

North Central Workforce Development Area

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LOCAL ONE STOP GUIDANCE

Guidance #: LOG 10-08 Rev 1

TO: SkillSource, Employment Security and One Stop Partners providing applicable services to businesses

SUBJECT: Coordinated Employer/Business Services

REFERENCE: WorkSource Service Delivery System Policy # 1014 Revision 1

Effective Date: November 1, 2023

GUIDANCE

Each WorkSource Center shall develop a written plan, in cooperation with Center Operator and partners, to coordinate Employer/Business Services in accordance with State Policy #1014, Revision 1. Affiliate Centers shall also develop a joint coordinated plan.

Coordinated Plan:

At a minimum, the business services plan must follow "Attachment A" outline to include the following in the Coordinated Delivery section of the attachment:

- a. Describe the role of the local Business Service Team for each basic business service.
- b. Describe partner roles/responsibilities delivering each of the Basic Business Services. Fully explain which partner provides which of the basic business services.
- c. Describe how these services are coordinated. Be specific regarding how the Business Service(s) team will develop employer linkages, promote employer participation in the workforce system, and coordinate outreach and business services.
- d. Ensure WorkSource staff providing services to businesses have been trained and are knowledgeable about the array of business services and/or know when and where to refer to other partners.

Measures & Reporting:

Annually report out to the One Stop Operator progress made on the following measures and standards:

- a. **Coordination:** One indicator of success for integrated services is partners meeting throughout the year to coordinate employer tours, planning events, and coordinating integrated services as outlined in the plan. At minimum, partners must meet monthly.
- b. **Consistent Message:** Business services teams will annually agree upon a coordinated message when connecting with businesses for the purposes of developing relationships, to assess demand and workforce needs, and to identify potential employment opportunities for job seekers, and provide rapid response services.
- c. **Sectors:** At minimum, quarterly analyze and discuss local labor market data, and identify key industry sectors important to each subarea. Utilize the data to inform the coordinated efforts of the business services team to efficiently and effectively meet the needs of job seekers and businesses in the local communities.

The Coordinated Employer/Business Services Plan will be submitted to the One Stop Operator Consortium and the plan will be updated annually to reflect changes in the local economy, market and priorities.

Refer to attached State Policy #1014, Revision 1 for full requirements, standards, measures and definitions.