrative Support Occupations	456
Food Preparation and Serving Related Occupations	415
Management Occupations	293
Healthcare Support Occupations	220
Installation, Maintenance, and Repair Occupations	202
Healthcare Practitioners and Technical Occupations	180
Protective Service Occupations	154
Construction and Extraction Occupations	122
Education, Training, and Library Occupations	85
Arts, Design, Entertainment, Sports, and Media Occupations	51
Community and Social Services Occupations	44
Business and Financial Operations Occupations	30
Architecture and Engineering Occupations	18

Computer and Mathematical Occupations	11
Life, Physical, and Social Science Occupations	11
Legal Occupations	3
<b>Total</b>	<b>6,372</b>

Source: Mississippi Department of Employment Security: WINGS, 2013

- E. Based on an analysis of both the projected demand for skills and the available and projected labor pools, describe any skill gaps the local area is experiencing today and the skill gaps that are projected over the next decade. Provide the local area’s strategy for addressing skills gaps.**

To help address the current and projected demand for high skill employment, the Delta WIA area has access to an education pipeline of students from Mississippi public universities and community colleges. In the 4-year university system, over 1,230 students from the Delta area are currently enrolled and expected to graduate with degrees related to high demand occupations in the Delta area. Major degree areas include business, management and marketing, health care, engineering and construction, and education services (see Table 6). In the local community college system, over 2,788 students are currently enrolled and expected to graduate in vocational programs, including business management, healthcare, and engineering and production-related programs such as carpentry, masonry, and electricians (see Table 7). In addition, the Delta area has access to a community college workforce system that provides short and long term vocational training opportunities in high-demand occupations, including health care, transportation and materials moving, and industrial maintenance (see Figure 1).

**Table 6: Public University Enrollment in High Demand Majors for Delta Residents, 2012**

<b>Major</b>	<b>Enrollment</b>
<b>Business, Management, and Marketing</b>	
Business Administration and Management	302
Accounting.	109
Business/Commerce	48
Insurance, Taxation, and Finance	42
Marketing/Marketing Management	29
Office Management and Supervision.	11
<b>Health Care and Social Assistance</b>	
Social Work.	279
Registered Nursing, Nursing Administration, Nursing Research and Clinical Nursing	149
Audiology/Audiologist and Speech-Language Pathology	33



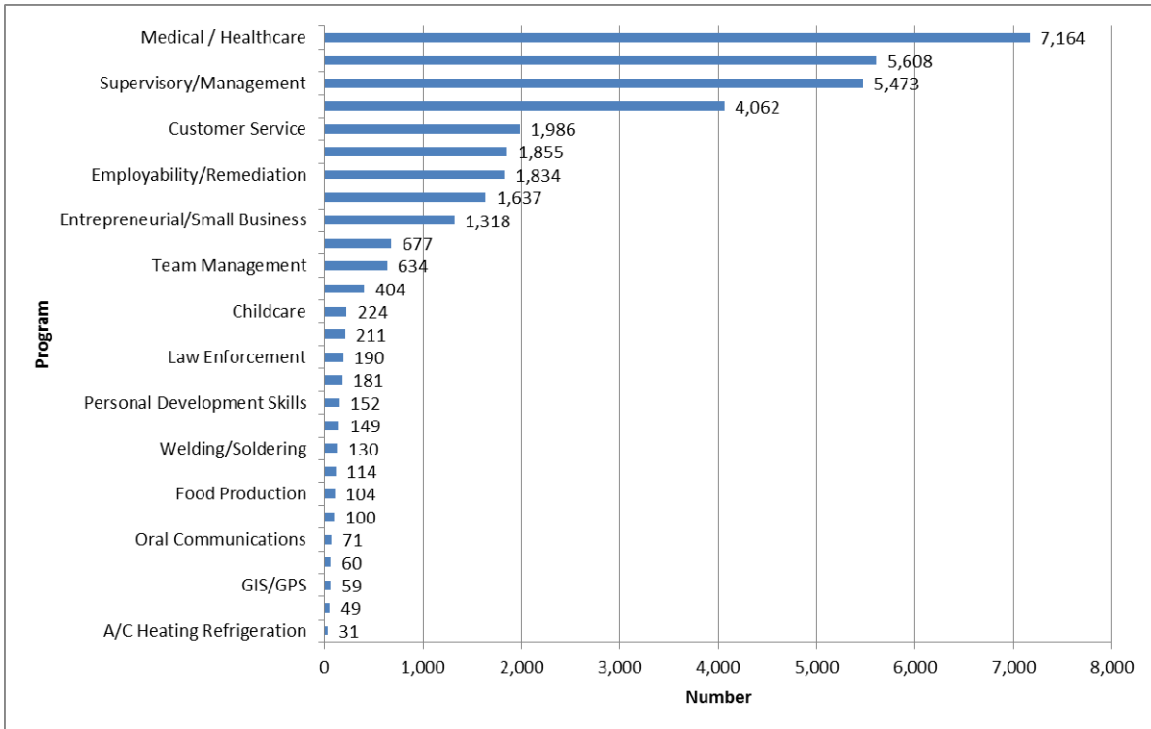
Physical Therapy	21
Communication Sciences and Disorders	17
Public Health	14
Speech-Language Pathology	9
Clinical Laboratory Science/Medical Technology	8
Health/Health Care Administration/Management	6
<b>Education Services</b>	
Public Administration	51
Public Relations/Image Management	40
Civil and Industrial Engineering	24
Community Organization and Advocacy	19
Speech Communication and Rhetoric	19
<b>Total</b>	<b>1,230</b>

Source: Mississippi Lifetracks, 2013

**Table 7: Community College Enrollment in High Demand Majors for Delta Residents, 2012**

<b>Major</b>	<b>Enrollment</b>
<b>Business, Management, and Marketing</b>	
Business/Commerce	927
Administrative Assistant and Secretarial Science	233
Accounting Technology/Technician and Bookkeeping	78
Hospitality Administration/Management	46
Accounting	30
Hotel/Motel Administration/Management	16
<b>Healthcare and Social Assistance</b>	
Registered Nursing/Registered Nurse	278
Medical Administrative/Executive Assistant and Medical Secretary	168
Medical Insurance Coding Specialist/Coder	81
Licensed Practical/Vocational Nurse Training	70
Physical Therapy	32
Audiology/Audiologist and Speech-Language Pathology	8
<b>Engineering, Production, and Construction</b>	
Carpentry	198
Social Work	165
Masonry	150
Cosmetology	107
Automobile/Automotive Mechanics Technology	65
Lineworker	49
Electrician	44
Construction Engineering Technology	30
Natural Resources Law Enforcement and Protective Services	13
Source: Mississippi Lifetracks 2013	<b>TOTAL</b>
	<b>2,788</b>

**Figure 1: Short and Long Term Workforce Training at Local Community Colleges, 2012**



**F. Based on the area’s economic and labor market analysis, describe strategies the area has implemented or plans to implement target the workforce investment needs of industries, industry sectors, and occupations within the area that are high growth, high demand and vital to the area’s economy.**

Based on the area’s economic and labor market analysis, the Delta WIA will implement strategies to identify and target industries and occupations in the area that are high growth, high demand and that are vital to the area’s economy.

In the next ten years, the labor market analysis indicates that the Delta WIA will experience a growth in employment in health care, social services, food services, retail trade, education services, construction, warehousing and transportation. Medium skilled jobs are projected to increase in the areas of nursing, finance, accounting, law related and electrical. Although manufacturing is a large part of the state’s employment, it is expected to remain stable in the Delta. The Delta will provide training focused on those occupations that the Delta area can compete for. Some examples of training currently being provided are the pharmacy tech certification programs at two community colleges, the electrical lineman training program and the nurse extern program. Plans will be to continue these training programs as long as participants are being hired and/or receiving credentials or certifications. Additional short term training will be offered, based on identified employer need.

Emphasis will be placed on pushing people past medium level jobs and into higher paying jobs such as LPN to RN and apprentice lineman to journeyman lineman. Additional focus will be placed on vocational training which will move clients out of lower paying jobs.

The Delta WIA will focus on those high growth/high demand jobs that will be needed to move companies into expansions and to recruit new companies. These sectors include construction, energy, health care, transportation and safety/security. Additionally, more emphasis will be placed on small business development, resource planning, hospitality and retail. Training in these areas will be provided through the community college system and the local Universities in the Delta Area. These educational institutions are positioned to quickly develop and implement new curricula to meet the demands of high growth.

A long term plan for workforce development in the Delta will place more emphasis on creating an environment for occupations in jobs with higher skill demands to create a higher return on training and education dollar investments. The Delta WIA has always been able to quickly respond to changes and will continue to provide the training needed and change directions, when necessary, to meet the high growth/high demand jobs and provide a better trained workforce for the area.

**II. Local Workforce Investment Board**

**Key Local Administrative Personnel, LWIA Organizational Structure  
LWIA Board Roster with Affiliations.**

The Delta Workforce Investment Area operates under the fiscal direction of South Delta Planning and Development District in 14 Delta Counties; Bolivar, Carroll, Coahoma, Holmes, Humphreys, Issaquena, Leflore, Quitman, Panola, Sharkey, Sunflower, Tallahatchie, Tunica and Washington.

Key personnel who are directly responsible for WIA activities include the WIA Director, Adult Programs Coordinator, Youth Coordinator, MIS Specialist, Small Business Developer and Administrative Assistant. The Executive Director of South Delta, the Assistant Executive Director and other administrative staff of the District provide financial and additional oversight of WIA programs. The organizational chart is included as **Attachment C**.

**LWIB Board Members and Affiliations**

<b>Name</b>	<b>Business</b>	<b>Affiliation</b>
Doug Aldridge	Holmes County Bank	Business
Greg Amos	MDES	One Stop Operator
Steve Anderson	Belzoni/Humphreys Development Foundation	Economic Development
Rick Buening	Double Quick	Business
Mike Blankenship	Holmes CC	Post Sec Education
David Bledsoe	Northwest CC	Post Sec Education
Sheridan Boyd	Quitman County	Business

Willie F. "Bill" Brown	Humphreys County	LEO Board
George W. Butler	Land Bank of North MS	Business
Melissa Collier	Diabetic Shoppe	Business
Robert Collins	Collins Truck and Trailer	Business
Betty Jo Dulaney	Tunica Literacy Council	Literacy
Don Green	MS Delta Council for Farmworkers	CBO
Ron Hudson	Clarksdale/Coahoma Chamber of Commerce	Economic Development
Cary Karlson	The Chamber and ED Center Washington County	Economic Development/Business
Ed Kossman	Kossman's	Business
Wade Litton	Wade, Inc.	Business
Manuel Peters	Coahoma Tire	Business
Charles Reid	Coahoma CC	Adult Education
Pete Roncali	Choctaw Logistics	Business
Steve Russell	North Central PDD	CBO
John Schmidt	North Delta Regional Housing Authority	HUD
Frank Short	MDA	Economic Development
Cordella Smith	Finch-Henry Job Corp Center	Job Corp
Russell Stewart	Bank of Anguilla	Business
Jim Tims	Quality Steel	Business
Robert T. Williams	Issaquena County	Business
Susan Williams	MDRS	Rehab Services
Steve Willoughby	Hometown Printing	Business
Dennis Woods	United Steel Workers	Labor
Joseph Woods	National Caucus and Center on Black Aged	NCCBA

There are no board vacancies at this time.

**LWIB Coordination and Alignment of Resources and Policies, LWIB Involvement with Plan Development; Collaboration and Implementation.**

The local board is responsible for the overall policy making and resource allocation for the Delta WIA. Within the federal guidelines, workforce policies are made, implemented and adjusted based on the needs of the local area. This ensures that the Delta WIA is responding to what companies need for job creation and expansion and to what employees need for training and jobs.

Based on local needs, economic development data, and information from the SWIB and the LMI division of MDES, the board allocates funds to meet the training needs of existing business and industry and to be able to recruit new businesses. Training efforts are coordinated with businesses, the four community colleges, the Mississippi Community College Board, the Mississippi Development Authority and other state and local entities to ensure the best use of the funds. This coordination of funds helps to reduce duplication and leverage existing resources for similar training needs.

The LWIA board is business driven, therefore, is able to respond quickly and efficiently as changes occur. The board meets every other month to review policies, reports and activities of the local area and makes adjustments as needed.

Through meetings and reports from staff, and the review process for the Local Area Plan, the board provides input into the plan and will approve the final document before submission to the state. The new local area plan will be the guideline for the board in development and implementation of programs.

### III. **WIN Job Center System – Section 118 (b)(2) and 20 CFR 661.350(a)(3)**

#### A. **LWIB Strategies for Improvement of Eligible Providers of Services**

Using a variety of local and state implemented systems, policies and procedures, the local area staff works to be sure that the service providers in the Delta are continuously improving to ensure that they meet the employment needs of job seekers and employers.

Some of these systems include:

The online **Eligible Training Provider System (ETPL)** for electronic processing of training providers' enrollments, training course applications and subsequent eligibility. This system provides ITA awards processing and invoicing in real time. The online EPTL helps the local areas quickly identify problems with training providers so that issues can be addressed effectively and efficiently. Local area staff are working with OGM to incorporate OJT processing and invoicing into this system.

The **WINGS (Workforce Investment Network Global System)** is a statewide participant data collection system for WIA, Wagner Peyser (WP) and Trade Adjustment Assistance (TAA) program reporting. WINGS provides immediate access for staff, employers and job seekers and provides a comprehensive, real time view of participant profiles which can be accessed from computers anywhere.

The **Labor Market Information (LMI)** at MDES provides statistical reports, maps and data sets to help local areas and businesses make informed decisions. LMI data is useful to businesses needing to expand as well as potential new businesses looking to locate in the Delta; and is helpful in guiding decision making at the local level.

The **Statewide Longitudinal Data System (SLDS)** being developed by the state will provide information for a statewide performance management system that allows for collection and analysis of education and training data statewide. This will be very useful in identifying skill gaps and designing training programs to meet the skill gaps.

**LWIA Policies** address all aspects of WIA development and

implementation for youth, adult and dislocated worker programs; including procurement, supportive services, eligibility, ITA's, OJT's, monitoring, property management, data validation, basic skills, livable wages; one stop certification; and many others.

**State Policies** are the basis by which all local area policies are developed to ensure that the LWIA is in compliance with state and DOL requirements.

**B. Delivery System – Section 118 (b)(2) and 20 CFR 661.350(a)(3)(i)**

**1. Improved Service Delivery in the WIN Job Center System.**

The DWIA conducts periodic training for WIN Job Center staff to ensure improved service delivery in the WIN Job Center System. This includes OJT and ITA training, WebXtender, WINGS and others as the needs arise. In the past, we have provided training in workforce Spanish and coordinated with the local community college to provide Excel, PowerPoint and other computer application training to WIN Job Center staff to help them in their daily activities. Training and technical assistance will be provided on Common Measures tracking and attainment; improving business services; streamlining OJT contracts; working with the Community Colleges to provide better customized and demand training and streamlining paperwork.

As monitoring takes place, training needs are identified and plans are made to provide the training during manager meetings or at specific training sessions.

The Regional MDA representative and the Delta Workforce Coordinator will be providing business service training to WJC staff at their weekly staff meetings.

**2. Recent Changes in Center/One-Stop Operations.**

The DWIA has seven comprehensive WIN Job Centers and three affiliate WIN Job Centers in the 14 counties. Some staff cuts have been made over the past couple of years, mostly through attrition, to deal with budget reductions. Plans are to make further reductions in the days of operation at a couple of affiliate sites, if budget cuts continue. The DWIA lost one staff person last year and the duties were consolidated with other jobs.

**3. In House Programs**

The Delta Workforce Investment Area does not operate any programs in house.

**4. Required WIN Center Partners**

The Delta Local Workforce Investment Area has executed a Memorandum of Understanding with all One-Stop partners, which deals with service coordination and delivery through the WIN Job Centers. Workforce Investment Act and Wagner Peyser Act funds are combined in each Center to jointly fund and deliver core and intensive services to customers. Other one stop partners have agreements with MDES to share costs and expenses.

**5. WIA Youth Programs Integrated into the WIN Delivery System.**

The Delta WIA in cooperation with the Mississippi Department of Employment Security has areas designated for youth in the Clarksdale, Greenwood and Greenville WIN Job Centers. Although youth programs are not currently located in these centers, there is designated youth staff to assist in two of these locations. All youth programs are mandated to take field trips to the local WIN Job Centers so that they will be knowledgeable of the services offered through the Centers. WIN Job Center staff provides orientation and informational services to all DWIA youth programs. In addition, youth Individual Training Accounts (ITAs) are available through the WIN Job Centers.

**6. Implementation of the American Job Center Network Brand**

In accordance with TEG 21-11, and the State Plan, the Delta Workforce Investment Area will begin to adopt the American Job Center brand as materials and supplies are deleted from stock at the WIN Job Centers. Plans are to gradually phase in the American Job Center brand beginning with PY'13, as funds are available. This transition should be complete by the end of PY'14. By using all of the existing supplies, and reordering using the new brand, there should not be additional costs, other than for building signage. Because of the existing size of some of the WIN Job Centers, it will be more expensive in some locations than others. It is estimated that the sign transition will also be complete by the end of the 2014 program year. Costs for adopting the new brand is estimated at \$10,000 for PY'13 and \$10,000 for PY'14 for a total cost of \$20,000. The Delta WIA will work the MDES to pay for the cost of rebranding.

**C. Business Services**

**1. Determine the Needs of Business**

Local area staff and WIN Job Center managers meet with businesses on a continual basis to determine their needs and provide information on services to be provided. WIN Job Center managers serve on local industrial development boards, chambers of commerce, advisory councils and other committees and boards that help identify business needs and opportunities.

Economic development representatives also serve on the DWIA board and are knowledgeable of area programs and services.

The Delta Workforce Coordinator, who is employed by MDA, works with the Delta WIA and the WIN Job Centers to relay information provided to MDA by businesses during Priority One visits. This service has been instrumental in developing new relationships with businesses and providing services to meet the demands of employers for training and job placement. The Delta WIA Director also serves on the advisory council of the MS Delta Community College's Workforce Center and receives periodic updates on workforce training at MDCC. Two other Workforce Directors from Holmes CC and Northwest CC serve on the DWIA board and provide input on business needs in their areas.

A regional economic development group, the Delta Developers, work closely with the local area and MDA's workforce coordinator to determine the needs of businesses in the area and relay those needs to the local area staff and community college workforce staff.

## **2. Integrate Business Services Throughout the System**

MDA's Workforce Coordinator, Delta WIA staff and WIN Job Center staff work together to provide a seamless flow of information to area businesses. The DWIA On-the-Job Training (OJT) policy is reviewed periodically to address training needs of employers based on these established relationships. Regular communication with the Community College Workforce Center staff is also instrumental in providing needed training.

## **3. Streamline Services to Businesses**

By working together –Delta WIA, MDA Workforce Coordinator and WIN Job Center staff and the Small Business Developer - we are able to streamline services to businesses and prevent duplication. See # 2 above.

## **4. Assist with Rapid Response-Related Services**

If information regarding possible layoffs and closures is provided timely, the DWIA will meet with local and regional economic development staff and businesses to determine if WIA assistance can be provided to prevent a layoff or closure. If so, funds can be provided for upgrade OJT to prevent job losses.

Rapid Response information is used when meeting with employers and dislocated workers at businesses affected by layoffs and closures. When the DWIA hears of any business closures or lay-offs, MDES is informed of the situation. The business is contacted to arrange an on-site visit to talk to



management about the available services and to establish a schedule of rapid response orientation sessions for the affected workers. The Rapid Response teams (local area, community colleges, Extension Service, Small Business Developer, the Home Saver Program and WIN Job Center staff), in a collaborative effort, provide much needed information to assist workers in deciding their next steps and how to transition to new employment, training and/or educational opportunities.

**D. Meeting Employment Needs – Section 118 (b)(1)(A)**

Delta WIA has a Small Business Developer on staff that assists with small business development and expansion. This staff person helps with business plans, loan programs, grant programs and is a certified technical assistance provider for the U.S. Small Business Administration (SBA). This assistance is provided to non-profit businesses and works closely with South Delta's loan programs, the SBA, area banks and the Federal Home Loan Bank Board. During PY'11, this program generated approximately \$2.4 million in loans and \$125,000 in matching grants. For this program year through January, 2013, \$1.2 million in loans and \$23,250 in matching grants have been provided. The Small Business Developer is in a different county every day of the week and is in WIN Job Centers in Cleveland on Tuesdays, Batesville on Thursdays, Indianola on Fridays, the local DWIA office in Greenville on Wednesdays and the Leflore County ED Center on Mondays. He is available to meet with clients in any county by appointment.

**E. Memoranda Of Understanding – Section 118 (b)(1)(B) and 20 CFR 661.350(a)(3)(ii)**

The DWIA has a Memorandum of Understanding with the various partners. **Attachment D.** Effective October 1, 2004, a Cooperative Service (CS) Agreement was established with the 14 counties in the DWIA allowing funds to flow directly to the fiscal agent, South Delta Planning and Development District. This CS Agreement removed Washington County as a pass through unit of government and spreads the liability among the 14 counties. **Attachment E.**

A Memorandum of Understanding has been developed with the Area Agencies on Aging/Planning and Development Districts operating the Senior Community Service Employment Program (SCSEP) in the local workforce area. **Attachment F.**

**F. Priority of Service – 20 CFR 661.350(a)(11)**

**1. Priority**

Adult funds allocated to the DWIA under WIA Sections 133(b)(2)(A) or (3) are not limited at the present time. However, if funds become limited, the local area will plan to serve the required customers and other target groups. A priority of service form has

been developed for the WIN Job Centers to use when funds become limited. This priority of service takes into consideration income, employment status, barriers to employment and other issues which give priority to those most in need.

Because of current funding cuts, the DWIA has already established limits on which training programs we will pay for. This helps prevent a saturation of the market with one occupation, which may or may not have available jobs.

## **2. Veterans**

The DWIA has developed a Jobs for Veterans policy that provides services for veterans as outlined in TEGL 5-03. All WIA services and programs are available on a priority basis for veterans. WIN Job Centers have a separate sign in log for veterans and specified spouses, thus ensuring that veterans receive priority services. Most WIN Job Centers have Vet Reps on staff to deal specifically with this population. Other partners in the WIN Job Centers have been advised of the Veterans policy and referrals are made to them on an as needed basis.

## **G. Coordination With Rapid Response – Section 118 (b)(5) and 20 CFR 661.350(a)(6)**

### **1. Coordination with Statewide Rapid Response Activities**

The local board will coordinate workforce investment activities in the local area to support the statewide rapid response activities by ensuring that the Delta LWIA and Delta WJC staff follow the state's leadership and direction in all Rapid Response activities. The board receives an updated listing of all Rapid Response orientation activities at the regular board meetings.

### **2. Expansion of Rapid Response Services and Early Lay-Off Warning Network**

The LWIA will expand the range of services as the needs arise. Each orientation and rapid response session is geared toward the particular circumstance and skill level of the employees. Additional services that are needed are scheduled for any business requesting such services. Information about rapid response is disseminated at job fairs and by collaboration with the Economic Developers in the Delta WIA. Cooperation among the members of the Rapid Response team (Community Colleges, WIN Job Center staff, Small Business Developer, Home Corporation, Extension Service and State RR staff) ensures further expansion of services. All members play a significant role in facilitating the creation and delivery of training tailored to each rapid response event. Small business services information is also made available to dislocated workers at RR orientation sessions.

As indicated in Section C-4 above, if information is received timely, funds can be used for retraining, upgrade OJT and other layoff aversion strategies to prevent layoffs or closures. This was used a couple of years ago in the Delta WIA with Faurecia, an automotive supply company in Cleveland, who was threatening to close. Workforce partners came together, provided training and resources and the company remains a viable asset to the Delta area today.

#### **IV. Regional Planning – Community Colleges**

MS Delta Community College, Coahoma Community College, Northwest MS Community College and Holmes Community College are located in the Delta Workforce Investment Area and have been involved in regional planning activities described in the Mississippi Comprehensive Workforce Training and Education Consolidation Act of 2004.

When the last state plan was submitted, the DWIA met with the four Community Colleges to develop an integrated plan. The plan development strategy was to blend the Local Workforce Council's goals with the State Workforce Investment Board's goals and the Local Area Plan. The strategic plans of the workforce councils at Community Colleges integrated the common elements and strategies of their plans with the goals of SWIB and Delta WIA and developed an MOU between Community Colleges and DWIA.

The following plan components were identified initially:

1. Needs of business and industry;
2. Coordination of available services; including basic skills, customized on demand training and advanced skills training;
3. Coordination of available services combined with WIA for a seamless delivery system;
4. Marketing;
5. Evaluation, Accountability and Continuous Improvement; and
6. Effective communication including "best practices" sharing.

At the Governor's request, in recent months, a group of representatives of various state agencies, local workforce areas, planning and development districts, community colleges and business representatives have met to formulate a comprehensive workforce plan for Mississippi. Several of the goals in the final plan require that local areas and community colleges work together to leverage funds, streamline service delivery, increase accessibility, and prevent duplication of services.

The strategies identified in the Governor's Workforce Plan deal with the following issues:

- |            |                                |
|------------|--------------------------------|
| Strategy 1 | Branding and Marketing         |
| Strategy 2 | Cooperation and Best Practices |
| Strategy 3 | Funding and Efficiencies       |

- Strategy 4     Statewide Leadership Model
- Strategy 5     Work Ready Identification
- Strategy 6     Employability/Soft Skills Training

DWIA and the four community colleges will use this state workforce plan to guide our regional activities.

**V. Performance – Section 118 (b)(3) and 20 CFR 661.350(a)(4)**

**A. The State’s WIA and Wagner-Peyser Performance Measure PY 2012 Negotiated Goals are as follows:**

**WIA Program**

Adult Measures

Entered Employment Rate	59.0
Employment Retention Rate	82.0
Average Six Month Earnings	\$11,600

Dislocated Worker

Entered Employment Rate	59.0
Employment Retention Rate	82.0
Average Six Month Earnings	\$13,000

Youth Common Measures

Placement in Employment or Education	70.0
Attainment of Degree or Certificate	80.8
Literacy or Numeracy Gains	69.0

**W-P Program**

Wagner-Peyser Program

Entered Employment Rate	51.0
Employment Retention Rate	77.0
Average Six Month Earnings	\$10,000

**B. Negotiated Levels**

The DWIA has no plans to negotiate a measure that differs from the state’s negotiated levels.

**C. Evaluating Performance**

For the first quarter of PY’12, the Delta WIA met or exceeded all of the performance measures for Adult and Dislocated Worker and all but the literacy/numeracy for youth. Typically, this measure is not met until the 2<sup>nd</sup> or 3<sup>rd</sup> quarter of each program year because we’re dealing with a lot of new enrollments. We expect this measure to meet performance by the next quarterly report.

The Youth Coordinator is reviewing performance for each youth provider and providing technical assistance, as is the Adult Programs Coordinator with the WIN Job Centers and other training providers.

The DWIA will make every effort to ensure that it meets the outlined performance measures. Training will be provided to WIN Job Center staff, youth providers and other providers on tracking and measuring performance.

Using WINGS and the new SPSS software and in cooperation with the Office of Grant Management, the Delta WIA will provide performance reports by WIN Job Center and by youth provider. Performance was a determining factor in PY'12 youth allocations and will play a big part in future funding decisions.

Training and technical assistance will be provided upon request and when DWIA determines that a provider needs assistance. Corrective action will be taken as needed. DWIA will also work with other workforce areas to see successful strategies and try to replicate those best practices.

**VI. Adult and Dislocated Workers Activities – Section 118 (b)(4) and 20 CFR 661.350(a)(5)**

**A. Service Type and Availability**

All WIN Job Center locations have a common entry and reception area that provide access to job search activities that can be accessed either by self-help or by minimal assistance. For all individuals requiring more than self-service, all sites have a menu of services outlining what is available and the steps to receiving those services. Procedures are in place to register individuals into Wagner Peyser for basic labor exchange. The WIA core services are used for initial assessment of skills levels, aptitudes, etc., and then for job search and placement assistance as needed. Those for whom Wagner-Peyser and WIA Core services are not sufficient will be enrolled into Intensive Services for more comprehensive and specialized assessment of skill levels and service needs and for the development of an Individual Employment Plan. Customers, who, after appropriate interviews, evaluation, assessment and case management have been determined to be in need of training, may be enrolled as appropriate into Training Services. At any point through the process, customers may enter unsubsidized employment and will receive follow-up services to help assure success. Follow-up services will be provided to customers for a minimum of twelve months.

**1. Universal Access to the Minimum Required Core Services §134(d)(2).**

The core services listed in Section 134(d)(2) of the Workforce Investment Act are available at every comprehensive and affiliate WIN Job Center in the DWIA. Core services are tailored to the needs of the local area as defined by the Delta Workforce Investment Board. Minimum core services include outreach, initial assessment, and job search and placement.

Each WIN Job Center has a designated Rapid Response Specialist. At Rapid Response orientation sessions, the participants are instructed to identify themselves as “dislocated workers” when they enter the WIN Job Center so that they may be referred to the Rapid Response Specialist. Workshops have been conducted to assist staff with identifying and serving the dislocated worker.

**2. Access to Intensive Services in §134(d)(3)(A)**

Intensive services listed in Section 134(d)(3)(A) are available at every comprehensive and affiliate WIN Job Center in the DWIA. Intensive services are provided to adults and dislocated workers who have received at least one core service and cannot obtain or retain employment through the core services. These services include: assessment of skill levels; development of an individual employment plan; group counseling; individual counseling and career planning; case management; and short-term pre-vocational services. Other services may be provided based upon a customer’s assessment or individual employment plan.

**3. Access to Training Services**

Training services listed in Section 134(d)(4)(A) are available at every comprehensive and affiliate WIN Job Center in the DWIA. Training services may include On-the-Job Training (OJT), Individual Training Accounts (ITA’s) and Customized Training. These services will be provided after a thorough assessment and evaluation of the customer and based on other established procedures. Additional criteria for eligibility to receive training services may be established by the Delta Workforce Investment Board.

**B. ITA Exceptions**

Exceptions Made to the Individual Training Account System, Section 134(d)(4)(G)(ii) of the Act:

- a. Insufficient number of eligible providers of training services in the local area involved to accomplish the purpose of the ITA system, or
- b. Demonstrated effectiveness of a community-based organization or another private organization.

DWIA has not had any occasion to provide any exceptions to the ITA account system as allowed.

**C. On-the-Job and Customized Training**

**1. DWIA Board’s Vision for Increasing Training Through On-the-Job Training (OJT) and Customized Training.**

In the DWIA, great progress has been made over the past three years to provide customized training to address shortages identified through various sources. It is anticipated that 40% of the current electrical lineman workforce will retire in the next five years. To address this issue, the Delta WIA, working with MS Delta Community College, Holmes Community College, Entergy, Local EPA's and electrical contractors developed the Delta Electrical Lineman Training Program. In operation since August, 2010, this program has trained and placed 48 linemen, through five 16 week classes on the campus at Moorhead. Most of the trainees are working with energy companies and electrical contractors. The current class of 16 is the largest class yet and is very strong.

The MOST training program at GE Aviation is another example of DWIA responding to an identified local need with customized training on a mobile training unit located on site at the manufacturing plant. More than 250 people have been trained through this program.

MDCC and Coahoma CC have recently begun short term Pharmacy Tech Certification training programs to address a need identified by a new state law requiring all Pharmacy Techs to be certified by a national certification programs.

These three programs are examples of a need being identified and a training program being developed to meet the needs. Public, private, local and state funding has been leveraged to provide training in all of these programs.

To address the Governor's vision and the goals outlined in the State plan, On-the-Job Training (OJT) and Customized Training (CT) continue to be marketed as the premier services for businesses and individuals seeking immediate employment. Local area staff and WIN Job Center staff will work with MDA, local economic development agencies and regional economic development agencies to promote customized training and on-the-job training and to explore ways to leverage federal, state, private and local dollars. The DWIA will continue to work with local and regional economic developers to assist in business recruitment and expansion through customized training and OJT.

## **2. DWIA Marketing of OJT and Customized Training**

### **a. As Incentive to Untapped Employer Pools Including New Business and Business Sectors**

Marketing of OJT and CT is the primary responsibility of the WIN Job Center Managers and is further promoted by local area staff at various functions as well as the Delta

Workforce Coordinator with MDA. The DWIA has developed an Employer Incentive Package which is used to introduce OJT and CT to new employers looking to relocate to the area as well as to businesses planning expansions. DWIA will use the brochures and business handbooks developed by the DWIA which explain the advantages of OJT and CT. DWIA and MDA staff will continue to work with community college workforce centers in the provision of customized training.

**b. To Partners with High Growth, High Demand Industries or Sectors and Economically Vital Industries or Sectors**

Business partners play a vital role in the local area by serving on the DWIA board and the advisory councils of the community colleges. These partnerships with high growth, high demand industries or sectors and economically vital industries or sectors provide the impetus to develop potential OJT and customized training strategies. Again, the local area staff, WIN Job Center managers, and MDA's staff's collaboration will be essential to these development efforts working with regional and local economic developer groups.

Examples are cited above in C-1.

**c. Leverages Resources to Support OJT and Customized Training Ventures.**

One of the goals of the Governor's Workforce Plan is to identify and increase funding and efficiencies related to the delivery of services, including cost sharing and fund leveraging among workforce stakeholders. For this to be effective, all partners identified in the plan must be willing to participate.

Those partners include MDES, MDA, MS Community College Board, MDHS, Local Workforce Investment Areas and Community and Junior Colleges. This plan provides guidance to the local area and partners on ways to leverage other resources through education, economic development and industry associations to support OJT and CT ventures.

The Delta WIA has many examples of leveraging and will use the Governor's Workforce Plan as a guide to share resources and provide a comprehensive, efficient system of OJT and CT to business and industry.

**3. Collecting and Documenting Performance Information on**



## OJT and CT

The local area has adopted the performance measures negotiated by the State with the Department of Labor. These measures will be used to document performance on all training. DWIA will measure performance information for OJT and CT participants through entered employment, retention and wage gains. Additionally, SPSS reports developed by local and state staff using WIASRD data will be used as needed. WINGS reports are constantly being developed to meet specific reporting needs. DWIA will work with MDES to develop any other performance evaluation criteria that may be needed.

### VII. Youth Activities - Section 118 (b)(6) and 20 CFR 661.350(a)(7)

#### A. Type and Availability

In the Delta Workforce Investment Area, two types of programs are offered to youth 16 through 21 years of age. The Out of School Youth programs offer GED preparation, work readiness skills, and work experience.

The In School Youth programs begin in the summer and continue throughout the school year. Quarterly activities are designed to prepare high school seniors for graduation, employment, or to further their education/training.

All DWIA programs are enhanced by guest speakers from the private and public sector, field trips to local businesses and industries, tours of colleges and universities, and community service activities. Both in school and out of school programs serve all fourteen counties in the DWIA. The DWIA youth providers represent community based organizations, community colleges and one school district.

Individual training accounts for youth are available through the WIN Job Centers.

The following chart lists the current youth providers:

<b>AGENCY</b>	<b>PROGRAMS</b>
Bolivar County CAA	In School and Out of School
Central MS, Inc.	In School
Coahoma Community College	In School and Out of School
Holmes Community College	Out of School
Mid-State Opportunity, Inc.	In School and Out of School
MS Dept. of Employment Security	Out of School Youth ITA's
South Panola School District	Out of School
Sunflower-Humphreys CP, Inc.	In School and Out of School
WWISCAA, Inc.	In School and Out of School

#### B. Innovative Program Design

In School and Out of School Youth programs are geared toward assisting youth in obtaining their high school diplomas or GEDs as well as pursuing their educational opportunities or getting a job. Various program designs are used by the individual providers to meet the needs of their participants. An effort was made a couple of years ago to locate two youth programs in the WIN Job Centers in Clarksdale and in Greenville, but after a couple of years, these did not work out as planned.

Delta incorporated the Smart Work Ethics used by MS Partnership Workforce Area into the youth programs a couple of years ago, but this was discontinued due to funding cuts.

The Delta is always looking for new and innovative programs for youth, keeping in mind the performance measures for youth that must be met.

**C. Required Program Elements - Section 129(c)(2) of the Act**

In any new youth programs developed, the 10 required program elements of the Workforce Investment Act will be a part of the program.

**1. Tutoring, Study Skills Training, and Instruction**

Tutoring, study skills training, and instruction are an integral part of the DWIA basic skills and work readiness training. Guest speakers from the field of education give guidance to the participants in the area of study skills training. Tutoring services for participants are provided by civic organizations, retired teachers, and local volunteers. The McGraw Hill ITTS/Pre-GED/GED suite is available to all training contractors to use when providing tutorial services. Instruction leading to a high school diploma/GED and increased educational functioning levels are available for all participants.

**2. Alternative Secondary School Services**

Alternative secondary school services are offered by the DWIA's Out of School program contractors. Applicants who have barriers to attending DWIA programs will be referred to local public alternative schools, the Job Corps, and the ABE/GED programs of the local community colleges.

**3. Summer Employment Opportunities**

Summer employment opportunities will be offered through work experience in the public and private sector; not as a stand-alone program, but in conjunction with other required elements. DWIA is always on the lookout for funding for a summer employment program similar to one in 2009 using ARRA funds and 2010 using Kellogg Foundation funds.

#### **4. Paid and Unpaid Work Experience**

All participants have the opportunity to engage in paid work experience. The maximum number of hours allowed is 200 hours for out of school participants and 150 hours for in school participants. Participants are required to perform community service activities at least quarterly, which is considered unpaid work experience. Job shadowing a person in their chosen occupation is part of the DWIA youth program and is unpaid work experience.

#### **5. Occupational Skill Training**

Participants learn basic occupational skills during work experience activities. They are then be referred to local vocational/technical schools, community colleges, the military, or for on the job training to further their occupational skills training. Individual training accounts are also available for youth through the WIN Job Centers.

#### **6. Leadership Development Opportunities**

Leadership opportunities are provided through planning, developing and executing community service projects, group activities and peer centered activities encouraging responsibility and other positive social behavior.

#### **7. Supportive Services**

Supportive services in the areas of classroom attendance, clothing, and childcare are offered to DWIA participants. For services not offered by DWIA, participants are referred to local community-based organizations, housing authorities, and medical services.

#### **8. Adult Mentoring**

All participants are required to have an adult mentor by the second week they are enrolled in the program. Youth subcontractors match the mentors to the youth participants and provide a list to the DWIA. Mentors are required to meet with participants at least monthly and document the contacts.

#### **9. Follow-up Services**

All participants receive twelve months of follow-up services upon their exit from the program. These follow-up services may include leadership and supportive service activities, regular contact with a youth participant's employer, assistance in career development and future education, adult mentoring, and/or tracking the progress of the youth in employment or education after training.

## **10. Comprehensive Guidance and Counseling**

Comprehensive guidance and counseling services are available and offered to all participants throughout their program participation. These counseling services are offered in group and individual sessions and may include both personal and career counseling. Participants are also referred to their local community counseling centers for additional services.

### **D. Award Criteria for Awarding Activities for Youth Grants**

The criteria used by the DWIA Board in awarding grants for youth activities includes issuing a Request for Proposals (RFP) and then reviewing and rating each proposal. Proposals are rated by a member of the DWIA Youth Council and a staff member using the DWIA rating scale. The proposals are then reviewed and discussed by the Youth Council Proposal Review Committee.

The proposer's current and past performance is taken into consideration by the review committee. The planned versus actual performance is used and points are awarded for meeting performance objectives in the prior program year. The highest rated proposals are presented to the full Youth Council for approval and recommendation to the full board for funding. Contracts may be extended for a five year period based upon performance and other factors.

When awarding grants on years where an RFP is not issued, performance and funding are used as a basis for awarding funds the following year. The Delta WIA provides training and technical assistance to youth providers to ensure that performance improvements are made.

## **E. Most in Need**

Whether the applicant is an offender, a drop out, homeless, a foster child, or pregnant/parenting, the goal of the Delta Workforce Investment Area is to provide youth services to in school and out of school youth most in need. In school youth programs are designed to prepare seniors to graduate, to enroll in post-secondary education, training, or to enter the world of work.

The majority of the schools in the Delta are designated Federal Chapter I schools and the majority of the students receive free or reduced lunches. These designations are an indication of the number of eligible, most in need youth who can benefit from the services offered by the DWIA youth programs. Out of school youth programs are open entry/open exit and are designed to meet the individual needs of the participants. Referrals and recruitment of potential participants are encouraged from the local Departments of Human Services, Mental Health, and Vocational Rehabilitation as well as from the juvenile justice system.

### **1. Aligning Resources to Address Barriers and Challenges and increase Opportunities to Access Post-Secondary Education**

The DWIA works with various higher education groups to address barriers and challenges and increase opportunities to access post-secondary education. By marketing the Individual Training Accounts that are available to assist youth with their educational pursuits; assisting each youth with the completion of financial aid forms; taking youth to tour local area colleges; and by having community and senior college representatives as guest speakers for the youth programs, the opportunities for youth will be expanded. Youth providers will continue to offer programs to prepare youth for college by assisting with basic skills upgrades as well as GED and ACT preparation.

### **2. Expand Cross-Agency Partnerships to Serve Those Most in Need**

Each youth provider is required to obtain a memorandum of understanding with the local departments of health and human services, employment services, extension services, youth courts, rehabilitation services, faith-based organizations, colleges, community action agencies and other community groups in each area. These MOU's describe the services that each can offer to avoid duplication and to best serve those most in need. By continuing current cross-agency partnerships and expanding new ones as the opportunities present themselves, the DWIA will continue to build collaborative efforts that positively impact their ability to serve those most in need.

**3. Capacity Building in a Business Services Environment to Serve the Neediest Youth**

The DWIA will build the capacity of the system to serve the neediest youth in a business solutions environment by working smarter, communicating quickly and operating efficiently with increasing financial restraints. The Work Readiness Curriculum is designed to prepare youth to transition into jobs, education or training. All in school and out of school youth have access to online career interest inventories, financial aid resources, employment services, ACT/GED preparation, and post-secondary education planning. The DWIA staff and interested proposers have access to online forms, MDES manuals, contracts, requests for proposals, and reports.

**VIII. Waivers – 20 CFR Section 661.420(c)**

The following waivers have been approved by the DOL for use in the State of Mississippi WIA Programs and will be used as follows:

**1. Authority to Transfer up to 50% of the Adult and Dislocated Worker Funds between These Two Programs. *Approved through June 30, 2017***

Delta WIA will use this waiver. Historically, although we have high unemployment rates throughout the area, a lot of Dislocated Workers do not request assistance at the WIN Job Centers, so it is necessary to transfer dislocated worker funds to assist more adults. However, in the event of large layoffs, it may be necessary to transfer adult funds to dislocated worker. This waiver will give DWIA the flexibility to serve the needs of both groups of customers depending on the needs of the local area in real time.

**2. Authority to Waive the Limitation on Use of Funds for Capitalization of Businesses (Oil Spill) *Approved through June 30, 2013***

Delta WIA will not use this waiver.

**3. Waiver to Permit the State to Replace the Performance Measures at WIA Section 136(b) with the Common Measures. *Approved through June 30, 2017***

Delta WIA will use this waiver in accordance with state requirements.

**4. Waiver to Permit Local Workforce Areas to Utilize up to 10% of Their Adult and Dislocated Worker Funds to Train Incumbent Workers in Order to Prevent Layoffs. *Both waivers requested in this request were approved through June 30, 2017***

Delta WIA will use this waiver only as part of a layoff aversion strategy in the event it will keep a company from losing jobs. This flexibility is needed to ensure that DWIA has all the tools it needs to assist employers and employees.

**5. Waiver of WIA Section 101(31)(B) to Increase the Employer Reimbursement for On-the-Job Training.** *Approved through June 30, 2017*

DWIA will not use this waiver at the present time, but requests to use it at a later date if needed.

**6. Waiver to Allow the use of WIA Formula Youth Funds to Provide Training Services to Eligible WIA Youth Through the Issuance of Individual Training Accounts (ITAs).** *Approved through June 30, 2017*

DWIA request the use of this waiver to allow youth formula funds to be spent for Individual Training Accounts. This will help our youth providers as they are assisting in school and out of school youth transition into post-secondary education or training. This waiver also helps with performance measures.

**IX. Public Comment - Section 118 (b)(7) and 20 CFR 661.350(a)(8)**

The DWIA Local Plan will be available for review, consistent with section 118(c), to provide an opportunity for public comment, including comments from representatives of businesses and labor organizations.

The Local Area Plan will be advertised as available for review and comments during the weeks of March 1-30, 2013 in newspapers of broad area coverage. Specifically the public notice will appear in the following newspapers:

The Delta Democrat Times  
The Bolivar Commercial  
The Clarksdale Press Register  
The Greenwood Commonwealth

Copies of the Local Area Plan will be available for public review and comment from March 1, 2013 – March 30, 2013 at South Delta Planning and Development District, WIA Office. The plan will also be available on the website at [www.southdeltapdd.com](http://www.southdeltapdd.com). Additionally, copies will be made available to the Local Elected Officials Board, the Local Workforce Investment Board and other interested parties.

Any comments received will be included with the submission of the Final Plan on April 19, 2013.

**X. Fiscal Authority - Section 118 (b)(8) and 20 CFR 661.350(a)(9)**

**A. Fiscal Agent and Grant Recipient for the Delta Workforce Investment Area**

South Delta Planning and Development District  
PO Box 1776  
124 South Broadway  
Greenville, MS 38702

Phone: 662-335-6889  
Mitzi Woods, WIA Director – mwoods@sdpdd.com  
William B. Haney, Executive Director – bhaney@sdpdd.com  
Ann Williamson, Assistant Executive Director – awilliamson@sdpdd.com

### **Signatory Officials**

William B. Haney, Executive Director and Ann Williamson, Assistant Executive Director are the authorized signatory officials. Their signatures are on file at MDES.

## **B. Interlocal Agreement Fiscal Authority**

Effective October 1, 2004, a Cooperative Service Agreement was established with the 14 counties in the Delta Workforce Investment Area allowing funds to flow directly to the fiscal agent, South Delta Planning and Development District. The Cooperative Service Agreement removed Washington County as the unit of government through which funds flowed and spread the liability among all 14 counties. A copy of this agreement is on file at OGM – MDES and is included earlier in this document as **Attachment E**.

## **XI. Procurement – Section 118(b)(9) and 20 CFR 661.350(a)(10)**

The Delta WIA assures that it will comply with all general provisions, the Workforce Investment Act and conditions as appropriate. The DWIA assures that the local workforce area has written procurement policies and procedures which reflect applicable state and local laws and regulations and that conform to applicable federal laws and standards. Funds provided will only be used for activities that are in addition to those that would otherwise be available in the local area in the absence of such funds. The DWIA and the providers receiving funds under this title will comply with the applicable uniform cost principles included in the appropriate circulars of the Office of Management and Budget.

All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of 97.36. The DWIB will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed in-State or local geographical preferences in the evaluation of proposals, except within cases where applicable Federal statutes expressly mandate or encourage geographic preferences.

## **XII. Conditions and Assurances – 20 CFR 661.350(a)(11)**

### **A. Conditions**

In accordance with Section 117(d)(3)(B)(i)(I) of the Act and the implementing regulations, the local chief elected officials agree by their signatures to this plan to accept all liability for the expenditure of all Workforce Investment Act funds spent for the purposes described in this plan. Liability includes, but is not limited to, responsibility for prompt repayment from non-program funds of any disallowed expenditures by the



local area.

**B. Assurances**

1. The local chief elected official(s), the local board, and the fiscal agent will comply with the provisions of the Workforce Investment Act of 1998 (Public Law 105-220) as amended, regulations, directives and policies promulgated thereunder, and policies and instructions issued by the Governor or his designee.
2. The local chief elected official(s), the local workforce investment board, and the fiscal agent(s) will comply with any amendments to the regulations or will notify the Governor or his designee immediately after promulgation of the amendments that it cannot so conform, so that appropriate action including grant or subgrant termination can be taken.
3. The local chief elected official(s) and the local workforce investment board will negotiate in good faith with each of the required partners to establish the one-stop system.

**C. Debarment and Suspension Regulations**

No federal funds under WIA shall be awarded if that grantee or its principals are debarred, suspended, declared ineligible, or voluntarily excluded from participation in procurement or non-procurement transactions by any federal department or agency. The grantee must provide certification in compliance with Executive Order 12549, Debarment and Suspension, 29 CFR 98.510 when the proposal or application for funding is submitted. If the grantee learns that its certification was erroneous when submitted or has become erroneous because of a change in circumstances, then the grantee must provide written notification to the MDES immediately. Also, the grantee shall not enter into any covered transactions with a third-party that is debarred, suspended, declared ineligible, or voluntarily excluded from participation. If a grantee enters into any third-party agreement, that agreement must include the appropriate certification indicating that the third party is eligible for procurement activities with federal agencies. (Procurements under \$25,000 are exempt from the certification requirement except when service procurements are provided by an individual who will have a critical influence or substantive control over the transaction.) (20 CFR 667.200(d))

Certification Regarding Debarment, Suspension, Ineligibility Exclusion - Lower Tier Covered Transactions" has been signed by the grant recipient and fiscal agent signatory official(s) and is on file at MDES.

**D. Lobbying and Disclosure of Lobbying Activities**

Section 319 of Public Law 101-121 prohibits recipients of federal contracts, grants, or loans from using appropriated funds for lobbying the

executive or legislative branches of the Federal Government in connection with a specific contract, grant, or loan. This law also requires a disclosure report from applicants or recipients about lobbying to influence the awarding, making, entering, extending, renewing, or modifying of any federal contract, grant, loan, or cooperative agreement. (20 CFR 667.200(e))

**ATTACHMENT B** entitled "Certification Regarding Lobbying" and "Disclosure of Lobbying Activities" has been completed, signed by the grant recipient and fiscal agent signatory official, and is on file at MDES.

**E. Davis-Bacon Act**

The Local Area will comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5). (Construction contracts in excess of \$2000 awarded when required by Federal grant program legislation.)

**F. Audit Requirements**

The Local Area will comply with the audit requirements of OMB Circular A-133. These requirements are found at 29 CFR 97.26 for governmental organizations and at 29 CFR 95.26 for institutions of higher education, hospitals, and other nonprofit organizations. Commercial organizations that are subgrantees under WIA Title I and that expend more than the minimum level specified in OMB Circular A-133 (\$500,000 as of December 31, 2003) must have either an organization-wide audit conducted in accordance with A-133 or a program specific financial and compliance audit. (20 CFR 667.200(b))

**G. Jobs for Veterans Act**

The Local Area assures that veterans will be afforded employment and training activities authorized in section 134 of the Workforce Investment Act, and the activities authorized in chapters 41 and 42 of Title 38 US code. The Local Area assures that it will comply with the veteran's priority established in the Jobs for Veterans Act. (38 USC 4215)

**H. Confidentiality Requirements**

The Local Area assures that it will comply with the confidentiality requirements of section 136(f)(3).

**I. Federal Equal Treatment Provisions**

The Local Area will ensure equal treatment of and religious liberty for organizations and individuals, regardless of religious affiliation or lack thereof, in accordance with Executive Order 13270, 20 CFR Parts 667 and 670, 29CFR Parts 2 and 37, published July 12, 2004.

## Attachment A

### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS**

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).

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
  - (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  - (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
    - a. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective 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.
    - b. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
    - c. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
    - d. The prospective recipient of Federal assistance funds agrees by submitting this proposal 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.

- e. The prospective recipient of Federal assistance funds further agrees by submitting this proposal 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.
- f. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that 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.
- g. Nothing contained in the foregoing 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.
- h. 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.

**Attachment B**

**CERTIFICATION REGARDING LOBBYING**  
*CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS*

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the under-signed, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the "Disclosure of Lobbying Activities" form in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

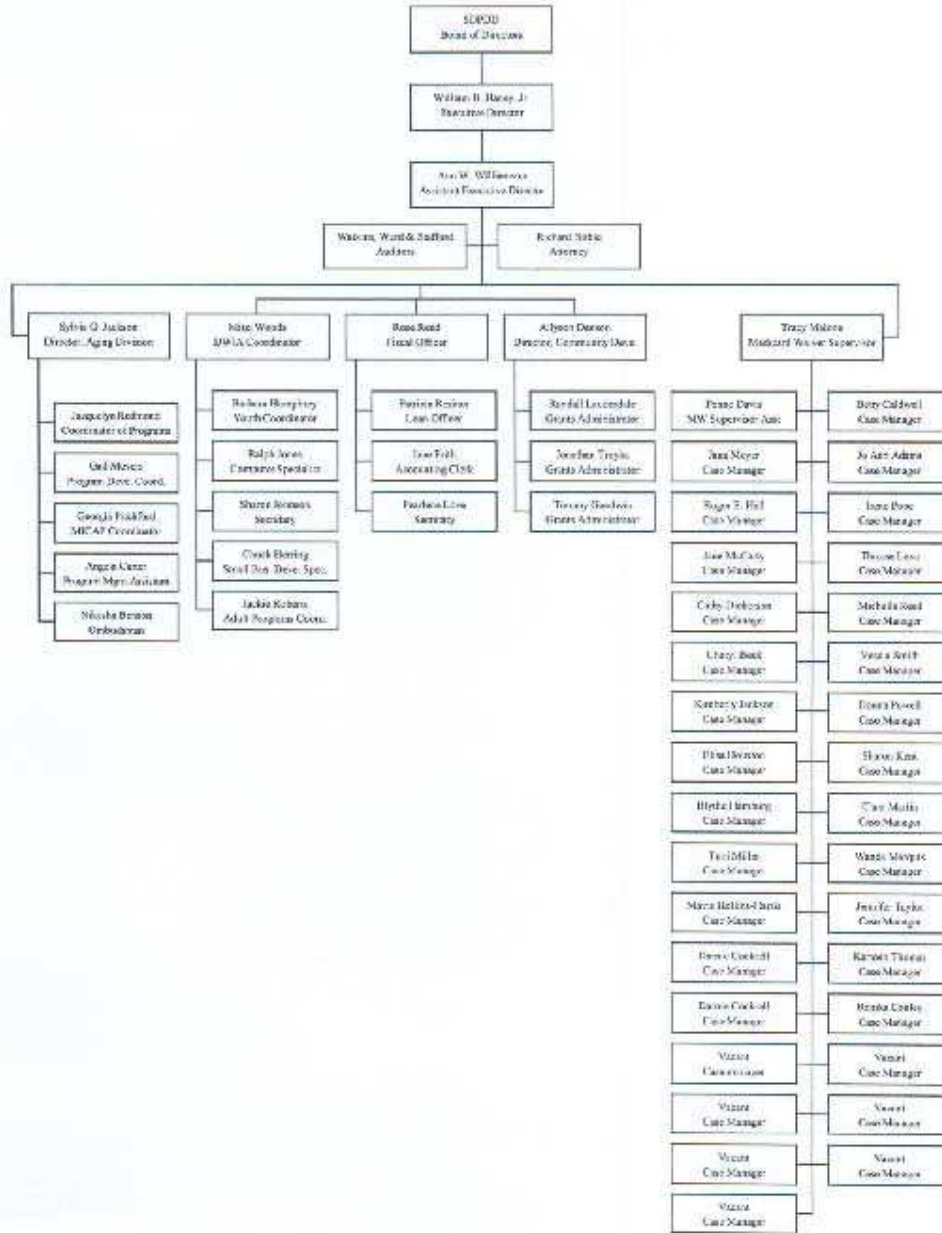
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Local Grant Recipient	Program/Title Workforce Investment Act, Title I-B
Signature of Primary Signatory Official	Date
Fiscal Agent (If different from Grant Recipient)	Program/Title Workforce Investment Act, Title I-B
Signature of Primary Signatory Official	Date

**DISCLOSURE OF LOBBYING ACTIVITIES**  
(Federal Register/Vol. 55, No. 38/February 26, 1990)

<p>1. Type of Federal Action:</p> <ul style="list-style-type: none"> <li>a. contract</li> <li>b. grant</li> <li>c. cooperative agreement</li> <li>d. loan</li> <li>e. loan guarantee</li> <li>f. loan insurance</li> </ul>	<p>2. Status of Federal Action:</p> <ul style="list-style-type: none"> <li>a. bid/offer/application</li> <li>b. initial award</li> <li>c. post-award</li> </ul>	<p>3. Report Types:</p> <ul style="list-style-type: none"> <li>a. initial filing</li> <li>b. material change</li> </ul> <p>For Material Change Only: Year _____ Quarter _____ Date of last report _____</p>
<p>4. Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if known: Congressional District, if known:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee. Enter Name and Address of Prime:</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:  CFDA Number, if applicable:</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known: \$ _____</p>	
<p>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, middle initial): (Attach Continuation Sheet, if necessary)</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, middle initial): (Attach Continuation Sheet, if necessary)</p>	
<p>11. Amount of Payment (check all that apply): \$ _____ actual _____ planned</p>	<p>13. Type of Payment (check all that apply):</p> <ul style="list-style-type: none"> <li>_____ a. retainer</li> <li>_____ b. one-time fee</li> <li>_____ c. commission</li> <li>_____ d. contingent fee</li> <li>_____ e. deferred</li> <li>_____ f. other; specify:</li> </ul>	
<p>12. Form of Payment (check all that apply): _____ a. cash _____ b. in-kind, specify: nature: _____ value: _____</p>		
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for payment indicated in Item 11:  (Attach Continuation Sheet(s), if necessary)</p>		
<p>15. Continuation Sheet(s) attached: _____ YES _____ NO</p>		
<p>16. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: Print Name: Title: Telephone Number: Date:</p>	

**SOUTH DELTA PLANNING AND DEVELOPMENT DISTRICT, INC.**  
**ORGANIZATIONAL CHART**  
**FISCAL YEAR 2012-2013**



**DELTA WORKFORCE INVESTMENT AREA**

**Memorandum of Understanding (MOU)  
Pursuant to the  
Workforce Investment Act of 1998**

**1. Parties**

This Memorandum of Understanding is entered into between the Delta Workforce Investment Board ("DWIB") and the following organizations:

Mississippi Department of Employment Security  
Mississippi Department of Rehabilitation Services  
Mississippi Delta Council for Farm Workers Opportunities, Inc.  
Coahoma Community College  
Holmes Community College  
Mississippi Delta Community College  
Northwest Mississippi Community College  
Delta State University  
Batesville Job Corps Center  
Bolivar County CAP, Inc.  
Mid-State Opportunity, Inc.  
Central Mississippi, Inc.  
Sunflower-Humphreys Counties Progress, Inc.  
Warren-Washington-Issaquena-Sharkey Community Action Agency  
North Delta Regional Housing Authority  
Delta Local Elected Officials Board  
National Caucus and Center on Black Aged, Inc.  
Experience Works  
South Delta Planning & Development District

**2. WIN Job Center Services**

Services to be provided are those core, intensive and training services described in the Workforce Investment Act of 1998. All core and intensive services are made available at WIN Job Centers. Referrals to training services are available at each Win Job Center.

Services available at the WIN Job Centers include:

- Eligibility determination for WIA Title I Services;
- Outreach, intake, & orientation to the information and services available through the WIN Job Center delivery system;
- Initial assessment of skills and need for support services;
- Unemployment Insurance information;
- Labor Market Information;



- Help in establishing eligibility for Welfare to Work and Financial Aid;
- Job Search and placement assistance and career counseling, where appropriate;
- Accurate information relating to the availability of support services;
- Business outreach services for On-the-Job and Customized Training;
- Performance Outcome and Cost information on Eligible Training Providers;
- Information on how the local area is performing on local performance measures;
- Follow-up services.

**3. Cost of Services**

The costs associated with the provision of the above services and the operating costs of the workforce development system will be funded with Federal WIA dollars. At WIN Job Centers where multiple partners reside and share in the delivery of the services, a cost allocation methodology consistent with relevant OMB circulars will be determined as appropriate for the partners' service delivery plan.

**4. Referral Methods**

All WIA services are made available at the WIN Job Centers. Referrals to other services are made by phone call.

**5. Duration**

This MOU covers the period July 1, 2007 until rescinded.

**6. Dispute Resolution**

Nothing in this agreement shall violate existing agreements between participating agencies. Should an impasse arise between or among partner organizations, the Delta Workforce Investment Board shall assist in resolving the issue. Should an impasse arise between any of the partner organizations and the Delta Workforce Investment Board regarding the terms, conditions, performance, or administration of this agreement, every effort will be made to resolve the issue through informal negotiations. Should such negotiations fail to resolve the issue, the Chair of the Delta Workforce Investment Board and the partner organization(s) involved will meet with the Delta Workforce Area Local Elected Officials Board to resolve the dispute. Should the impasse remain unresolved, the State Workforce Investment Act Agency will assist in resolving the dispute.

**7. Amendment**

Written amendments to this MOU may be made upon agreement by the parties.

**AUTHORIZED SIGNATURES**

The parties hereto, severally and collectively, agree to this Memorandum of Understanding. Specifically, the parties agree to coordinate resources to ensure the effective and efficient delivery of workforce services described in this MOU.

*Loumye D. Jance*  
MS Dept. of Employment Security

*[Signature]*  
MS Delta Council for Farm Workers Opportunity, Inc.

*Adrienne Wansle*  
Holmes Community College

*David Alford*  
Northwest MS Community College

*Bertrand T. Watson*  
Batesville Job Corps Center

Attached Page  
Mid-State Opportunity, Inc.

*Louise Bradford*  
Sunflower-Humphreys Counties Progress, Inc.

Attached Page  
Warren-Washington-Issaquena-Sharkey Community Action Agency

*John A. Schmitt*  
North Delta Regional Housing Authority

Attached Page  
National Caucus & Center on Black Aged, Inc.

*H.S. McMillan*  
MS Dept. of Rehabilitation Services

*Wivian M. Presley*  
Coahoma Community College

*Larry R. Bailey*  
MS Delta Community College

*George W. Butler*  
Delta Workforce Investment Area

*Billie J. McLean*  
Bolivar County CAA, Inc.

Attached Page  
Central Mississippi, Inc.

*Winnie W. Harvey*  
South Delta Planning and Development District

*William Bill [Signature]*  
Delta Local Elected Officials Board

**AUTHORIZED SIGNATURES**

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\_\_\_\_\_  
MS Dept. of Employment Security

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MS Dept. of Rehabilitation Services

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MS Delta Council for Farm Workers  
Opportunity, Inc.

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Coahoma Community College

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Holmes Community College

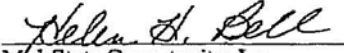
  
\_\_\_\_\_  
MS Delta Community College

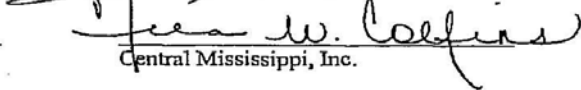
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Northwest MS Community College

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Delta Workforce Investment Area

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Batesville Job Corps Center

  
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Bolivar County CAA, Inc.

  
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Mid-State Opportunity, Inc.

  
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Central Mississippi, Inc.

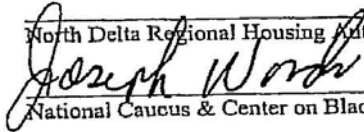
\_\_\_\_\_  
Sunflower-Humphreys Counties Progress, Inc.

\_\_\_\_\_  
South Delta Planning and Development  
District

  
\_\_\_\_\_  
Warren-Washington-Issaquena-Sharkey Community Action Agency

\_\_\_\_\_  
North Delta Regional Housing Authority

\_\_\_\_\_  
Delta Local Elected Officials Board

  
\_\_\_\_\_  
National Caucus & Center on Black Aged, Inc.

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The parties hereto, severally and collectively, agree to this Memorandum of Understanding. Specifically, the parties agree to coordinate resources to ensure the effective and efficient delivery of workforce services described in this MOU.

MS Dept. of Employment Security

MS Dept. of Rehabilitation Services

MS Delta Council for Farm Workers Opportunity, Inc.

Coahoma Community College

Holmes Community College

MS Delta Community College

Northwest MS Community College

Delta Workforce Investment Area

Batesville Job Corps Center

Bolivar County CAA, Inc.

Mid-State Opportunity, Inc.

Central Mississippi, Inc.

Sunflower-Humphreys Counties Progress, Inc.

South Delta Planning and Development District

Warren-Washington-Issaquena-Sharkey Community Action Agency

North Delta Regional Housing Authority

Delta Local Elected Officials Board

National Caucus & Center on Black Aged, Inc.

*Colleen Demand for*  
Experience Works  
*Bucky Scott*

## COOPERATIVE SERVICE AGREEMENT

The parties to this agreement include the Boards of Supervisors of the following counties:

Bolivar	Issaquena	Sunflower
Carroll	Leflore	Tallahatchie
Coahoma	Panola	Tunica
Holmes	Quitman	Washington
Humphreys	Sharkey	

These counties have been designated as a workforce area for the implementation of the Workforce Investment Act. The above named counties recognize that workforce investment activities cannot be fully effective or implemented without intergovernmental coordination since the activities cross governmental, departmental, agency, and political jurisdictions. The principal goal of this Agreement is to assure maximum coordination and minimum duplication of workforce area activities within the workforce area. This Agreement is formed in accordance with Section 19-3-101 through 19-3-115 of the Mississippi Code of 1972 as amended. Local elected officials will serve on the Local Elected Officials Board created under this statute only as an extension of their authority as county supervisors.

- I. **PURPOSE:** The sole purpose of this cooperative service agreement is to provide a mechanism for fulfilling the responsibilities of the local elected officials under the national Workforce Investment Act of 1998, Public Law 105-220. These responsibilities include, but are not limited to, appointing the local workforce investment board, designating a fiscal agent, and maintaining fiduciary responsibility of grant funds. Additionally, in partnership with the local workforce investment board, county supervisors will develop a five-year workforce investment plan, designate the one-stop operators, provide oversight of local workforce investment programs, negotiate performance measures with the Governor, and negotiate agreements with partner agencies.
- II. **Effective Date:** This agreement will become effective upon the signature of each of the parties to this agreement.
- III. **Duration:** This agreement will remain in effect until rescinded.
- IV. **Statutory Authority:** The statutory authority under which the participating counties will exercise the powers necessary to fulfill the terms of this agreement is provided in Section 19-3-41 of the Mississippi Code of 1972 as amended by House Bill Number 1031, 1999 Regular Session, and 19-3-101 through 19-3-115 of the Mississippi Code of 1972 as amended.
- V. **Definition of Terms:** The terms used in this agreement are defined in the following subsections.
  - a. **Fiscal Agent:** The fiscal agent is an entity designated by the local elected officials to assist in the administration of grant funds. Such designation shall not relieve the chief elected officials of the liability for any misuse of grant funds.
  - b. **Local Elected Officials:** Local elected officials are the boards of supervisors of the participating counties.
  - c. **Local Chief Elected Official Board:** The local chief elected official board is the board constituted by a member selected by each participating board of supervisors. The local chief elected official board has the responsibilities as outlined in the Workforce Investment Act.
  - d. **Local Workforce Investment Board:** The local workforce investment board is appointed by the local chief elected official board based on criteria established by the Governor and the

Workforce Investment Act. The local workforce investment board sets policy for the workforce investment system within the local workforce area.

- e. Partner Agencies: Partner agencies are those agencies which administer the programs listed in Section 121(b)(1)(B) of the Workforce Investment Act and includes programs under the Workforce Investment Act; Wagner-Peyser Act; adult education and literacy authorized under Title II; Title I of the Rehabilitation Act; welfare-to-work authorized under Section 403(a)(5) of the Social Security Act; Older Americans Act of 1965; post-secondary vocational education activities authorized under Carl D. Perkins Vocational and Applied Technology Education Act; activities authorized under chapter 2 of title II of the Trade Act of 1974; veterans' programs authorized under chapter 41 of title 38, United States Code; employment and training activities carried out under the Community Services Block Grant Act; employment and training activities carried out by the Department of Housing and Urban Development; and programs authorized under state unemployment compensation laws.
- f. Workforce Area: A county or combination of contiguous counties designated by the Governor as a single geographic area in which workforce investment activities are designed and implemented.
- g. Workforce Investment Act of 1998: The Workforce Investment Act of 1998 (Public Law 105-220) is federal legislation enacted August 7, 1998 by the 105th Congress with the stated purpose to consolidate, coordinate, and improve employment, training, literacy, and vocational rehabilitation programs in the United States, and for other purposes. The Act may be viewed at the following website: <http://usworkforce.org>

**VI. Decision-Making Process:** As required by Section 19-3-101 and 19-3-105 of the Mississippi Code of 1972 that create a Cooperative Service District, each county board of supervisors will be represented on a board of commissioners. This board will be known as the local elected officials (LEO) board. Each county board of supervisors will appoint its board member. LEO Board members will select a chairperson. The board chairperson shall convene the board, facilitate the decision-making process, and ensure that official minutes of board meetings are maintained by the grant recipient and/or fiscal agent. Minutes will be available for monitoring. The boards of supervisors party to this agreement acknowledge the provisions of Section 117(d)(3)(B)(III) of the Workforce Investment Act which mandate that the fiscal agent will disburse Workforce Investment Act funds at the direction of the local workforce investment board if the direction does not violate a provision of the Act. Decisions of the local workforce area elected officials board will be based on a majority vote with each member having one vote. A majority will consist of 51 percent of the board members. All counties party to this Agreement agree to respectfully accept responsibility for the operation of Workforce Investment Act activities consistent with laws of the State of Mississippi and the Workforce Investment Act. Liability for expenditures recommended for disallowance as a result of an audit or monitoring by the Department of Labor or the Mississippi Development Authority and which are not resolved will rest with the counties party to this agreement. Repayment of disallowed costs will be made with non-federal funds. Repayments will be assigned to the participating counties based on each county's proportionate share of Workforce Investment Act funds based on the federal allocation formula provided in Sections 128 and 133. Each county shall share in repayment regardless of the county's participation in related votes and decisions. However, in designating a grant recipient and fiscal agent to request, receive, and disburse funds, accountability for the program expenditures will follow the flow of funds to the designated entity.

**VII. Financing and Staffing:** South Delta Planning and Development District (SDPDD) will serve as the grant recipient and fiscal agent and will receive Workforce Investment Act funds from the Mississippi Development Authority. SDPDD will have the power to hire staff, enter into contracts, subcontracts, and other necessary agreements or grants to receive and disburse Workforce Investment

Attachment E

Act funds and ensure that the responsibilities of the boards of supervisors are satisfactorily fulfilled. SDPDD will be authorized to represent the counties party to this agreement based on decisions made pursuant to Section VI. Administrative dollars available under the workforce area's allocation will fund staff support to assist in fulfilling responsibilities under this agreement. Workforce Investment Act services delivered within the workforce area will be financed by the Workforce Investment Act and funds of partner agencies. The liability of the grant recipient shall be limited by Section VI of this agreement.

**VIII. Responsibilities of SDPDD as Grant Recipient/Fiscal Agent:**

**a. Fiscal and Administrative Functions:**

- Provide fiscal and management accountability information systems;
- Develop recommendations for local performance measures;
- Establish procurement system for youth training providers;
- Develop and implement program oversight system;
- Develop and manage a system to hear and resolve grievances;
- Prepare and submit the comprehensive 5-year plan after consultation with, and subject to the approval of the Local Workforce Investment Board and LEO Board;
- Serve as staff to the LEO Board;
- Serve as staff to the Local Workforce Investment Board

**b. Procedural Functions:**

- Solicit and compile nominations for appointments to the Local Workforce Investment Board
- Solicit and compile nominations for other appointments to the Youth Council
- Develop a process for selecting One-Stop Operators
- Facilitate the execution of Memorandums of Understanding (MOU)

**c. Other Functions:** In addition to the above, SDPDD shall perform such other functions as required by the Act or determined appropriate and necessary by the LEO Board and the Local Workforce Investment Board.

**IX. Appointment of the Local Workforce Investment Board:** The Local Workforce Board shall be appointed in accordance with the requirements of the Workforce Investment Act and the appointment process shall be agreed upon by the LEO Board and included in the Board's Operating Procedures.

**X. Property:** The local grant recipient and fiscal agent may procure or authorize the procurement of property under the Workforce Investment Act consistent with state and federal laws. The local grant recipient and fiscal agent will dispose of property consistent with state and federal law. At termination of this agreement, the local grant recipient and fiscal agent will dispose of property consistent with state and federal law.

**XI. Modification:** This agreement may be modified by mutual consent of all parties using the same process and procedures as this original Agreement.

**XII. Signature:** The participating counties hereto executed this agreement by their duly authorized representative with full rights, power, and authority to enter and perform this Agreement.

**XIII. ATTESTATION:** Each local government accepts jointly and separately all authority, responsibility and liability according to this Agreement, and as otherwise required by the Workforce Investment Act and state and local law.

Attachment E

*Richard M. Leeman, Sr.*

WITNESS <i>[Signature]</i>	BOLIVAR COUNTY, Mississippi by Representative of Board of Supervisors <i>Richard M. Leeman, Sr.</i>	DATE 7-6-04
WITNESS <i>[Signature]</i>	CARROLL COUNTY, MISSISSIPPI by Representative of Board of Supervisors <i>Marvin Board</i>	DATE 9-13-04
WITNESS <i>Layne Waldo</i>	COAHOMA COUNTY, MISSISSIPPI by Representative of Board of Supervisors <i>Katherine Turner</i>	DATE 7-7-04
WITNESS <i>Jean L. Smith</i>	HOLMES COUNTY, MISSISSIPPI by Representative of Board of Supervisors <i>[Signature]</i>	DATE 7-6-04
WITNESS <i>[Signature]</i>	HUMPHREYS COUNTY, MISSISSIPPI by Representative of Board of Supervisors <i>[Signature]</i>	DATE 7-14-04
WITNESS <i>[Signature]</i>	ISSAQUENA COUNTY, MISSISSIPPI by Representative of Board of Supervisors <i>Willie Denton</i>	DATE 8-16-04
WITNESS <i>[Signature]</i>	LEFLORE COUNTY, MISSISSIPPI by Representative of Board of Supervisors <i>Richard Moore</i>	DATE 10/6/04
WITNESS <i>David Manda</i>	PANOLA COUNTY, MISSISSIPPI by Representative of Board of Supervisors <i>Jerry L. Perkins</i>	DATE 10-4-04
WITNESS <i>Cynthia J. yref</i>	QUITMAN COUNTY, MISSISSIPPI by Representative of Board of Supervisors <i>Bruce Earnest</i>	DATE 8/5/04



Attachment E

WITNESS	SHARKEY COUNTY, MISSISSIPPI by Representative of Board of Supervisors	DATE
<i>Bob Bell</i>	<i>Bill Lewson</i>	8-16-04
WITNESS	SUNFLOWER COUNTY, MISSISSIPPI by Representative of Board of Supervisors	DATE
<i>Jan Sawett</i>	<i>John Donahoe</i>	7-19-04
WITNESS	TALLAHATCHIE COUNTY, MISSISSIPPI by Representative of Board of Supervisors	DATE
<i>Shirley Bailey</i>	<i>James B. Riddle</i>	7-6-04
WITNESS	TUNICA COUNTY, MISSISSIPPI by Representative of Board of Supervisors	DATE
<i>Daniel Vossel</i>	<i>Carl Byrd</i>	8-10-04
WITNESS	WASHINGTON COUNTY, MISSISSIPPI by Representative of Board of Supervisors	DATE
<i>Elizabeth Smith</i>	<i>Alfred Lanier, Sr.</i>	8-10-04

**Certification**

This is a certified copy of the original Cooperative Services Agreement document executed between the Delta Workforce Investment Area (DWIA) and the Boards of Supervisors of the 14 Delta Counties in the DWIA. The original document is maintained on file at South Delta Planning and Development District in Greenville, Mississippi.

*William B. Haney, Jr.*  
 William B. Haney, Jr., Executive Director  
 South Delta Planning and Development District

*October 7, 2004*  
 Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DELTA WORKFORCE INVESTMENT AREA, SOUTH DELTA PLANNING AND  
DEVELOPMENT DISTRICT  
AND  
SOUTH DELTA PLANNING AND DEVELOPMENT DISTRICT, AREA AGENCY ON  
AGING  
FOR  
TITLE V – SCSEP**

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**Purpose**

The purpose of this agreement is to coordinate the delivery of employment and training services to qualified persons, age 55 and older, through the Older Americans Act Title V, Senior Community Services Employment Program (SCSEP). Coordination benefits will include minimizing, and where possible, eliminating duplication of employment and training services.

**Coordination of Services**

Specific areas of coordination covered under this agreement include the recruitment of applicants and eligible participants/enrollees, joint enrollment, orientation to services and the delivery of occupational/academic assessments, and/or the provision of special training.

**The Parties to This Agreement Will:**

- Assist with the recruitment, identification and referral of eligible participants/enrollees through job fairs, information and assistance/promotional brochures and one stop sponsored activities.
- Accept the assessment and/or Individual Employment Plans (IEP) developed by either party.
- Encourage adults age 55 and over to access the existing WIA and SCSEP services available through the WIA network and WIN Job Centers.
- Work cooperatively to establish on the job experience (OJE) training agreements available through SCSEP for program participants with public and private employers.
- Provide participants with information about job search and job retention skills training which might be available in the WIN Job Centers.
- Work cooperatively to see that SCSEP participants receive appropriate academic or vocational training as identified in the participant's IEP.
- Provide career assessments of participants' needs and share this information with one another.
- Provide documentation updates and hours of training to verify attendance, if appropriate.
- Provide information, brochures or other materials to describe the application process and eligibility guidelines.
- Provide information to WIN Job Centers regarding enrollment vacancies in SCSEP.

Both parties affirm the non-financial nature of this agreement and agree to hold each other harmless from any and all liabilities which are implied.

  
Sylvia Jackson, Area Agency on Aging

2/25/2013  
Date

  
Mitzi Woods, WIA Director

2/25/13  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DELTA WORKFORCE INVESTMENT AREA, SOUTH DELTA PLANNING AND  
DEVELOPMENT DISTRICT  
AND  
NORTH CENTRAL PLANNING AND DEVELOPMENT DISTRICT, AREA AGENCY  
ON AGING  
FOR  
TITLE V – SCSEP**

---

**Purpose**

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- Work cooperatively to establish on the job experience (OJE) training agreements available through SCSEP for program participants with public and private employers.
- Provide participants with information about job search and job retention skills training which might be available in the WIN Job Centers.
- Work cooperatively to see that SCSEP participants receive appropriate academic or vocational training as identified in the participant's IEP.
- Provide career assessments of participants' needs and share this information with one another.
- Provide documentation updates and hours of training to verify attendance, if appropriate.
- Provide information, brochures or other materials to describe the application process and eligibility guidelines.
- Provide information to WIN Job Centers regarding enrollment vacancies in SCSEP.

Both parties affirm the non-financial nature of this agreement and agree to hold each other harmless from any and all liabilities which are implied.

  
Darlena Allen, Area Agency on Aging

2/26/13  
Date

Or

  
Steve Russell, Executive Director

2/26/13  
Date

  
Mitzi Woods, WIA Director

2-26-13  
Date

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**North Delta Planning & Development District, Inc.**  
**And**  
**Delta Workforce Investment Area, South Delta Planning And Development District**

**Purpose**

The purpose of this agreement is to coordinate the delivery of employment and training services to qualified persons age 55 or older through the Older Americans Act Title V, Senior Community Service Employment Program (SCSEP). Coordination benefits will include minimizing, and where possible, eliminating the duplication of employment and training services.

**Term**

This agreement shall be ongoing. The parties of this agreement may withdraw from the agreement by giving a 30 day written notice to the remaining party.

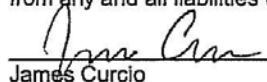
**Coordination of Services**

Specific areas of coordination covered under this agreement include the recruitment of applicants and eligible participants/enrollees, joint enrollment, orientation to services, and the delivery of occupational/academic assessments, and/or provision of special training.

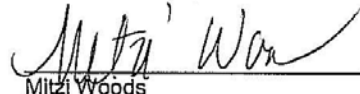
The parties to this agreement will:

- Assist with the recruitment, identification, and referral of eligible participants/enrollees through job fairs, information and assistance/promotional brochures and one-stop sponsored activities.
- Accept the assessment and/or Individual Employment Plans (IEP) developed by either party.
- Encourage adults age 55 and over to access the existing Workforce Investment Act (WIA) and SCSEP services available through the Workforce Investment Network Centers or the One-Stop Centers.
- Work cooperatively to establish on-the-job experience (OJE) training agreements available through SCSEP for program participants with public and private employers.
- Provide participants with information about job search and job retention skills training which might be available in local WIN Centers or One-Stop Centers.
- Work cooperatively to see that SCSEP participants receive appropriate academic or vocational training as identified in the participant's IEP.
- Provide career assessments of participants' needs and share this information with one another.
- Provide documentation updates and hours of training to verify attendance, if appropriate.
- Provide information, brochures, or materials that describe the applicable program services and eligibility guidelines. Materials will be available and distributed to adults 55 years of age or over.
- Provide information and materials that describe services that may be shared with the program applicants and participants/enrollees.
- Share information regarding the participant/enrollee with, and only with, the participant's consent.
- Provide information to WIN Centers and One-Stops regarding enrollment vacancies in SCSEP program.

Both parties affirm the nonfinancial nature of this agreement and further agree to hold each other harmless from any and all liabilities which are implied.

  
James Curcio  
North Delta PDD, Executive Director

*02/25/13*  
Date

  
Mitzi Woods  
WIA Director

*2-28-13*  
Date