



To: Workforce Advisory Groups
From: Wyoming Workforce Development Council
Date: January 24, 2017
RE: Establishment of and direction for Workforce Advisory Groups

Under the federal [Workforce Innovation and Opportunity Act](#) (WIOA) law, each state has Workforce Development Boards charged with directing federal, state, and local funding to workforce development programs. Workforce Development Boards also oversee the workforce centers, where job seekers can get employment information, find out about career development training opportunities and connect to various programs in their area. Wyoming has one state-level Workforce Development Board which advises the Wyoming Department of Workforce Services and its 20 full service and 2 satellite Workforce Centers in the State. In Wyoming, this board is called the Wyoming Workforce Development Council (WWDC) and serves in the capacity as “Local Board(s)” as well.

The WWDC is a **30**-member board charged with assisting the Governor in directing Wyoming’s workforce development system, ensuring the system is fundamental in supporting robust regional and state economies and producing a high quality, self-sufficient workforce valued by Wyoming employers. Members represent a range of groups including business and industry, organized labor, state Legislature, education, social service agencies and others who have a stake in employment and training issues. The WWDC regularly assesses Wyoming’s employment needs, advises the Governor on setting performance goals and priorities to improve workforce development system and helps leaders to shape workforce development policy at the local level. The WWDC has been empowered by the WIOA and the Governor to promote, fund and oversee Sector Strategies and Career Pathways and Apprenticeships for the State of Wyoming. In order to meet its objectives, **Workforce Advisory Groups (WAGs) are being established across the state to serve as catalysts for the Wyoming Workforce Development Council in carrying out the WWDC’s goals as designated by the Governor in the [State Unified Plan](#) (Plan).** WAGs, the local voice of Wyoming’s diverse communities, were created by the WWDC in an effort to:

- 1. Better understand Wyoming communities’ needs; and**
- 2. Assist the WWDC to accomplish its goals at the ground level.**

Core Membership

Each WAG shall include, but not be limited to:

- Local Employers and Local Business/Industry Investors
- A member of the Wyoming Workforce Development Council
- Department of Workforce Services Workforce Center Manager
- Adult Education Director



- Community College Workforce Center for Training & Development, or Workforce & Professional Development, or similar program
- K-12 (Superintendent of Schools (designee) or Board Member)
- Department of Workforce Services, Division of Vocational Rehabilitation
- Economic Development
- Community Partners
- Chamber of Commerce

The WAG lead will be nominated and voted for from the Core Membership every two years.

Other Potential WAG Members:

- Local BOCES
- Wyoming Excels (SE Region)

WAG Primary Role

In its advisory capacity, each WAG shall report to the WWDC in the following ways:

- Develop a charter based on the template provided by the WWDC
- Compile feedback from employers regarding needs
- Assess the current and future workforce needs of its community and provide recommendations to the WWDC regarding:
 - the need for training
 - the need for apprenticeships
 - the need higher education programs
 - predicted new and replacement positions in the local labor market
 - workforce gaps for both existing and new/emerging industries
 - new and emerging industries, economic trends
 - strategies inclusive of employer needs
- Catalog available community resources and identify service gaps
- Utilize labor market information when developing recommendations (<https://doe.state.wy.us/LmI/>)
- Be responsible for reporting outcomes to the WWDC at regular intervals.
- Report regarding the economic health of respective area
- Create communications links between the WWDC and the diverse populations in Wyoming's communities
- Identify champions in industry, emerging industry and promote diverse employer participation
- Serve as the primary information funnel for communities across the state
- Coordinate with the Adult Education Director regarding the application for alignment with local need and targeted populations with barriers to employment identified in the State Unified Plan



- Review: the gap analysis for Career Pathways (Adult Education Director), workforce trends, support services, employer need and apprenticeship availability
- Explore innovative approaches and problem resolution to community colleges
- Serve at the center of [Career Pathways](#) and [Sector Strategies](#) development, at the direction of the WWDC.
 - WAGs shall compile assessment information specific to industries with growth potential regarding the educational, training and overall workforce needs for their community and provide that information to the WWDC.
 - These assessments will help the Career Pathways and Apprenticeship Committee establish career pathways and apprenticeship programs needed across the state.
 - WAGs will inform the WWDC Sector Strategies Committee regarding employer needs in each community.
 - This information will help the Sector Strategies Committee to develop robust regional Sector Partnerships.

WAG Areas

Each WAG shall be aligned with the seven (7) regions.

Project Funding Requests

As a result of the requirements in WAG Primary Role above, a WAG may provide a budget proposal to implement strategies. All Project Funding Requests shall be reviewed by the appropriate Committee and the WIOA Compliance & Finance Committee prior to review by the full WWDC.

Reporting Structure

WAGs shall report progress to the WWDC on a monthly basis to the appropriate Committee, through WWDC member in attendance, or through technology provided by the WWDC.

Meeting Schedule and Process

The WAG will meet on a regular basis and maintain an active member base to include the core members noted above. Regional WAG services areas will align with the seven Community College Districts and each will support the statewide mission of the WWDC.

Sample Meeting Agenda

Each meeting is to be guided by an agenda produced by the group facilitator and may include:

- Introductions;
- Review Agenda;
- Minutes from the last meeting;
- Review of actions arising from previous meetings;



- Review Core Objectives;
- Overall Assessment of:
 - Employer Need;
 - Workforce Gaps;
 - Workforce Trends;
 - Available Resources;
 - Area Needs based on workforce gaps and resources identified;
 - New issues arising since the last WAG meeting; and
 - Milestone review.
- Formal acceptance by the group of identified deliverables;
- Accomplishments against last meeting's plans;
- Plans for the next reporting period;
- Outstanding issues, open points, project conflicts;
- Specific requests for assistance from the WWDC;
- Consideration of other items relevant to the project;
- Review and summarize new actions from this meeting; and
- Plans, date and location for next meeting.

The Wyoming Workforce Development Council shall:

- Approve, monitor and review the information advanced by the WAG, as well as provide oversight.
- Provide guidance from a statewide perspective through the WWDC Member attending area meetings.
- Provide a stabilizing influence so organizational concepts and directions are established and maintained with a visionary view.
- Suggest proposals for projects as needs are identified.