
Washington envisions a nationally recognized fully integrated one-stop system with enhanced customer access to program services, improved long-term employment outcomes for job seekers and consistent, high quality services to business customers. In order to achieve this vision, the WorkSource Standards & Integration Division sets a common direction and standards for Washington's WorkSource system through the development of WorkSource System Policies, Information Memoranda, and technical assistance.

MEMORANDUM: 10-01

DATE: November 16, 2010

TO: Workforce Development Councils
WorkSource Operators
WorkSource Service Providers

FROM: Amy Smith-Rubeck, Deputy Assistant Commissioner

SUBJECT: Council Expectations on System Policy Development

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I. Purpose:

This information memorandum provides guidance and expectations for Workforce Development Councils in developing and implementing local WorkSource System policies, plans and agreements.

II. Background:

WorkSource System policies were developed to provide common direction and standards for integrating Washington's WorkSource System. In order to provide local flexibility, a number of state system policies require the subsequent development of local policies, plans, and associated documents. In many cases, developing these documents will involve the participation of relevant partner entities. This memorandum provides guidance and expectations on consultation and collaboration essential with local partners in the policy development process.

III. Information:

Workforce Development Councils or their designated subcommittees are expected to have the ability to clearly demonstrate that the following occurred during the development of their One-Stop Operator Agreements, Memoranda of Understanding (MOU), Employer/Business Services Plan and/or local system policies:

1. WorkSource partners were provided with information, drafts and final documents with adequate time for a thorough review before finalization;

2. Partners, and other interested parties were given the opportunity to review and comment on drafts of written documents before documents are finalized;
3. Partner programs with roles, responsibilities and/or deliverables in the document were given the opportunity to review and negotiate the core program services they would carry out and assure the services would not conflict with available resources and/or enabling legislation;
4. Partner, and other interested parties, were permitted to provide comment before the Workforce Development Council or their appropriate subcommittee;
5. Draft documents and any comments were reviewed in a transparent manner with approval of final documents at open board meetings; and
6. The local dispute resolution process was followed if a partner made every effort to resolve major differences related to policy, agreements or plans and there was still disagreement.

IV. References:

- WorkSource Initiative Framework, December 2008 (<http://www.wa.gov/esd/1stop/>)
- Washington Works: Strengthening the Workforce for Washington's Future, January 2007

V. Website:

<http://www.wa.gov/esd/policies/systems.htm>

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