

Central Oregon Workforce Coordinating Council

Transition Work Plan July 1, 2009- June 30, 2010

V.2 August 4, 2009

Tasks:

1. Develop the Steering Team form and structure
 2. Develop outreach and engagement strategy
 3. Develop strategic initiatives
 4. Create structure for Workforce Coordinating Council
 5. Transition administrative functions to OWA
 6. Achieve endorsement and continued support from the Oregon Workforce Alliance
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Work Plan by Task:

1. Develop the Steering Team form and structure (for the transition year time period)

June, 2009:

- Form Steering Team.
- Select standing meeting date/time/location.

July:

- Appoint chair.
- ID/invite additional participants (non-COWIB participants?).
- Develop steering Team interim structure (for transition year).
- Review and modify work plan, approve timeline for work plan tasks.
- Define roles in connection with One Stop Management Team, BRN, WRT

August:

- Initiate coordination with Region 9 transition team; consider common structure, composition.

May-June:

- Develop draft of replicable template for RWIB restructure.

July, 2010:

- Submit replicable template for RWIB restructure to OWA.

2. Develop outreach and engagement strategy

July:

- Review restructure concept paper; develop outreach list.

August:

- Establish communications plan to ensure partner organizations and interested parties are engaged and/or informed.

Ongoing:

- Encourage balanced participation among workforce, business development and economic development.

3. Develop strategic initiatives process

July:

- Identify current strategic initiatives; define strategic value, goals, and WCC roles.

August:

- ID strategic goals – what do we want to take on, what do we want to accomplish?
- Develop criteria for selecting strategic initiatives; ensure balanced workload and realistic expectations.

September:

- Process for identifying opportunities or soliciting proposals.
- Identify and shepherd 2-4 strategic initiatives (note: depends on status of current strategic initiatives).

4. Create structure for Workforce Coordinating Council

September:

- Organizational Structure
- Define Council goals, roles.
- Membership (formal vs. informal).
- Appointment process.
- Leadership structure.

October:

- Private sector engagement strategy.

November:

- Draft bylaws or operating guidelines.
- Conflict resolution structure.

December:

- Revisions to bylaws/guidelines

January:

- Define relationship with OWA (Local Workforce Investment Board)

February:

- Plan for One Stop Management Team, Business Resource Network support.
- Establish WorkSource partners group

5. Transition administrative functions to OWA

October:

- Inventory COWIB administration functions, including: MOU, One Stop certification, ETPL, strategic planning, MOA requirements, One Stop Resource Sharing Agreement, conflict resolution, etc.

November:

- Develop proposal for functions to delegate to OWA, functions to retain
- Steering Team delegation will meet with TOC to understand transition process, options/alternatives for delegating administration functions.

March:

- Transition functions to OWA

6. Achieve endorsement and continued support from the Oregon Workforce Alliance

October:

- Report progress to OWA.

December:

- Develop process for designating regional representation on OWA.

April:

- Report outcomes to OWA, request endorsement of Workforce Coordinating Council.

Work Plan by Month:

July, 2009:

- Appoint chair.
- ID/invite additional participants (non-COWIB participants?).
- Develop Steering Team interim structure (for transition year).
- Review and modify work plan, approve timeline for work plan tasks.
- Define roles in connection with One Stop Management Team, BRN, WRT
- Review restructure concept paper; develop partner outreach list.
- Identify current strategic initiatives; define strategic value, goals, and WCC roles.

August:

- Initiate coordination with Region 9 transition team; consider common structure, composition.
- Establish communications plan to ensure partner organizations and interested parties are engaged and/or informed.
- ID strategic Goals – what do we want to take on, what do we want to accomplish?
- Develop criteria for selecting strategic initiatives; ensure balanced workload and realistic expectations.

September:

- Process for identifying opportunities or soliciting proposals.
- ID and shepherd 2-4 strategic initiatives (note: depends on status of current strategic initiatives).
- Organizational structure.
- Define Council goals, roles.
- Membership (formal vs. informal).
- Appointment process.
- Leadership structure.

October:

- Inventory COWIB administration functions, including: MOU, One Stop certification, ETPL, strategic planning, MOA requirements, One Stop Resource Sharing Agreement, conflict resolution, etc.
- Private sector engagement strategy.
- Report progress to OWA.

November:

- Develop proposal for functions to delegate to OWA, functions to retain
- Draft bylaws or operating guidelines.
- Conflict resolution structure.
- Steering Team delegation will meet with TOC to understand transition process, options/alternatives for delegating administration functions.

December:

- Revisions to bylaws/guidelines
- Develop process for designating regional representation on OWA.

January:

- Define relationship with OWA (Local Workforce Investment Board)

February:

- Plan for One Stop Management Team, Business Resource Network support.
- Establish WorkSource partners group

March:

- Transition functions to OWA

April:

- Report progress and outcomes to OWA; request endorsement of Workforce Coordinating Council.

May:

- Develop draft of replicable template for RWIB restructure.

June:

- Finalize transition.

July, 2010:

- Submit replicable template for RWIB restructure to OWA.