

**SUGGESTED AREA 7 BOARD PROCESS FOR SELECTING  
FULL SERVICE, COMPREHENSIVE ONE-STOP CENTERS**  
Revised Draft: April 16, 2003

The vision is to identify full service, comprehensive One-Stop center locations that will transform Ohio's current workforce development delivery system into a more effective model that meets the needs of all employers and job seekers. The selection of sites must involve the direct and meaningful participation of all mandated partners and should include the involvement of other desirable partners (e.g. community colleges and public school systems). This process is intended to complement, not replace, the current One-Stop certification process being managed by the Ohio Department of Job and Family Services.

**Suggested Selection Process**

- The Area 7 workforce investment board (WIB) chair will receive written material from the Executive Director of the Ohio Workforce Policy Board regarding a proposed selection process and a list of desired characteristics of a full service, comprehensive One-Stop center (April 2003).
- The Area 7 board will review the suggested selection process and desired characteristics, modify as appropriate, and distribute the proposed materials to interested parties for public comment. Public comments will be incorporated, as appropriate, into a second draft that will be reviewed by the Area 7 board at its next meeting. Upon approval of the selection criteria and desired characteristics, the materials will be sent to local workforce policy board (WPB) chairs for implementation (May 2003).
- WPB chairs will review the desired characteristics, explore regional partnerships, and notify the Area 7 WIB chair (with a copy to the Director of the Ohio Department of Job and Family Services, ODJFS, and the consortium Chief Elected Official for Area 7) of a preliminary partnership with other political units (no later than July 1, 2003). WPB chairs should feel free to partner with appropriate political units outside the economic development region boundaries.
- WPB chairs representing each political unit in the regional partnership will receive a list of existing workforce development facilities within the defined area from the ODJFS (within two weeks of notifying the Area 7 board chair).
- With affected WPB chairs leading the selection process (and in consultation with local elected officials), the Director of ODJFS (or his designee) will coordinate with other mandated state partners to help identify a consensus location for the full service, comprehensive One-Stop center within the defined area. The recommended site, along with a description of the other access points in the regional partnership, will be forwarded to the Area 7 WIB chair (beginning June 1, 2003 but no later than December 31, 2003). At the request of any regional partnership, and at not cost to the regional partnership, mediation services will be available through an arrangement with the Ohio Commission on Dispute Resolution and Conflict Management (CDR) to facilitate a consensus recommendation.
- Those regional partnerships that have not communicated a recommended full service, comprehensive One-Stop center location to the Area 7 WIB chair by September 1, 2003 must provide a progress report that identifies the status of current negotiations and an expected timeline finalizing a recommendation (September 15, 2003).
- The Area 7 board, in partnership with the consortium CEO, will begin ratifying recommended full service, comprehensive One-Stop center locations in June 2003 and each meeting thereafter until January 31, 2004, and will forward a resolution with the selected sites to the Executive Director of the Ohio Workforce Policy Board as they are ratified. All full service, comprehensive One-Stop centers are expected to be operational no later than July 1, 2004. The Executive Director will compile the list of selected full service, comprehensive One-Stop centers and report the results to the state policy board members.

In those economic development regions in which another WIB has jurisdiction for selecting full service, comprehensive One-Stop center locations, the WIB chairs will reach agreement on the number of full service, comprehensive One-Stop centers that each will select before any resolutions are approved. If requested, mediation services from CDR will be employed to facilitate an agreement.

In the event a compelling case can be made (supported with data) that more than three full service, comprehensive One-Stop centers should be located in one economic development region and fewer in another (but only in the event employment services are being adequately provided in both regions) the Area 7 board chair may seek approval from the Ohio Workforce Policy Board for a modification of the state resolution. In the event this circumstance occurs, the Area 7 board chair will work with the Executive Director of the Ohio Workforce Policy Board to effectuate the request.

**THE DESIRED CHARACTERISTICS OF A FULL SERVICE, COMPREHENSIVE ONE-STOP CENTER  
SHOULD INCLUDE:  
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1. **regional partnerships that align closely with the labor market of employers and commuting patterns of workers** (this can be evidenced by matching partnerships with Census data on commuting patterns, letters of support from major employers for the selected site, mapping the labor market, by county, of at least the top five employers in the regional partnership, the existence of special programs to meet the needs of recognized industry clusters, etc.);
2. **a proven record of accomplishment in meeting the needs of employers and complementing the economic development strategies of the region** (this can be evidenced by documenting the percent of business clients in the region utilizing workforce services and hiring job seekers referred by the One-Stop center, the percent of such employers repeatedly accessing One-Stop services, the number and percent of One-Stop job seekers placed with employers receiving local economic development incentives in the prior twelve month period, the number and quality of marketing materials linking local workforce and economic development services, a list of board members and their affiliation with other regional economic development agencies, a list of rapid response partnering efforts with employers in the region within the last twelve months, etc.)
3. **the active participation of mandated and preferred partners including local public education systems and community and technical colleges** (this can be evidenced by the number of current mandated partners located at the site, the number of One-Stop center clients enrolled in adult career center and/or community and technical college programs, a listing of all projects completed in the prior twelve months and newly planned initiatives to be launched in which a business and the One-Stop center collaborated with an educational institution to train and retain/place employees in a job, the number and quality of marketing materials linking workforce development initiatives and educational institution programs, etc.);
4. **the demonstrated ability to place/retain high-skilled workers in employment opportunities** (this can be evidenced by the number of currently employed persons receiving assistance from a One-Stop center and maintaining/achieving employment in a job paying at least the average county wage, as reported by ODOD in its annual publication of county profiles, the percent of adults with earnings changes above the county average wage, the percent of dislocated workers placed in jobs paying at least the average county wage, etc.);
5. **a proven record of accomplishment in working with low-wage workers'** (this can be evidenced by documenting the percent of low-wage workers, making 50 percent or less of the average county wage, that have completed a needs assessment, the percent of such clients in training to improve their skills, the number of clients receiving at least one form of work-related support, the percent of workers still employed after six months of initial contact with One-Stop center, the availability of translation services for persons speaking other languages, etc.);
6. **working relationships with other workforce development access points within the region** (this can be evidenced by providing a list of prior or proposed workforce development collaborations; distances between the full service, comprehensive center and other access points, letters of support from other access points, etc.);
7. **evidence of the effective and efficient delivery of prior workforce development services** (this can be evidenced by the retention rate of employers placed with companies after receiving One-Stop center services, the average cost of serving a job seeking client, the average cost of serving job seeking clients that are placed in a job; the participation of a competitively selected One-Stop operator with a history of

meeting negotiated program performance levels, the presence of an accurate client tracking and reporting system, the receipt of prior “best practices” awards from DOL, etc.);

8. **a high-performance management structure** (this can be evidenced by demonstrating the One-Stop operator was or will be selected through a competitive process, providing the percent of board members attending each meeting, the percent of private industry representatives attending each meeting, a plan to hold the One-Stop operator accountable for results, the availability of marketing materials aimed at assisting business clients and the number of materials distributed, a business plan including action steps for continuous improvement, etc.);
9. **the physical size to accommodate the presence of all 19 mandated partners and other preferred partners** (this can be evidenced by providing the square footage of the facility and the amount of space to be occupied by each mandated and preferred partner, etc.);
10. **a facility designed to attract all employers and job seekers and where clients will feel safe** (this can be evidenced by comparing crime statistics in the area where the facility is located, or proposed to be located, with other areas of the regional partnership, recent investments to upgrade a facility or planned local investments, the presence of any long-term leases that may have been executed, etc.);
11. **a fully functioning resource room** (this can be evidence by listing the amount and type of resources available in the room, the average number of clients using the resource room per day, the average number of clients per Internet connection per day, etc.);
12. **adequate transportation, parking, and building access to accommodate all clients, including persons with disabilities and older workers** (this can be evidenced by demonstrating the facility is ADA compliant, the facility is conveniently located in public transportation, etc.); and
13. **a technologically ready site with adequate telecommunications capacity** (this can be evidenced by providing documentation that the facility has at least a T-1 communications line).