


## TEXAS WORKFORCE COMMISSION LETTER

**ID/No:** WD 15-06

**Date:** March 23, 2006

**Keyword:** Board Planning

**To:** Local Workforce Development Board Executive Directors  
Commission Executive Staff  
Integrated Service Area Managers

**From:**  Luis M. Macias, Director, Workforce Development Division

**Subject:** **Texas Workforce Development Board Planning Guidelines for Fiscal Years 2007–2008**

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### **PURPOSE:**

To provide Texas Workforce Development Boards (Boards) with guidance on the development and submission of their Fiscal Years 2007–2008 (FY'07–'08) Board plans for October 1, 2006, to September 30, 2008.

### **REFERENCES:**

Workforce Investment Act

(accessible at <http://www.doleta.gov/usworkforce/wia/act.cfm>)

Workforce Investment Act Final Rules

(accessible at <http://www.doleta.gov/usworkforce/wia/act.cfm>)

Destination 2010: FY2004 – FY2009 Strategic Plan for the Texas Workforce Development System

(accessible at <http://www.governor.state.tx.us/divisions/twic/mandate/view>)

Workforce Investment Act State Plan for 2005

(accessible at

[http://www.twc.state.tx.us/boards/wia/state\\_plan/state\\_plan.html](http://www.twc.state.tx.us/boards/wia/state_plan/state_plan.html))

WD Letter 30-05, issued May 3, 2005, and entitled “Modification Guidelines for the October 1, 2005, to September 30, 2006, Local Workforce Development Board Plan”

WD Letter 30-05, Change 1, issued May 6, 2005, and entitled “Modification Guidelines for the October 1, 2005, to September 30, 2006, Local Workforce Development Board Plan: Change”

WD Letter 30-05, Change 2, issued June 9, 2005, and entitled “Modification Guidelines for the October 1, 2005, to September 30, 2006, Local Workforce Development Board Plan: Clarification”

WD Letter 30-05, Change 3, issued July 27, 2005, and entitled “Modification Guidelines for the October 1, 2005, to September 30, 2006, Local Workforce Development Board Plan: Update”

**FLEXIBILITY RATINGS:**

**No Local Flexibility (NLF):** This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. Federal and state laws, rules, policies, and required procedures with a “No Local Flexibility” rating are indicated by the acronym, **NLF**, in the margin to the right of the applicable paragraph. Additionally, all information with a “No Local Flexibility” rating is indicated by “must” or “shall.”

Failure to comply with the federal and state laws, rules, policies, and required procedures with a “No Local Flexibility” rating may result in corrective action, up to and including sanction and penalty.

**Local Flexibility (LF):** This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All guidance or recommended practices with a “Local Flexibility” rating are indicated by the acronym, **LF**, located in the margin to the right of the applicable paragraph. Additionally, guidance or recommended practices with a “Local Flexibility” rating are indicated by “may” or “recommend.”

Boards are not subject to corrective action for failure to comply with guidance or recommended practices with a “Local Flexibility” rating.

**BACKGROUND:**

The Board plans for the current fiscal year focus Boards on developing workforce strategies targeting high-growth, high-demand, and emerging industry sectors that are critical to the state or local economy. The industries identified also support economic growth and offer individuals the opportunity to obtain good jobs with good pay and, most importantly, provide career paths. The development of an employer-driven Board plan requires utilizing economic information and analysis to drive strategic training investments, to identify strategic partners, and to design effective service delivery systems.

In order to identify current job opportunities and determine where good jobs will be in the future, it is important that Boards:

- identify current and emerging workforce needs in economically critical industry sectors and the necessary preparation required to succeed in those occupations; and
- understand the workforce challenges that must be addressed to ensure a prepared and competitive workforce.

**PROCEDURES:**

Boards must submit their FY’07–’08 Board plans no later than close of business on **July 5, 2006**. Boards must ensure that their plans include:

- a brief strategic narrative;
- Appendix 1: Elements of System Operation;

**NLF**

- Appendix 2: List of High-Growth, High-Demand Industry Sectors and Occupations Identified through Labor Market Analysis;
- Appendix 3: Statewide Goals and Objectives – Texas Workforce Investment Council;
- Appendix 4: Process Elements;
- Appendix 5: Signature Page;
- Appendix 6: Assurances; and
- Appendix 7: Memoranda of Understanding.

To assist in the review process, it is recommended that Boards complete and submit Attachment 2 to this WD Letter with their plans. Attachment 2 will help ensure that all sections of the plan are complete and will identify the appropriate page numbers for each section of the plan.

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**ACTIONS REQUIRED:**

Boards must ensure that appropriate staff is apprised of and complies with the requirements in this WD Letter.

**INQUIRIES:**

Direct inquiries regarding this WD Letter to the assigned contract manager for your local workforce development area.

**ATTACHMENTS:**

- Attachment 1: Texas Workforce Development Board Planning Guidelines for Fiscal Years 2007–2008
- Attachment 2: Fiscal Years 2007–2008 Texas Workforce Development Board Planning Guidelines: Review Criteria

Rescissions: None	Expiration: Continuing
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