



**The Southeast Texas
Workforce Development
Board
Fiscal Years
2007 – 2008
Strategic
and
Operational Plan**

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**SETWDB is an equal opportunity employer
with equal opportunity programs.**

Table of Contents

Components	Page
Strategic Narrative	3
Appendix 1 Elements of System Operations	7
Appendix 2 High-Growth, High Demand Industry Sectors	26
Appendix 3 Statewide Goals & Objectives	41
Appendix 4 Process Elements	51
Appendix 5 Signature Page	53
Appendix 6 Assurances	56
Appendix 7 Memoranda of Understanding	59
Attachments	68

Southeast Texas Workforce Development Board Strategic and Operational Plan Fiscal Years 2007±2008

STRATEGIC NARRATIVE

a. Describe the mission of the Board.

Mission

The mission of the Southeast Texas Workforce Development Board is to equip Southeast Texas with skills and knowledge that meet the needs of employers to foster the region's economic growth. The Board consistently works toward the goal of transforming the workforce development system's focus and investments into an entity that contributes to the economic well-being of its local communities and provide on-demand solutions to workforce challenges.

Vision

Our vision is to realize "A world class competitive workforce for Southeast Texas".

b. Identify the Board's strategic goals and objectives established through the strategic planning process.

Strategic Goals & Objectives

The Southeast Texas Workforce Development Board has four (4) major goals:

Goal #1

To have an education system that includes among its goals the development of a globally competitive workforce that incorporates the essence of work ethics in its instruction.

Goal 1 Objectives:

1. To better understand the region's workforce Educators/Teachers need to be knowledgeable about the array of occupations and job skills in the current and future workforce.
2. To improve the understanding of the workplace and workplace behavior, encourage and assist schools in providing "work ethics" training to students.
3. To make the connection between Education, Workforce, and Business (EWB).

Goal #2

Stakeholders and Partners are aware of the Board's vision and mission and are involved and engaged in the Board's efforts to build a competitive workforce.

Goal 2 Objectives:

1. Stakeholders and Partners are identified and their needs are known.
2. Develop a communication plan to present the Board's vision, mission and message to stakeholders and the community at large.
3. Establish/Develop a new identity for the Board and the workforce center system by "re-branding".

Goal #3

Economically disadvantaged customers have the support needed to achieve self-sufficiency.

Goal 3 Objectives:

1. Identify three sources of alternative funding to provide customer support when federal funds are not available or cannot be used.
2. Establish a pilot mentoring job-coaching process, involving the local community volunteers, to support self-sufficiency and job retention.
3. Develop a career ladder process for promotion of employees into better paying jobs within their companies.

Goal #4

The Southeast Texas region's economic quality encourages business location and expansion.

Goal 4 Objectives:

1. Create a Board Business Services Committee to plan and oversee services to employers.
2. Consider a Board staff position with public relations experience. In the meantime, hire a freelance writer to write articles for submission to regional and national periodicals (e.g. Wall Street Journal) highlighting the regions' "business friendly" climate (without duplicating current efforts by area chambers and economic development agencies).
3. Consider creating a professionals' placement service through the workforce centers to provide placement assistance to professionals in the region who

want to stay in the region.

4. Encourage entrepreneurship in the region.

The Southeast Texas Workforce Development Board understands that it is not primarily responsible for the development of the region's economy but the Board plays a prominent role in providing business access to skilled workers for that economy. This goal establishes the desire of the Board to support and assist in the efforts of community leaders to attract and sustain employers in the region.

c. Describe how the Board identified the current and projected high-growth, high-demand occupations by industry, industry sector, or industry cluster (based on the Board's preference) and the entry-level job skills necessary to obtain the occupations, through the labor market analysis.

The Board's identification of current and projected high-growth, high-demand occupations by industry is really an ongoing process. Board members and staff alike participate throughout the year in various as: the Southeast Texas Plant Managers Association, the Golden Triangle Business Round table, Southeast Texas Human Resources Association, local Chambers of Commerce and Economic Development Corporations and economic development entities. These entities constantly provide input to the Board regarding the following:

- High Unemployment
- The deficiencies in Work Readiness
- Work Value System/Work Ethics
- Industry Growth
- Lack of workers in the "pipeline"
- How to bridge the gap from high school to post secondary education
- An aging workforce

Southeast Texas is on the threshold of an unprecedented economic boom driven by \$10 billion of industrial expansion slated for the area. The demand for highly skilled workers to construct these facilities over the next 3 to 5 years presents a huge challenge to the workforce system. The spin-off from this industrial expansion will multiply the need for workers throughout the area economy while multiplying the economic benefit to individuals, businesses, and the community.

The Governor's choice of industry clusters also fell right in line with local wisdom. It is through all of these processes that the Board identified five industry clusters:

They are:

- Industrial/ Manufacturing
- Engineering and Construction
- Logistics and Distribution
- Health Care and Medical
- Retail, Hospitality, Call Centers and Financial Institutions

- d. Describe the methods used to involve local employers, including small employers (defined as less than 100 employees), in the validation of high-growth, high-demand occupations associated with the high-growth, high-demand industries in the workforce area.***

On April 25, 2006 the Board and Staff convened the 1st annual Leadership Summit to gather input from leaders in education, business (including many small employers) and economic development concerning workforce issues and possible solutions. As a result of the summit, the Southeast Texas Workforce Alliance (Ad-Hoc Committee) was established. In partnership with the Board, the Alliance will work with existing development groups to identify resources to provide employers with solutions to meet their manpower needs and to support economic development, wealth, and quality of life for individuals, businesses, and communities of Southeast Texas.

As stated earlier the five (5) clusters were identified and discussed by all participants of the Summit. The needs for each industry such as skill sets, human resource challenges, career ladder opportunities, job readiness/work ethics needs and specific human resource needs were discussed.

- e. Describe the types of resources available at the local level and how the Board will use these resources to operate more efficiently in light of declining federal resources.***

Through the creation of the Workforce Alliance, the Board will work with local industry and economic development entities to align strategies and monetary resources in order to achieve the common goal of equipping Southeast Texans with the skills and knowledge employers need to foster the region's economic growth.

Additionally, Memoranda of Understanding are in place with the larger Chambers of Commerce and other economic development entities. Partnerships are also established with several community and faith-based organizations by also including them as part of the Alliance, Board meetings and other events.

The Board has also established strong working relationships with major businesses and corporations that have provided funding for additional scholarships for training such as, Port Arthur Industry & Community Leaders Advisory Group (PAIG), Wal Mart, Huntsman Corporation South Hampton Refining, Client Logic and Lamar University. The Board has also partnered with other agencies that provide incentives for participants who complete training as means of reward and to encourage retention.

As required the Board will also leverage resources with the Texas Department of Family & Protective Services. TDFPS through its ETVS provides financial support to assist foster care youth with the completion of post secondary, education and vocational programs and training.

APPENDIX 1

ELEMENTS OF SYSTEM OPERATION

Appendix 1 Elements of System Operation

a. System Description

1. *Describe the service delivery system (e.g., number of contractors, number and type of Texas Workforce Centers, specialized services outside the Texas Workforce Centers, access to customized training, availability of distance learning resources, and services to rural areas).*

The Southeast Texas Workforce Development has recently changed its operational model. The Contractors are as follows:

Function	Contractor
Workforce Center Staffing Organization	West Central Texas Council of Governments
Workforce Center Managing Director	Deep East Texas Council of Governments
Child Care Contractor	Catholic Charities of the Diocese of Beaumont
Child Care Quality	Lamar University – Beaumont

The SETWDB has four, Texas Workforce Commission certified, full services workforce centers. One located in Beaumont, Port Arthur, Orange and Silsbee (serves Hardin County). There is also one satellite office that is the Workforce Center on Wheels. This mobile unit provides services in the most rural parts of the Hardin County area, on site Rapid Response activities, job search, resume writing, GED preparation, etc when needed in other areas throughout the region.

Rural customers unable to visit one of the WFC offices may call the toll-free numbers and/or access the Board's website, which provides a description of services and contact numbers. The Board's contractors also have staff members that travel to the rural areas on scheduled days to provide services to customers as needed.

The Board works in collaboration with its contractors to deliver workforce development opportunities to Southeast Texas job seekers and employers. The Board is the administrative entity for all workforce programs funded through the Texas Workforce Commission in the Southeast Texas Area. As the administrative entity, the Board has full responsibility for the oversight, planning and evaluation of workforce and child care programs. Technically, the Board does not deliver services: its workforce and child care contractors are selected through a competitive procurement process to deliver services to this region.. The Board also serves as its own fiscal/grant recipient.

A list of these partners and their relationship is included in Appendix seven (7) MOUs.

2. ***Describe the number of employers and job seekers to be served and the planned service mix. Include a breakout for the following funding sources: WIA Adult, Dislocated Worker, and Youth; Temporary Assistance for Needy Families (TANF) Choices; Food Stamp Employment and Training (FSE&T); Project Reintegration of Offenders (Project RIO); and Unemployment Insurance (UI). Note: Child care figures are not required because Board contracts currently contain an Average Number of Children Served per Day performance measure.***

This information is not available at this time.

3. ***Describe how the Board plans to devote increased resources to training.***

The Southeast Texas Workforce Development Board plans to devote increased resources to training by:

- A. Working with the local community colleges and other training providers to condense training time to meet the immediate needs of the employers and further reduce costs.
- B. Amending the Board's local ITA policy to reduce the amount of funds allocated for the program year.
- C. Require contractor to increase outreach and recruitment to encourage customers to attend training and maintain a production schedule that will be monitored on a regular basis.
- D. Continuing to partner with training providers in the local community to incorporate Training and Scholarship programs along with Workforce Development. Examples of such partnerships include:
 - First Generation – Provides scholarships, mentoring and supportive services to first generation students. Also provides laptop computers and printer as a retention incentive.
 - Brownsfield Project with City of Port Arthur – provides occupational skills training in environmental clean-up of hazard materials. Program targets economically disadvantage persons in the city of Port Arthur. Skills provided will also be transferable to utilize on other construction.
 - Second Chance With PAISD (Port Arthur Independent School District) Adult – This programs provides a second change scholarship to economically disadvantaged persons who did not successfully complete their college education.
 - H1B – Short-term training for hurricane impacted victims to foster immediate job placement.
 - Coordinate the award of scholarships through the local community colleges
 - Lamar State College / Port Arthur-Orange
 - Lamar Institute of Technology
 - Lamar University of Beaumont
 - High School Vocational Education Programs –
 - Taylor Career Center (Beaumont)
 - Stillwell Technical School (Port Arthur)

4. Describe how the Board will ensure physical and programmatic accessibility for individuals with disabilities at the Texas Workforce Centers.

All of the local workforce centers, including the Workforce Center on Wheels meet or exceed the requirements of the Americans with Disabilities Act. The Board also has agreements in place with the Department of Assistive and Rehabilitative Services and the Texas Commission for the Blind.

Each center is equipped with adaptive technology that is needed to accommodate persons with physical disabilities such as those in wheel chairs and those who are visually impaired. This equipment includes wheel chair accessible computer stations, specialized computer software; JAWS screen reader, TDD and TTY and Relay Texas for the hearing impaired. The Board also acquires the services of a local provider for sign language interpretation.

To further strengthen our outreach to the hearing impaired, the Board is currently exploring the purchase of DEAF LINK. DEAF LINK is a live internet based web cast that will allow interpreters to interact real time with workforce center staff and clients. This program will not only improve communications with the hearing impaired, it will also address language barrier customized as needed.

5. Describe the role of the youth advisory committees, if appropriate, and any existing subcommittees.

The Southeast Texas Youth Advisory Group's role is to assist the Youth Committee of the Board in its review and recommendations for youth programs and issue. The Group also assists in the development of the Youth plan for Southeast Texas. The chair of the Youth Committee is a very active member of the Workforce Board.

Other Subcommittees of the Board are:

- **Youth Committee:** Provides oversight and evaluation of all youth programs to ensure that they are in compliance with the Board's Strategic Plan, policies and procedures, as well as State and Federal laws governing youth program operations.
- **Business Services Committee:** Provides guidance to the Board on making the local workforce system a business-driven system. The Committee will promote and participate in special projects to enhance the local business atmosphere in Southeast Texas. The Committee shall also recommend projects for funding, when appropriate.
 - **Business Services Sub-Committee** (for the Small Business Capitalization Initiative Grant Program): Will conduct plan reviews and make recommendations to the Business Services Committee on whether to award a grant of up to \$5,000 and

will ensure that eligible businesses are referred to training

providers to receive entrepreneurial or micro-enterprise training and that the training will culminate in the development of a business recovery plan.

- **Bylaws Committee:** Is responsible for the researching and updating of the Board's Bylaws, as needed and requested.
- **Planning, Evaluation, and Oversight Committee:** Provides oversight and evaluation of all workforce programs (except youth programs) to ensure they are in compliance with the Board's Strategic Plan, policies and procedures, as well as, State and Federal laws governing program operations.
- **Finance Committee:** Reviews the annual operating budget for the administrative entity and any other contractor and submit it to the Board for approval. The Finance Committee may, from time to time, submit budget modifications for the current program year. The Finance Committee shall develop policy on all financial matters pertinent to the Board and provide regular review of the financial management of Board programs.
- **Child Care Committee:** Provides oversight and evaluation of all child care programs to ensure they are in compliance with the Board's Strategic Plan, policies and procedures, as well as, State and Federal laws governing program operations. It is responsible for the selection of child care contractors and for the development of all local child care policies.
- **Marketing Committee:** Provides a system for public education concerning workforce issues to include increasing the visibility and public awareness of Board programs and responsibilities; providing for regular briefings of the CEOs and other elected officials; and, provision of other materials as may be necessary for public presentations by Board and staff.

6. Address the education and training needs of individuals with limited English proficiency.

As with the other parts of the State the Southeast Texas Workforce Development Board area is experiencing an increase in the Hispanic population, in particular the Port Arthur area. In partnership with the Port Arthur Independent School District, the ESL/Citizenship Classes are held at the Port Arthur Workforce Center. Working with a certified teacher, non-English speaking Hispanic participants learn the English language and study to prepare for their citizenship.

The Board also has Memoranda of Understanding with the City of Port Arthur, City of Orange, and the City of Beaumont's Literacy Programs to provide remediation or additional education for persons with limited educational abilities.

b. Partners and Stakeholders (Who is involved?)

Questions 1 through 5 are answered in the following charts:

- 1. List the Board's partners, including educational and economic development entities.*
- 2. Describe what services along the continuum of services will be delivered by each of the partners and how they will be provided.*
- 3. Outline the roles and responsibilities of each partner and the Board's respective roles and responsibilities to the partners.*
- 4. Identify resources contributed by each partner.*
- 5. Describe the Board's working relationships with its partners.*

COMMUNITY-BASED ORGANIZATIONS (CBO)

<p style="text-align: center;">Services Delivered by Each Partner and How Services Will Be Provided</p>	<p style="text-align: center;">Roles & Responsibilities Exchanged Between SETWDB & Partners</p>
<p>Both CBO and the Board share the goal to help individuals become self-sufficient. Both partner to promote joint planning and streamlining services that create self-sufficient residents.</p> <p>The WFC role is to promote a community network between CBO, employers and the WFC in an effort to advance workforce training and self-sufficiency among clients, and ultimately to add more workers to the skilled labor pool.</p> <p>Both entities collaborate on grants to provide literacy and ESL courses, child care and other services to the region.</p>	<p>CBO offer emergency legal assistance and crisis intervention, which provides a safe environment to clients that might be uncomfortable entering the WFC. This partnership helps leverage workforce dollars.</p> <p>Assists the Board by disseminating WFC information about services to eligible customers (job seekers and employers).</p> <p>Some CBO, such as 211, collect, maintain, and disseminate information about all community CBO on a regional basis.</p> <p>Board & CBO work in partnership to provide child care services to low-income families, which supports the parents employment and efforts toward self-sufficiency.</p> <p>CBO assist individuals needing to transition into the workforce by providing unique services that the WFC does not provide, such as courses in life skills, GED preparation, literacy, English as a Second Language, and other services such as counseling, food and clothing.</p> <p>If the WFC does not provide specific services, contractor staff acts as a service broker and refers clients to CBO partners.</p>

Services Delivered by Each Partner and How Services will be Provided	Roles and Responsibilities Exchanged between the Southeast Texas Workforce Development Board and Partners
<p>Upon employer request, the Board and WFC offers customized labor market information that includes labor availability estimates, local employer contact information, searches for dislocated workers, county narrative profiles, Texas industry projections, Texas wage information, industry employment snapshots, and much more.</p> <p>Employers, the Board and WFC work together on recruiting efforts to alleviate the regional labor shortage by visiting educational institutions. The Board and WFC provide assistance and markets WorkInTexas as a labor supply tool and recruiting device for employers.</p> <p>Employers provide marketing campaigns to youth to stay in school and pursue careers in specified industries. Board members are planning to provide career presentations to youth.</p> <p>The Board and WFC provide business staffing services, recruiting services, and resource rooms and supplies for interviewing and job applicant screening. The Board and WFC provide job fairs for employers that often include radio and newspaper advertisements.</p> <p>The Board and WFC coordinates On-Job-Training, Customized Training, and Incumbent Worker Training for Employers.</p> <p>Employers supply information to the Board about their future business expectations, which is used by workforce developers to educate the workforce pipeline about employment opportunities and training requirements for entry-level employees</p> <p>Due to employer demand for a more prepared workforce, the Board and the Workforce Alliance will be working to implement the Work Readiness Credential (WRC) in the Fall of 2006. One role of the Board and the Workforce Alliance is to help improve the quality of the local workforce. The WFC will allow employers to screen job seekers and it will also send a community message to youth to complete high school and workforce training.</p>	<p>Employers provide jobs, which feed the local economy and are there reason for the Board's existence. The Board and WFC facilitate skills training to job seekers so employers have skilled labor that meets their demands.</p> <p>The Board and WFC must continuously be in tune with the needs of employers because they are the primary customer. The Board and WFC review customer feedback to improve quality of service and meet the needs of employers. The responsibility of the Board, WFC and partners is to market potential job seekers and employees in order to boost the economy and fill the skilled labor void.</p> <p>Employers provide information about labor demands, skills deficiencies, and economic trends, which is utilized by the Board and WFC in workforce development decisions. In turn, the Board communicates this information to community colleges and university to ensure students are receiving relevant and applicable job skills in the classroom.</p> <p>Resources Contributed by Each Partner: The Board provides Workforce Investment Act funding to employers for Incumbent, On-The-Job, and Customized training services.</p> <p>Employers participate in employer focus groups, which survey items such as employee wages, skill deficiencies, and recruiting. The Board considers this local wisdom in workforce development decisions.</p> <p>Description of Working Relationship Between Partners & Board: Employers serve on the Workforce Development Board and contribute local wisdom to the Board's annual plan and targeted industries and occupations lists.</p> <p>Board staff and Contractor staff serve on numerous committees, civic clubs, professional organizations and task forces with businesses that make decisions for the region.</p> <p>The Business Service Unit receives feedback from employers for improving workforce training programs and business services.</p>

FAITH BASED ORGANIZATION (FBO)

<p style="text-align: center;">Services Delivered by Each Partner and How Services Will Be Provided</p>	<p style="text-align: center;">Roles & Responsibilities Exchanged Between SETWDB, WFC & Partners</p>
<p>FBO provide support services such as transportation, food, counseling, shelter, financial assistance, clothing, utility bill assistance, child care, financial assistance for dental and medical treatment, and finance and life skills classes.</p> <p>FBO and the WFC refer clients to one another's services and assist each another in identifying and sharing customer needs and obstacles to employment in an effort to coordinate the planning of services.</p>	<p>The WFC strives to bridge the communication gap between employers and FBO customers to assist in the process of helping customers become self-sufficient.</p> <p>Both organizations function to create self-sufficient residents.</p>

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6. Describe how the Board will coordinate employment and training activities with local economic development activities, including the promotion of entrepreneurial skills training and microenterprise services.

Coordination of employment and training activities with local economic development activities is an on-going process and continued with the adoption of the Southeast Texas Workforce Development Board's 2004-2009 Goals and Objectives.

The objectives of identifying and convening workforce and economic development entities along with education leaders were realized in April 2006 with the 1st Annual Leadership Summit. This forum allowed economic development entities, training providers, industry and education leaders (Southeast Texas Workforce Development Alliance) to develop short and long term strategies to align the tremendous demand for skilled workers to the upcoming economic boom slated for Southeast Texas beginning in early 2007. Lead by a nationally recognized consultant on workforce and economic development, the Summit audience participated in groups to address each industry cluster:

- Industrial/Manufacturing
- Engineering and Construction
- Logistics and Distribution
- Health Care and Medical
- Retail, Hospitality, Call Centers, and Financial Institutions

These groups identified human resource challenges and opportunities, critical basic skills needs, and the occupations in demand in that particular industry. The outcome of the breakout sessions is detailed in the State of the Workforce Report as described in the attached Spring 2006 edition of the Board's newsletter. (**Attachment One**).

The promotion of entrepreneurial skills training and micro-enterprise services has been brought to the forefront of the Board's coordination efforts by the Small Business Capitalization Grant Initiative. This grant program, which is funded through the U. S. Department of Labor and the first of its kind in the country, targets small business in the workforce development area (2-25 employees) that are recovering and rebuilding after Hurricane Rita.

Local Economic Development entities are ex-officio members of the Grant Approval Committee and will be involved in the identification of small businesses to receive grants from this program. SETWDB's Business Services Committee requires the completion of entrepreneurial skills and/or microenterprise services training for consideration through certified training providers. These economic development partners will work with the Business Services Committee, as a part of the Alliance and the Ad Hoc Approval Committee.

Southeast Texas Workforce Development Board has also negotiated a MOU with the Institute for Entrepreneurial Studies (IES) College of Business at Lamar University Beaumont to promote awareness of the program. Informational materials for the program are available in the Workforce Centers. In addition, the IES Staff participates in the Board's meetings and forums.

7. Describe how the Texas Model (divestiture of responsibility for ES service provision to the local level) is operationalized for ES.

The Southeast Texas Workforce Centers work under an integrated approach to the delivery of services. Program lines are not visible to the customer and services are delivered in a seamless manner. Both contractor and TWC ES staff work side by side to deliver services to the customer. All Workforce Center staff are identified as Southeast Texas Workforce Center Staff as reflective by the Workforce Center logo on business cards, letterhead, and other workforce center materials.

8. Describe how the Board coordinates with the Texas Veterans Commission to provide services to veterans.

As required by law, priority for services is given to veterans in the Workforce Centers. The Board currently has six (6) Veteran staff positions, three (3) Local Veterans Employer Representative (LVER) and three (3) Disabled Veterans Outreach Program (DVOP) Staff. The transition between TWC and the Veteran Commission was really invisible and seamless to the workforce centers. The Board provides the Veterans staff with office space, administrative support, IT services and the opportunity to participate in all workforce center activities.

9. Describe how the Board coordinates services with adult education programs.

The Board has cooperative agreements with the two largest Independent School Districts in the area. Both Beaumont Independent School District and the Port Arthur School District provide Adult Education classes at all four of the workforce centers. The Board provides space and access to computer labs and the ISDs provide the instructors and curriculum. Both parties conduct outreach and community education regarding the classes. The staff of the ISDs also participate in center meetings and other one-stop activities. Port Arthur ISD also offers ESL/Citizenship classes in the Port Arthur Center.

10. Describe how the Board identifies and outreaches training providers who can meet the training needs identified as supportive of employer needs.

Board staff meets with the personnel of the two local State Colleges, the technical college and the local university at least once a month. Recruitment of training providers is also conducted outside of the workforce area especially in neighboring Louisiana. Each year after the training occupations list is approved by the Board; a list is published in all of the local news papers to solicit other viable training providers and is posted on the Board's website.

Through this process, the Board is able to customize training, when needed.

11. Describe how the Board facilitates the certification of local training providers through the Eligible Training Provider Certification System.

The Board's Training Provider coordinator reviews all training provider applications prior to submission to TWC. The coordinator reviews the application for:

- Placement rate;
- Completion rate;
- Average hourly wage at placement;
- Curriculum.

This ensures the course falls within the Board's high-growth, high-demand industries and occupations for Southeast Texas. This process may also include one-on-one training with an interested provider in the event the provider is not familiar with the application process. Once the application is reviewed and approved locally, then the application is submitted on-line to TWC for certification.

c. System Structure (How is it done?)

1. Describe the Business Services Unit, its involvement in the planning process, and its functions in supporting an employer-driven system.

The Southeast Texas Workforce Development Board is currently redesigning its Business Services. The Board plans to develop a Business Services unit at the Board level. The Board's priority is to establish industry specific Business Services Representatives who will be responsible for design and implementation of solutions to human resources challenges and opportunities as identified by businesses. The unit will also provide for a better response to workforce needs of the region. This is in direct response to employers expressing additional needs for services from our workforce system. As the staff has opportunity to review employer customer satisfaction surveys, it affords us an opportunity to evaluate statements and concerns of our local employers.

As we move into the economic recovery of Southeast Texas, this activity creates a dialogue with industry regarding their demands. This will also allow the Business Services Unit to create services to meet specific identified needs.

The Business Services staff in the workforce centers will primarily be responsible for employment services that include receiving, data entering, follow-up, and the management of job order process for employers.

2. Describe how the Board markets its products and services by customer (employer, job seeker, and the public).

Marketing of all services is driven by the Marketing Committee of the Workforce Board. The committee meets on a regular basis to determine the targeted audience and marketing strategies. The development of these strategies includes input from workforce center staff and on occasion employers, job seekers, and the general public. Marketing also includes input from other groups that are targeted populations such as Hispanics. Examples of types of marketing strategies include: use of billboards; brochures in Spanish, use of Hispanic radio for advertising, presentations on several local news and talk shows, and attending special events in our communities.

3. Describe the Board's policies for implementing the Individual Training Account (ITA) system and procedures for ensuring that exceptions to using ITAs are justified.

After it is determined that a participant is eligible for training, an ITA Voucher is issued. The Board does not have any training providers outside of the Eligible Training Provider Certification System. Currently there is a cost limitation on the amount of the voucher for long-term and short-term training. In addition, the Board is in the process of revisiting this policy to reduce the amount of the cost limitation to allow for an increase in the number of people trained.

4. Describe the Board's policies for focusing on short-term versus long-term training needs in a period of diminishing resources.

The Board is currently developing a new policy and procedure for focusing on short-term versus long-term training needs during this period of diminishing resources. To allow for this shift in priority in funding, the Board will promote and educate its customers on the more immediate benefits of a shorter-term training. Local community colleges are currently adapting curriculum to address the immediate needs of employers. This need will position the local labor force to be prepared for this economic boom of \$10 billion in construction and plant expansion.

Board research indicates that shorter-term training programs (less than two years) appear to yield better completion, placement, higher wages, and retention rates.

5. Describe how workforce service information is shared between partners and customers.

Workforce service information is shared between partners and customers by various methods: web-site; referrals; Memoranda of Understanding; monthly meetings; newsletters; staff presentations; Board Meetings; seminars; Center level employer focus groups; the Business Services Committee; local media; bill

boards; and printed materials.

6. Describe how job seekers are referred along the continuum of services, including how individuals are referred to training.

Job seekers are referred by Workforce Center Staff to the various services available and/or training, if needed. Persons seeking employment, in most cases, are encouraged to utilize the Work-In-Texas Labor Exchange System. In the event additional job matching is needed, job seekers receive staff assistance to help them identify additional occupational or educational skills. This process may also include the development of a specific job for a customer.

For training referrals interested persons are assessed for skills, interest, and abilities to determine suitability for training. Staff administers skills assessment and completes an Individual Service Plan (ISP). In conjunction with the customers' interest and based on the results of the skills assessment and the ISP, the customer is then referred to appropriate training. The need for any initial supportive services is also identified at this time.

For other specialized services, such as TANF, FSE&T, RIO, Veterans, Youth, etc., referrals are made according to requirements.

7. Describe how the Board works with community colleges, technical colleges, or other training providers to create customized employer training.

The Board plays a vital role in the creation of skills development applications in our area. The presidents of our two local community colleges are members of the Southeast Texas Workforce Development Board. In light of the \$10 billion dollars economic boom coming to Southeast Texas in the very near future, the Board is working with the Community colleges to develop shorter training programs to meet the immediate need. The colleges in turn are customizing their curricula to address employer workforce needs by shortening training time. (Example: Curriculum is being condensed from a nine month course to an eight week course.)

8. Describe co-enrollment strategies that maximize resources by integrating service delivery.

The Southeast Texas Workforce System has an integrated approach to service delivery. Customers who require case management and whose employment plans are multi funded are served by one case manager. Case managers are cross-trained to ensure knowledge of all facets of each specialized program. This allows for more continuity with the customer and affords the case manager the opportunity to build and retain relationships with the customers.

9. Describe how the Board facilitates access to services in remote areas, including the use of technology.

The Southeast Texas Workforce Development Area has one area that is considered rural. The Hardin County area is actually a combination of towns that are considered “really rural” to mid-size towns. The Board has a full service center in the heart of the Hardin County area. For the out lying areas, the Board has a Workforce Center on Wheels that travels to these areas to provide services. This mobile unit is equipped with trained staff, state of the art satellite internet access, ten work stations that allow customers to access Work-In-Texas and other job matching systems. The Unit also has software for resume writing, GED Remediation, and is fully ADA compliant.

10. Describe how the Board coordinates transportation services, including public transportation.

There are only two cities within the Southeast Texas area that have public transportation systems. Support Services are provided for eligible customers in the form of bus tokens and passes for the utilization of the public transportation system. Customers utilize these tokens to visit the Workforce Center, for educational purposes, or for job search activities.

A local transportation study, partially funded by the Workforce Board, addressed the transportation need within the three county area. As expected, the study validated gaps in transportation needs. Recommendations made in the study include the following solutions:

- Revise and/or expand current transportation routes,
- Seek alternative transportation methods, such as, private transportation and/or use of faith based organization transportation vehicles.

d. Performance and Feedback (When is it complete?)

1. Describe the system, including key milestones, the Board uses to evaluate its performance in meeting its adopted strategic goals and objectives.

The Board develops its goals and objectives through a strategic planning process. The evaluation of these goals is on-going. The Board reviews its contracted performance on a monthly basis to assess where they are at any given time. Based on the results of each evaluation, appropriate action is taken.

The Board has evaluated its performance regarding meeting its adopted strategic goals and objectives. The following objectives have been accomplished:

- Goal #1: Through the establishment of the Leadership Summit, education was brought to the table and realized their importance in the role they play in the workforce development system. The workforce development system can only be complete with the combination of Workforce Development, Economic Development, and Education.

- Goal #2: As the convener of the Summit, the Workforce Board also learned of the needs of employers and economic development and the immediate need to begin processes for the upcoming industrial growth that we will be seeing in early 2007.
- Goal #3: To address the Board's goal of supporting economically disadvantaged customers, it has partnered with several local projects that will assist this population to achieve self-sufficiency. These projects include coordination with the Brownsfield Project in Port Arthur that is federally funded through the Environmental Protection Agency that trains people in environmental clean up occupations that yield a livable wage.

Another successful project includes partnerships with local industry, hospitals, and businesses to provide summer internships for college students. Students intern within ten (10) area refineries, three hospitals, and two additional businesses in occupations that coincide with the governor's industry cluster initiative. This affords economically disadvantage students an opportunity that they would not otherwise have. Through these projects the Board can realize its vision and mission of a world class competitive workforce.

- Goal #4: The Board created a Business Services Committee to plan and oversee services to employers and hired a Business Services Liaison. The Southeast Texas Workforce Development Board has undergone some major hurdles during this program year. With the impact of the evacuees from Hurricane Katrina and the evacuation of our own area from Hurricane Rita it has been difficult to remain on course with its strategic goals that were set.

Employers, industry, and the local education systems were all set back by the impact of these disasters.

However, there are some key mile stones that are note worthy:

- The Board has been able to recover from the impact of both of the hurricanes and received the nations' largest Department of Labor (DOL) National Emergency Grant (NEG);
- Placed approximately 1,000 people in employment in a period of two and a half months through the help of the National Emergency Grant;
- Experienced significant improvement in contracted performance measures;
- Changed the workforce system delivery operational model to enhance the services of the Workforce System, improve performance, and become more cost effective;
- Southeast became the first workforce development area in the country to pioneer a business capitalization program through the National Emergency Grant.

2. Evaluate the effectiveness of the Board's own and other workforce services, activities, and service providers for both youth and adults.

The Southeast Texas Workforce Development Board monitors and provides policy guidance and planning structure to staff and subcontractor(s). Planning sessions focus on discussions and policy guidance in reference to coordination; goals and objectives for the workforce system; expectations for identifying and selecting customers (especially hard-to-serve); goals and awareness of emerging, demand and targeted training including nontraditional fields of work; and linkages established with various businesses, educational agencies, social service agencies, and training institutions. Additionally, the Board ensures timely responses to independent, state and federal monitoring reports. Financial and performance reports are submitted to the Board and CEO's on a monthly basis.

3. Describe how the Board obtains customer feedback.

Currently the Board utilizes the customer feedback from employers and job seekers alike, received from the Texas Workforce Commission. This information is reviewed and provided to the Workforce Centers for follow-up. Staff and Board Members are involved in several community focus groups and community projects where customer feedback is received via one-on-one or group meetings.

As part of this next planning cycle, the Board plans to devise a local customer feedback process with the new contractor.

4. Identify the points in the system where the Board collects customer feedback.

Feedback is collected once the customer exits the program; customer feedback is solicited for the marketing of workforce services. Employer feedback is solicited when job fairs are conducted to assess satisfaction and follow-up is also conducted with employers who post job orders with the Business Services Unit of the Workforce Center. When customers utilize WorkInTexas, job seekers and employers are randomly selected to complete a customer satisfaction survey. This information is then provided to the Workforce Board by TWC for appropriate action, as applicable.

5. Outline how the Board uses customer feedback to ensure continuous improvement to its service delivery strategies and mix.

Utilizing this feedback, the Board enhances services to customers through changes in service delivery and or operations. The Board also utilizes customer feedback to direct its marketing strategies.

APPENDIX 2
High-Growth, High-Demand Industry Sectors
And
Occupations Identified Through Labor Market
Analysis

Appendix 2 List of High-Growth, High-Demand Industry Sectors and Occupations Identified Through Labor Market Analysis

The following information must be provided as Appendix

- A list of high-growth, high-demand industries and the sectors that comprise them, including their corresponding NAICS codes is included in the following SOCRATES Narrative: Please see Attachments.

7/5/2006

**South East Texas
Local Workforce Development Board
Regional Narrative
Labor Market Plan**

[Indeval Ranking](#)
[Final Target Industry List](#)
[Preliminary Target Occupation List](#)
[Final Target Occupation List](#)

GENERAL ECONOMIC BACKGROUND OF THE SOUTH EAST TEXAS REGION

Major cities in the South East Texas Workforce Development Area include Beaumont, Port Arthur, and Orange. The economy is composed primarily of petroleum related industries, shipping via three public ports, and the timber industry. Agriculture is centered around timber, rice and beef production. Major occupational opportunities exist for managers, food preparation workers, health service assistants, and sales representatives.

According to the U.S. Census for the year 2000, South East Texas region had a total population of 381,724 . The Texas Office of the State Demographer reported that the population of this area is expected to increase to 394,654 by 2012. That is a 3.4 percent increase in ten years.

The most recent civilian labor force estimates from TWC for Texas statewide in May 2006 is 11,382,063 which is an increase in the labor force of 216,120 persons since May 2005. This represents a 1.9 percent change in Texas during this time period. These estimates are not seasonally adjusted. South East Texas had a civilian labor force of 175,124 for May 2006 which was a change of -3,326 in CLF since May 2005. This change represented a decrease of -1.9 percent for the study area.

Results from the TWC/LMCI Projections project indicated that in 2002 the South East Texas region total employment for all industries was 171,500 . That number is expected to grow to 194,700 by the year 2012. That is an expected increase of 23,200, which represents an 13.5 percent increase in employment. Below is a chart covering employment changes for specific industries of the South East Texas region.

**South East Texas Workforce Development Board
Industry Employment
2002-2012**

Industry Title	Annual Average Employment	Change in Employment	Growth Rate
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	2002	2012	2002-2012	
Self-Employed & Unpaid Family Workers	12,750	12,700	-50	-0.4
Natural Resources & Mining	900	850	-50	-5.6
Construction	14,750	16,650	1,900	12.9
Manufacturing	20,600	19,600	-1,000	-4.8
Trade, Transportation, & Utilities	30,900	33,850	2,950	9.6
Information	2,750	3,000	250	9.1
Financial Activities	6,100	6,500	400	6.6
Professional & Business Services	12,800	15,000	2,200	17.2
Education & Health Services	36,500	47,400	10,900	29.9
Leisure & Hospitality	13,000	15,200	2,200	16.9
Other Services, Ex. Government	7,200	8,400	1,200	16.7
Government	13,300	15,650	2,350	17.7
Total Employment, All Jobs	171,500	194,700	23,200	13.5

SOUTH EAST TEXAS INDUSTRIAL ANALYSIS

Industrial analysis is the process of prioritizing industries in the regional economy according to job opening potential. It is dependent on the interpretation and synthesis of various economic indicators and appropriate statistical data, and is also reliant on decisions made by the local workforce board. As in any other market, rather than trying to predict the future or plan based on current observations, it is more logical to identify powerful trends already underway and then decide on a direction to head in based on that information.

INDEVAL RANKING

SOUTH EAST TEXAS (18)

NAICS	Industry	Rank	Quotient
621	Ambulatory Health Care Services	1	10.95
541	Professional and Technical Services	2	11.9
611	Educational Services	3	15.65
443	Electronics and Appliance Stores	4	16.3
332	Fabricated Metal Product Manufacturing	5	18.1
722	Food Services and Drinking Places	6	20.55
423	Merchant Wholesalers, Durable Goods	7	23.2
488	Support Activities for Transportation	8	23.4
236	Construction of Buildings	9	25.45
623	Nursing and Residential Care Facilities	10	25.65
622	Hospitals	11	26.05
551	Management of Companies and Enterprises	12	26.15
624	Social Assistance	13	26.5
452	General Merchandise Stores	14	27.35
561	Administrative and Support Services	15	28.4
238	Specialty Trade Contractors	16	28.65
532	Rental and Leasing Services	17	29.05
446	Health and Personal Care Stores	18	31.4
441	Motor Vehicle and Parts Dealers	19	31.85
333	Machinery Manufacturing	20	32.25
444	Building Material & Garden Supply Stores	21	32.25
562	Waste Management and Remediation Service	22	32.35
493	Warehousing and Storage	23	33
811	Repair and Maintenance	24	33.45
213	Support Activities for Mining	25	34
524	Insurance Carriers & Related Activities	26	35.1
424	Merchant Wholesalers, Nondurable Goods	27	35.6
325	Chemical Manufacturing	28	35.65
523	Financial Investment & Related Activity	29	36.35
515	Broadcasting (except Internet)	30	37.05
813	Membership Organizations & Associations	31	37.35
321	Wood Product Manufacturing	32	37.45
484	Truck Transportation	33	37.6
812	Personal and Laundry Services	34	37.75
324	Petroleum & Coal Products Manufacturing	35	38.25
237	Heavy and Civil Engineering Construction	36	38.65
221	Utilities	37	38.9
336	Transportation Equipment Manufacturing	38	39.1
453	Miscellaneous Store Retailers	39	39.9
517	Telecommunications	40	39.9
486	Pipeline Transportation	41	40.2
531	Real Estate	42	40.45
448	Clothing and Clothing Accessories Stores	43	41.5
326	Plastics & Rubber Products Manufacturing	44	41.55
713	Amusement, Gambling & Recreation Ind	45	42.05
511	Publishing Industries	46	43.05
442	Furniture and Home Furnishings Stores	47	43.85
311	Food Manufacturing	48	44.4

447	Gasoline Stations	49	44.95
211	Oil and Gas Extraction	50	44.95
331	Primary Metal Manufacturing	51	45.1
485	Transit and Ground Passenger Transport	52	45.35
451	Sporting Goods/Hobby/Book/Music Stores	53	46.35
522	Credit Intermediation & Related Activity	54	46.4
721	Accommodation	55	46.5
337	Furniture and Related Product Mfg	56	46.6
939	Local Gov't.	57	48.05
327	Nonmetallic Mineral Product Mfg	58	48.2
919	Federal Gov't.	59	48.9
445	Food and Beverage Stores	60	49.15
492	Couriers and Messengers	61	50
483	Water Transportation	62	52.45
929	State Gov't.	63	52.5
712	Museums, Parks and Historical Sites	64	52.55
113	Forestry and Logging	65	53.05
512	Motion Picture & Sound Recording Ind	66	53.25
454	Nonstore Retailers	67	54.3
711	Performing Arts and Spectator Sports	68	54.75
314	Textile Product Mills	69	55.55
334	Computer and Electronic Product Mfg	70	55.95
339	Miscellaneous Manufacturing	71	56.3
323	Printing and Related Support Activities	72	56.5
814	Private Households	73	56.8
425	Electronic Markets and Agents/Brokers	74	57.95
111	Crop Production	75	58.35
312	Beverage & Tobacco Product Manufacturing	76	64.3
212	Mining (except Oil and Gas)	77	73.85
114	Fishing, Hunting and Trapping	78	75.25
115	Agriculture & Forestry Support Activity	79	77.35
482	Rail Transportation	80	78.6
316	Leather and Allied Product Manufacturing	81	79.2
481	Air Transportation	82	79.9
322	Paper Manufacturing	83	80.45
533	Lessors, Nonfinancial Intangible Assets	84	80.6
112	Animal Production	85	81.1
525	Funds, Trusts & Other Financial Vehicles	86	81.1
487	Scenic and Sightseeing Transportation	87	82.8
335	Electrical Equipment and Appliances	88	84.75
516	Internet Publishing and Broadcasting	89	85.15
518	ISPs, Search Portals, & Data Processing	90	85.3
313	Textile Mills	91	85.5
519	Other Information Services	92	88.25
521	Monetary Authorities - Central Bank	93	89
315	Apparel Manufacturing	94	90.45
491	Postal Service	95	90.85

In addition to the regional INDEVAL ranking chart, this narrative also provides a rank orders report to show how the single industries fared in the chosen weighted indicators.

RANK ORDERS

SOUTH EAST TEXAS (18)

NAICS	Industry	Local							Natl		Quot	Rank
		Empl Change 2003-2005	Empl 1st Qtr 2005	Estab Change 2003-2005	Nbr Estab <-1st Qtr 2005->	Avg Wage	Ind COS	Loc Proj 2012	Abs Chg 2012	Pct Chg		

621	Ambulatory Health Care Services	7	3	1	1	44	15	3	2	7	3	10.95	1
541	Professional and Technical Services	2	6	7	2	7	45	8	7	21	4	11.9	2
611	Educational Services	16	1	16	27	45	30	1	1	4	9	15.65	3
443	Electronics and Appliance Stores	3	31	15	32	13	14	33	17	2	25	16.3	4
332	Fabricated Metal Product Manufacturing	11	16	10	22	15	17	14	14	28	45	18.1	5
722	Food Services and Drinking Places	31	2	2	4	74	26	2	3	16	5	20.55	6
423	Merchant Wholesalers, Durable Goods	20	18	5	7	17	43	21	27	43	12	23.2	7
488	Support Activities for Transportation	1	19	47	30	54	4	17	11	10	46	23.4	8
236	Construction of Buildings	74	11	73	11	16	8	5	5	18	38	25.45	9
623	Nursing and Residential Care Facilities	33	13	18	35	60	37	12	10	15	6	25.65	10
622	Hospitals	69	4	25	67	39	29	4	4	19	10	26.05	11
551	Management of Companies and Enterprises	17	50	9	41	11	69	43	18	1	27	26.15	12
624	Social Assistance	6	17	45	16	70	32	18	13	12	7	26.5	13
452	General Merchandise Stores	4	10	51	59	62	19	10	9	27	15	27.35	14
561	Administrative and Support Services	64	9	8	5	61	49	7	8	29	1	28.4	15
238	Specialty Trade Contractors	71	7	68	3	40	25	6	6	25	8	28.65	16
532	Rental and Leasing Services	44	33	65	28	25	20	28	20	9	26	29.05	17
446	Health and Personal Care Stores	42	30	12	26	46	28	32	26	30	36	31.4	18
441	Motor Vehicle and Parts Dealers	66	15	66	13	36	21	16	16	32	21	31.85	19
333	Machinery Manufacturing	13	40	37	54	30	46	35	24	22	40	32.25	20
444	Building Material & Garden Supply Stores	57	24	56	24	50	27	22	19	13	20	32.25	21
562	Waste Management and Remediation Service	30	41	57	43	14	9	30	28	38	47	32.35	22
493	Warehousing and Storage	52	49	26	55	23	40	45	25	8	34	33	23
811	Repair and Maintenance	67	23	74	6	48	24	20	15	14	28	33.45	24
213	Support Activities for Mining	5	44	28	42	22	7	52	48	48	68	34	25
524	Insurance Carriers & Related Activities	50	37	3	10	26	61	29	42	44	30	35.1	26
424	Merchant Wholesalers, Nondurable Goods	54	26	62	23	21	51	26	23	33	43	35.6	27
325	Chemical Manufacturing	70	5	13	39	5	3	9	79	72	89	35.65	28
523	Financial Investment & Related Activity	38	60	17	37	4	68	56	45	23	37	36.35	29
515	Broadcasting (except Internet)	37	48	21	60	34	16	46	33	39	58	37.05	30
813	Membership Organizations & Associations	19	46	61	21	64	58	13	12	24	11	37.35	31
321	Wood Product Manufacturing	18	43	31	65	43	23	41	36	40	49	37.45	32
484	Truck Transportation	58	34	29	20	35	47	27	38	45	19	37.6	33
812	Personal and Laundry Services	59	25	67	17	58	34	25	22	26	22	37.75	34
324	Petroleum & Coal Products Manufacturing	68	12	34	66	2	1	11	77	68	82	38.25	35
237	Heavy and Civil Engineering Construction	39	21	43	29	20	11	24	75	69	54	38.65	36
221	Utilities	32	35	22	61	1	18	37	70	67	87	38.9	37
336	Transportation Equipment Manufacturing	8	32	54	51	24	55	38	39	41	90	39.1	38
453	Miscellaneous Store Retailers	56	36	60	18	49	35	31	32	37	17	39.9	39
517	Telecommunications	60	38	58	47	9	42	34	41	42	48	39.9	40
486	Pipeline Transportation	15	57	14	57	3	2	65	72	75	71	40.2	41
531	Real Estate	14	39	4	9	56	53	42	60	60	31	40.45	42
448	Clothing and Clothing Accessories Stores	72	28	49	19	68	41	23	21	20	74	41.5	43
326	Plastics & Rubber Products Manufacturing	25	56	46	63	28	59	51	34	34	35	41.55	44
713	Amusement, Gambling & Recreation Ind	26	45	40	31	75	56	40	30	31	13	42.05	45
511	Publishing Industries	10	47	23	49	38	52	50	61	61	32	43.05	46
442	Furniture and Home Furnishings Stores	28	53	59	33	53	44	47	35	36	39	43.85	47
311	Food Manufacturing	12	55	30	50	52	71	49	43	35	51	44.4	48
447	Gasoline Stations	36	29	6	15	67	22	36	78	73	57	44.95	49
211	Oil and Gas Extraction	9	59	36	58	6	12	76	68	78	86	44.95	50

331	Primary Metal Manufacturing	43	51	48	75	18	33	48	49	49	79	45.1	51
485	Transit and Ground Passenger Transport	27	64	38	62	66	63	63	40	5	41	45.35	52
451	Sporting Goods/Hobby/Book/Music Stores	48	54	64	38	71	50	44	31	17	33	46.35	53
522	Credit Intermediation & Related Activity	73	22	70	25	31	48	19	65	65	18	46.4	54
721	Accommodation	23	42	20	34	73	60	39	58	58	16	46.5	55
337	Furniture and Related Product Mfg	40	67	33	52	55	73	61	44	6	55	46.6	56
939	Local Gov't.	65	8	63	12	29	5	95	95	95	2	48.05	57
327	Nonmetallic Mineral Product Mfg	47	61	24	68	37	57	55	47	47	56	48.2	58
919	Federal Gov't.	45	27	44	46	8	13	93	93	93	65	48.9	59
445	Food and Beverage Stores	63	14	71	14	69	31	15	74	66	29	49.15	60
492	Couriers and Messengers	92	62	92	72	33	64	57	29	3	23	50	61
483	Water Transportation	49	68	35	70	19	10	69	76	79	72	52.45	62
929	State Gov't.	62	20	53	44	42	6	94	94	94	14	52.5	63
712	Museums, Parks and Historical Sites	21	70	27	73	63	38	68	56	56	59	52.55	64
113	Forestry and Logging	35	74	42	64	10	39	70	71	76	73	53.05	65
512	Motion Picture & Sound Recording Ind	61	69	50	69	76	65	60	37	11	42	53.25	66
454	Nonstore Retailers	53	71	52	56	27	74	64	54	54	44	54.3	67
711	Performing Arts and Spectator Sports	22	73	11	53	57	75	73	62	62	53	54.75	68
314	Textile Product Mills	34	75	39	74	51	67	71	46	46	78	55.55	69
334	Computer and Electronic Product Mfg	41	52	32	71	41	66	53	67	70	94	55.95	70
339	Miscellaneous Manufacturing	51	63	19	45	59	70	59	63	63	61	56.3	71
323	Printing and Related Support Activities	46	66	55	40	47	76	62	55	55	60	56.5	72
814	Private Households	24	58	69	8	72	54	58	59	59	91	56.8	73
425	Electronic Markets and Agents/Brokers	55	65	72	36	12	77	66	73	74	50	57.95	74
111	Crop Production	29	72	41	48	65	78	67	53	53	80	58.35	75
312	Beverage & Tobacco Product Manufacturing	84	76	84	76	32	72	72	50	50	84	64.3	76
212	Mining (except Oil and Gas)	81	81	81	81	81	83	75	52	52	85	73.85	77
114	Fishing, Hunting and Trapping	77	78	77	78	78	36	84	84	84	75	75.25	78
115	Agriculture & Forestry Support Activity	80	80	80	80	80	81	74	69	77	62	77.35	79
482	Rail Transportation	78	84	78	84	84	95	54	66	71	83	78.6	80
316	Leather and Allied Product Manufacturing	75	77	75	77	77	92	80	80	80	81	79.2	81
481	Air Transportation	95	95	95	95	95	84	78	51	51	52	79.9	82
322	Paper Manufacturing	76	79	76	79	79	87	81	81	81	92	80.45	83
533	Lessors, Nonfinancial Intangible Assets	79	82	79	82	82	82	82	82	82	66	80.6	84
112	Animal Production	93	93	93	93	93	79	79	57	57	77	81.1	85
525	Funds, Trusts & Other Financial Vehicles	94	94	94	94	94	62	77	64	64	67	81.1	86
487	Scenic and Sightseeing Transportation	83	83	83	83	83	88	83	83	83	69	82.8	87
335	Electrical Equipment and Appliances	82	87	82	87	87	80	87	87	87	76	84.75	88
516	Internet Publishing and Broadcasting	86	86	86	86	86	89	86	86	86	63	85.15	89
518	ISPs, Search Portals, & Data Processing	88	88	88	88	88	93	88	88	88	24	85.3	90
313	Textile Mills	85	85	85	85	85	86	85	85	85	93	85.5	91
519	Other Information Services	89	89	89	89	89	94	89	89	89	64	88.25	92
521	Monetary Authorities - Central Bank	90	90	90	90	90	90	90	90	90	70	89	93
315	Apparel Manufacturing	87	92	87	92	92	85	92	92	92	95	90.45	94
491	Postal Service	91	91	91	91	91	91	91	91	91	88	90.85	95

SOUTH EAST TEXAS Final Target Industry List

No. NAICS	Industry	Origin
1. 2362	Nonresidential Building Construction	Indeval
2. 2371	Utility System Construction	Indeval
3. 2379	Other Heavy Construction	Indeval
4. 3241	Petroleum & Coal Products Manufacturing	Indeval
5. 3251	Basic Chemical Manufacturing	Indeval
6. 3259	Other Chemical Preparation Manufacturing	Indeval
7. 3324	Boilers, Tanks, and Shipping Containers	Indeval
8. 3329	Other Fabricated Metal Product Mfg	Indeval
9. 3366	Ship and Boat Building	Indeval
10. 4539	Other Miscellaneous Store Retailers	Indeval
11. 4841	General Freight Trucking	Indeval
12. 4842	Specialized Freight Trucking	Indeval
13. 4861	Pipeline Transportation of Crude Oil	Indeval
14. 4862	Pipeline Transportation of Natural Gas	Indeval
15. 6221	General Medical and Surgical Hospitals	Indeval
16. 6231	Nursing Care Facilities	Indeval
17. 6233	Community Care Facility for the Elderly	Indeval
18. 7211	Traveler Accommodation	Indeval

Number of Top Employers in the South East Texas Region or Final Target Industries (In Each Size Class)

Employer Size Ranges

A = 1000 + Employees
 B = 500 – 999 Employees
 C = 100 – 499 Employees
 D = 50 – 99 Employees
 E = 20 – 49 Employees
 F = 10 – 19 Employees
 G = 5 – 9 Employees
 H = Less than 5 Employees

No.	NAICS	Industry	Number of Employers in Size Class							
			A (%)	B (%)	C (%)	D (%)	E (%)	F (%)	G (%)	H (%)
Total										
1. 21	2362	Nonresidential Building Construction	0 (0)	0 (0)	0 (0)	0 (0)	3 (14)	4 (19)	14 (66)	0 (0)
2. 15	2371	Utility System Construction	0 (0)	0 (0)	1 (6)	1 (6)	1 (6)	5 (33)	7 (46)	0 (0)
3. 6	2379	Other Heavy Construction	0 (0)	0 (0)	0 (0)	0 (0)	3 (50)	2 (33)	1 (16)	0 (0)
4. 11	3241	Petroleum & Coal Products Manufacturing	0 (0)	1 (9)	1 (9)	3 (27)	1 (9)	3 (27)	2 (18)	0 (0)
5. 13	3251	Basic Chemical Manufacturing	0 (0)	0 (0)	2 (15)	2 (15)	2 (15)	7 (53)	0 (0)	0 (0)
6. 11	3259	Other Chemical Preparation Manufacturing	0 (0)	0 (0)	4 (36)	1 (9)	3 (27)	3 (27)	0 (0)	0 (0)
7. 5	3324	Boilers, Tanks, and Shipping Containers	0 (0)	0 (0)	0 (0)	1 (20)	2 (40)	2 (40)	0 (0)	0 (0)
8. 12	3329	Other Fabricated Metal Product Mfg	0 (0)	0 (0)	1 (8)	2 (16)	2 (16)	5 (41)	2 (16)	0 (0)
9. 11	3366	Ship and Boat Building	0 (0)	0 (0)	0 (0)	4 (36)	4 (36)	3 (27)	0 (0)	0 (0)
10. 37	4539	Other Miscellaneous Store Retailers	0 (0)	0 (0)	1 (2)	1 (2)	5 (13)	11 (29)	19 (51)	0 (0)
11. 16	4841	General Freight Trucking	0 (0)	0 (0)	0 (0)	0 (0)	2 (12)	3 (18)	11 (68)	0 (0)
12. 55	4842	Specialized Freight Trucking	0 (0)	0 (0)	0 (0)	5 (9)	12 (21)	14 (25)	24 (43)	0 (0)
13. 36	4861	Pipeline Transportation of Crude Oil	0 (0)	0 (0)	0 (0)	1 (2)	10 (27)	15 (41)	10 (27)	0 (0)
15. 16	6221	General Medical and Surgical Hospitals	2 (12)	3 (18)	9 (56)	0 (0)	1 (6)	1 (6)	0 (0)	0 (0)
16. 30	6231	Nursing Care Facilities	0 (0)	0 (0)	8 (26)	12 (40)	2 (6)	6 (20)	2 (6)	0 (0)
17. 18	6233	Community Care Facility for the Elderly	0 (0)	0 (0)	3 (16)	0 (0)	6 (33)	5 (27)	4 (22)	0 (0)
18. 48	7211	Traveler Accommodation	0 (0)	0 (0)	2 (4)	4 (8)	11 (22)	23 (47)	8 (16)	0 (0)
Texas Total, All Industries 362,764			535 (0)	836 (0)	12,577 (3)	19,327 (5)	53,058 (15)	82,568 (23)	173,917 (48)	19,946 (5)

* Many employers are assigned to multiple NAICS and due to rounding, the sum of percentages may not equal 100.

SOUTH EAST TEXAS FINAL TARGET OCCUPATION LIST

No.	SOC	SOC Title	Non-Trad'l Occ for Male(M) or Female(F)	Successful Board Placement History	Key Occupation in Targeted Industry	Good Employment Growth Prospects	Wages Above LWDB Goal	Education Time Within LWDB Goal	Available Training Provider Identified	Local Wisdom and Other Rationale
1.	49-3023	Automotive Service Technicians and Mechanics	(F)				Y	Y	Y	Y
2.	47-2011	Boilermakers	(F)	Y	Y	Y	Y	Y	Y	
3.	49-3031	Bus/Truck Mech/Diesel Speclst	(F)	Y	Y	Y	Y	Y	Y	Y
4.	47-2031	Carpenters	(F)	Y	Y	Y	Y	Y	Y	
5.	47-2051	Cement Masons/Concrete Finishers	(F)	Y	Y	Y	Y	Y	Y	
6.	51-8091	Chemical Plant/System Operators	(F)	Y	Y	Y	Y	Y	Y	
7.	17-2051	Civil Engineers	(F)	Y	Y	Y	Y	Y	Y	
8.	47-2061	Construction Laborers	(F)	Y	Y	Y	Y	Y	Y	
9.	11-9021	Construction Managers	(F)	Y	Y	Y	Y	Y	Y	
10.	33-3012	Correctional Officers and Jailers	(F)	Y	Y	Y	Y	Y	Y	Y
11.	43-4051	Customer Service Representatives		Y	Y	Y	Y	Y	Y	
12.	49-9051	Electrical Power-Line Installers and Repairers	(F)	Y	Y	Y	Y	Y	Y	Y
13.	47-2111	Electricians	(F)	Y	Y	Y	Y	Y	Y	
14.	53-7032	Excavate/Load Mach/Dragline Oper	(F)	Y	Y	Y	Y	Y	Y	
15.	47-3012	Helpers--Carpenters	(F)	Y	Y	Y	Y	Y	Y	
16.	47-3015	Helpers--Pipelayers/Plumbers	(F)	Y	Y	Y	Y	Y	Y	
17.	17-2112	Industrial Engineers	(F)	Y	Y	Y	Y	Y	Y	
18.	49-9041	Industrial Machinery Mechanics	(F)	Y	Y	Y	Y	Y	Y	
19.	53-7051	Industrial Truck/Tractor Oper	(F)	Y	Y	Y	Y	Y	Y	

20.	51-4034	Lathe/Turning Mach Tool Oper	(F)	Y	Y	Y	Y	Y	Y
21.	29-2061	Licensed Practical and Licensed Vocational Nurses	(M)	Y	Y	Y	Y	Y	Y
22.	51-4041	Machinists	(F)	Y	Y	Y	Y	Y	Y
23.	11-9111	Medical/Health Services Managers		Y	Y	Y	Y	Y	
24.	47-1011	Mgr/Spvr, Construction Trade Wkr	(F)	Y	Y	Y	Y	Y	Y
25.	31-1012	Nursing Aides/Orderlies/Attends	(M)	Y	Y	Y	Y	Y	Y
26.	39-9021	Personal and Home Care Aides	(M)	Y	Y	Y	Y	Y	Y
27.	29-2052	Pharmacy Technicians		Y	Y	Y	Y	Y	Y
28.	47-2152	Plumbers/Pipefitters/Steamfitter	(F)	Y	Y	Y	Y	Y	Y
29.	29-2034	Radiologic Technols/Techs		Y	Y	Y	Y	Y	Y
30.	29-1111	Registered Nurses	(M)	Y	Y	Y	Y	Y	Y
31.	29-1126	Respiratory Therapists		Y	Y	Y	Y	Y	Y
32.	33-9032	Security Guards	(F)	Y	Y	Y	Y	Y	Y
33.	25-3999	Teachers, Primary, Secondary and Adult, All Other	(A)				Y	Y	Y
34.	53-3032	Truck Drivers, Heavy/Tractor-Tra	(F)	Y	Y	Y	Y	Y	Y
35.	53-3033	Truck Drivers, Light or Delivery	(F)	Y	Y	Y	Y	Y	Y
36.	51-4121	Welders/Cutters/Solderers/Brazer	(F)	Y	Y	Y	Y	Y	Y

No.	SOC	SOC Title	Local Wisdom and Other Rationale
1.	49-3023	Automotive Service Technicians and Mechanics	Automotive service Tec and Mechanics are short in WDA
3.	49-3031	Bus/Truck Mech/Diesel Speclst	Due to the large amount of construction and heavy equipment operations needed

10. 33-3012 Correctional Officers and Jailers	WDA has 2 state, 1 federal, and 1 juvenal correction felicity
12. 49-9051 Electrical Power-Line Installers and Repairers	Electrical Power line Technicians are in Demand in WDA
20. 51-4034 Lathe/Turning Mach Tool Oper	Due to the large amount of construction in commercial and private industry
22. 51-4041 Machinists	Due to the large amount of construction in commercial
24. 47-1011 Mgr/Spvr, Construction Trade Wkr	Due to the large amount of construction in commercial and private industry
27. 29-2052 Pharmacy Technicians	Pharmacy Technicians are in demand at hospitals and private hospitals
28. 47-2152 Plumbers/Pipefitters/Steamfitter	Due to the large amount of construction in commercial and private industry
32. 33-9032 Security Guards	Due to home land security and our WDA has 3 Major Ports
33. 25-3999 Teachers, Primary, Secondary and Adult, All Other	Teachers are in demand in WDA
34. 53-3032 Truck Drivers, Heavy/Tractor-Tra	Shortage of Class A and B Drivers for this area.
35. 53-3033 Truck Drivers, Light or Delivery	Due to the large amount of construction in commercial and private industry
36. 51-4121 Welders/Cutters/Solderers/Brazer	Ship and off shore plat form rigs fabercation and repairs.

Appendix 3
Statewide Goals and Objectives
Texas Workforce Investment Council

Appendix 3 Statewide Goals and Objectives ± Texas Workforce Investment Council

REPORTING REQUIREMENTS

Part 1: In September 2005, the Council hosted an employer roundtable, where a number of employers from across the state were invited to discuss programs and services in the Texas workforce system. While employers commented on a broad range of programs and services, there were several central themes. Three of those themes raised during that discussion follow.

Provide a brief narrative description of the activities that your Board is implementing or plans to implement within the context of *Destination 2010* with regard to the following:

1. Increasing both the relevance and responsiveness of programs and services to employers.

The Southeast Texas Workforce Development Board members, its staff and workforce center staff regularly network with advisory committees, community colleges, economic development entities, civic and professional organizations to increase awareness of the value-added, employer driven services that are available through the public workforce system. The workforce system staff is able to develop partnerships which allow the sharing of information regarding occupations in demand, skills requirements, specialized training needs, and methods of leveraging various workforce resources.

The advent of the Southeast Texas Workforce Alliance through the Leadership Summit has established the workforce system as the convener and focal point for workforce solutions. By collaborating with education, economic development, and industry, a common platform for business expansion, industry recruitment, customized education and training has been established. Together with workforce resources such as skills development funding and capitalization grants, these entities have become a part of a valuable process in which resources can be shared to develop solutions to the community's workforce needs.

The Alliance members have outlined their human capital issues and worked with the Board and Center staff to develop short term and long term goals. The information gathered through the Alliance from economic development entities is shared with education leaders to provide a window in to current and future skills requirements. Education The relationship between workforce system staff and industry allow for customized job fairs and hiring events specifically aligned to industry needs. And, input from local industry develops focus for training resources for high growth, high demand occupations.

2. Enhancing job-matching services to meet the needs for both technical and professional positions, in addition to entry-level positions.

The Workforce system staff continues to work to enhance job-matching services to meet employer requests for both technical and professional positions, in addition to entry-level positions.

Due to Hurricane Rita, Southeast Texas is experiencing high unemployment coupled with a shortage of skilled workers, which presents a challenge for employers that are recovering, rebuilding or expanding attempting to find and retain qualified workers. In an effort to maximize the job-matching services for employers, the Center staff conducts one-on-one trainings for employers utilizing the WorkInTexas system. The Staff provides employers with occupational information, such specific qualifications, job processes, etc., which assist employers when writing their WorkInTexas job descriptions. In addition, Staff works with employers to assist in the pre-screening, assessment, and referral of qualified applicants. The potential result of this one-on-one partnership is effective job postings that attract a higher percentage of qualified job seekers.

Local employers are invited to use the Workforce Center facilities for recruiting efforts and the Staff regularly participate in employer hiring and recruiting events, such as regional job fairs held in local shopping malls. The Workforce Center staff also participates in local and regional job fairs held by other organizations and often collaborates with community partners to sponsor such job fairs.

All workforce center offices offer workshops to job seekers to address job search techniques, resume writing, goal setting, work ethic, problem solving, communication skills, and customer service. The Centers provide job seekers with information about employer expectations, job requirements and employer hiring practices in an attempt to have qualified applicants applying for positions that will best fit their work environment preferences.

To address the regional skilled labor shortage, the Board and Center staff work with the Alliance members to develop and implement strategies that will afford local citizens the opportunity to get training in the high growth, high demand occupations.

Board staff regularly attend human resource management association meetings to strengthen develop employer partnerships. This organization provides the workforce system with networking opportunities with local business leaders and decision makers. The relationship has increased the awareness of the business services solutions that are available for employers through the workforce system.

3. “Selling the system’ to employers so that more are aware of the workforce system and the programs and services available.

The Board’s workforce center staff works to deliver services and programs relevant and responsive to employers’ needs. The staff recognizes the importance of quality customer service from the initial contact with a new employer. In order to “sell the system” and ensure continued usage, the staff has to prove to employers that it provides quality, responsive services on a consistent basis.

The Center’s goal is to satisfy employers so they return and promote the workforce system to other employers via word-of-mouth. All other marketing efforts include billboards, television commercials, radio and television talk shows, etc. The Board and

workforce center staff hosts community job fairs in coordination with local stakeholders such as community colleges, school districts and economic development entities. Plans for Non-traditional job fairs are pending such as a televised Job-a-thon. The Board and center staff also presents information about the employer services and Job Seeker services to civic clubs, human resource service organizations, local youth organizations, migrant coordinators, community based and faith based organizations, and area school counselors.

The Board utilizes the media to publicize center activities by releasing announcements and engaging journalists as often as possible. The Board staff also participates in local Chamber ribbon cuttings, after hour events, business expos and business open houses.

Parts 2 and 3:

Destination 2010: FY2004-FY2009 Strategic Plan for the Texas Workforce Development System (TWDS) Long-Term Objectives				
REQUIRED	LTO ID#	SYSTEM LONG-TERM OBJECTIVES	Part 2: Page Number(s) in Plan	Part 3: Performance FY 2006
	SI2.0	All system partners and associated workforce service providers will participate in the scope and development of a system-wide universal information gateway designed to provide a consistent and universal framework for all system customers and provider information on system projects, services and solutions.	NA	NA
R	CU1.0	Increase system-wide, the number of employers using TWDS products and services.	Board Goal number four addresses this objective- The Southeast Texas Region’s economic quality encourages business location and expansion. There has been a significant increase in employers that utilize the workforce system and its product.	<ul style="list-style-type: none"> • Southeast Texas continues to be one of the top three performing Board areas in Employer Sustainability and Market Share performance. These measures specifically indicate the number of non-duplicated employers in a WDA that receive reportable services and utilize Workforce services multiple times during the program year. Currently, Southeast is exceeding performance for Market Share, (ranked #4 in the State), and sustainability,(racked #2) out of 28 workforce development boards. • All four (4) workforce centers continue to host/sponsor employer focus groups that provide pertinent information regarding the benefits of the workforce development system.
R	CU2.0	Employer Customer Satisfaction levels in system programs and services will increase as determined by the combined satisfactory and above satisfactory categories in the Council’s System Employer Survey.	Southeast continues to increase Employer satisfaction due to improvement in relationships and partnerships with local employers.	<ul style="list-style-type: none"> • In the on-going effort to increase the satisfaction of services provided through the public workforce system., the Board continues to outreach to those entities in the local community that

				are involved in the economic viability of the community. The Board has entered into Memoranda of Understanding with the two largest Chambers of Commerce in our WDA and others are pending. The WDA is on tract to meet and exceed the employer customer satisfaction target for PY 2006. Many employers and businesses regularly utilize the “value-added” services offered through our workforce system. To date, more than 400 businesses and employers have utilized the four (4) Workforce Center facilities and Staff for job/hiring fairs, interviewing and orientations, assessments, and meetings.
	CU3.0	Increase the percentage of adult education students completing the level enrolled.		
	SC1.0	Achieve job growth increases.		
	SC2.0	Develop, approve, fund and implement a strategic alliance business model that targets a minimum of three strategic industry clusters that hold long-term strategic relevance to the State.		

Destination 2010: FY2004-FY2009 Strategic Plan for the Texas Workforce Development System (TWDS) Long-Term Objectives				
REQUIRED	LTO ID#	SYSTEM LONG-TERM OBJECTIVES	Part 2: Page Number(s) in Plan	Part 3: Performance FY 2006
	SC3.0	Expand existing program or create a new program that enables employers to directly, readily and accountably access funds for new hire or incumbent worker training.		
R	SC4.0	Design and implement a methodology and system for identifying and assessing employer needs.	Currently each Workforce Center continues to conduct employer forums once a quarter. Center Staff has also increased their visibility and participation in community events. The purpose of these forums is to afford area employers to discuss and identify their workforce needs.	<ul style="list-style-type: none"> • Southeast Texas continues to be one of the top three performing Board areas in Employer Sustainability and Market Share performance. These measures specifically indicate the number of non-duplicated employers in a WDA that receive reportable services and utilize Workforce services multiple times during the program year. Currently, Southeast is exceeding performance for Market Share, (ranked #4 in the State), and sustainability,(racked #2) out of 28 workforce development boards. •
R	SC5.0	Develop system to review workforce education programs and make recommendations to revise or retire them as appropriate to the current and future workforce needs identified in coordination with employers.	The Board provided two area high schools with the “I Can Learn” math labs. Neither of these schools met the standized testing for math in the State of Texas. Both schools implemented this curriculum to compliment the existing math curriculum this past school year. However, due to Hurricane Rita, both labs at each of the schools received damage and the schools were unable to continue implementation. Labs have since been reinvated to begin	<ul style="list-style-type: none"> • Not available.

			start up, therefore, the Board has been unable to evaluate the effectiveness of this project.	
R	SC6.0	Increase the awareness; access rates, participation, and relevance of services to small and mid-size businesses throughout the State.	<p>Again, the Board's Goal #4 addresses this objective.</p> <p><i>The Southeast Texas region's economic quality encourages business location and expansion</i></p> <p>The Board is currently in the process of developing a small business capitalization initiative, which is to assist small businesses to recover from Hurricane Rita. As part of this initiative, the Business Services Committee has begun a major outreach to over 2,800 small experienced rated businesses within the Southeast Texas Region.</p>	<ul style="list-style-type: none"> • Information not available due to the Hurricane Rita.
	CU3.1	Increase the percentage of adult education students receiving a high school diploma or GED.		
	CU3.2	Increase job placements as a result of STEP mature worker programs and services.		
	CU3.3	Increase academic and future workplace success of youth by increasing the HS graduation and/or certification (GED) rates.		

Destination 2010: FY2004-FY2009 Strategic Plan for the Texas Workforce Development System (TWDS) Long-Term Objectives				
REQUIRED	LTO ID#	SYSTEM LONG-TERM OBJECTIVES	Part 2: Page Number(s) in Plan	Part 3: Performance FY 2006
	CU3.4	Reduce the percentage of student dropouts from public schools between grades 7 and 12.		
	CU3.5	Increase the percentage of exiting secondary students pursuing academic and/or workforce education.		
	CU3.6	Increase TX higher education participation rate.		
	CU3.7	Increase the number of certificates, associates and bachelors degrees awarded annually.		
	CU3.8	Sustain job placements for students exiting post secondary programs.		
	CU3.9	Decrease number of TANF recipients cycling on and off TANF.		
	CU4.0	Increase the percentage of adult offenders placed in jobs prior to release. Increase constructive activity rate for youthful offenders.		
R	CU5.0	Increase the percentage of persons receiving vocational rehabilitation services from the Department of Assistive and Rehabilitative Services	The Board will increase the percentage of persons receiving vocational rehabilitation services from the Department of Assistive and Rehabilitative Services (DARS).	<ul style="list-style-type: none"> • Currently DARS case managers are located within our largest workforce centers and go

		(DARS) who remain employed after exiting the program.		<p>on an as needed basis to the smaller centers. They see clients and case manage customers from the centers, thereby increasing the awareness and availability of service to this particular population. This practice has been in place for several years.</p>
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Appendix 4

Process Elements

Appendix 4 Process Elements

a. Public Comment

The Southeast Texas Workforce Development Board made a draft copy of its plan modification available to the public on June 5, 2006 to July 5, 2006 for 30 days as required.

The draft plan modification was made available to the public through the following methods:

- The Board's website – www.setworks.org
- Public notices were posted for three (3) consecutive days in 5 major newspapers.
 - Beaumont Enterprise, 380 Main St., Beaumont Texas 77701
 - Port Arthur News, 3501 Turtle Creek Dr., Port Arthur, Texas 77642
 - Silsbee Bee, P.O. Box 547, Silsbee, Texas 77656
 - Hardin County News, 522 N Main St., Lumberton, Texas 77657
 - The Orange Leader, 200 Front Street, Orange, Texas 77631

There were no comments received by the comment period deadline.

The State of the Workforce Paper was utilized as the basis for the FY 07-08 plan mod. The Leadership conference also provided an opportunity to present this information to the economic development entities, educational community and employers.

b. Fiscal Agent

Identify the entity responsible for disbursing the state and federal grant funds provided under this plan.

The Southeast Texas Workforce Development Board is its own fiscal agent.

c. Priority of Service

Declaration:

The Southeast Texas Workforce Board has established criteria determining that resources in the workforce area are restricted based on limited funds. The Board has established a priority of service policy, maintained at the local level, based on the provisions of 20 C.F.R. §663.600.

The Board understands that a declaration of restricted resources requires the Board to:

- Determine income eligibility for each adult; and
- Develop a policy to instruct Texas Workforce Center staff to give service priority to adult recipients of public assistance, low-income individuals, and other individuals who meet WIA Adult eligibility requirements.

Appendix 5

Signature Pages

***Signature Page
Plan Modification for
October 1, 2006 to September 30, 2008***

Section 1:

Local Workforce Development Area: **Southeast Texas Workforce Development Board**

Board Contact Person: **Linda Brown Turk** Phone Number: **(409)-719-4750**

Fiscal Agent: **Southeast Texas Workforce Development Board**

Phone Number: **(409)-719-4750**

State Comptroller ID Number: **741650432000**

Section 2:

The signatures below certify that the attached Integrated Plan Modification components, including all assurances in Appendix A, have been reviewed and approved by the Chief Elected Officials and the Board Chair.

Chief Elected Official:

Chief Elected Official:

Judge Carl Griffith Jr.
Typed Name

Typed Name

Judge, Jefferson County
Title

Title

Signature Date

Signature Date

Board Chair:

Mike Burrow
Typed Name

Board Chair
Title

Signature Date

Appendix 6

Assurances

Assurances

1. The Board has adopted this plan in accordance with the plan requirements in Texas Government Code §2308.304 and WIA §117.
2. The Board has followed Commission guidelines and, in the preparation and submission of this plan, has taken into consideration the applicable program, administrative, performance, and financial requirements of Commission rule §801.17. This plan shall govern the provision of services in the workforce area, as required by Texas Government Code §2308.304.
3. The Board has developed this plan in consultation with local elected officials, the business community, labor organizations, and other partners, as required by §117(d)(1) and §118(b)(7) of WIA.

General

4. The Board is directly responsible for the strategic planning, operational planning, and administration of all workforce training and services funded through allocations to the workforce area, as required by Texas Government Code §2308.302(b). Such responsibilities shall be carried out in accordance with the following Commission rules:

RULE	TOPIC
800	General Administration
801	Local Workforce Development Boards
809	Child Care and Development
811	Choices
813	Food Stamp Employment and Training
815.28	UI Work Search Requirements
823	General Hearings
841	Workforce Investment Act
847	Project RIO Employment Activities and Support Services
849	Employment and Training Services for Dislocated Workers Eligible for Trade Benefits

5. The Board shall carry out its duties and functions under this plan in compliance with the requirements of applicable federal and state statutes, regulations, and other issuances as provided by:

- Chapters 302 and 306 of the Texas Labor Code;
- Chapter 2308 of the Texas Government Code;
- Chapters 31 and 34 of the Texas Human Resources Code;
- Commission rules;
- WIA State Plan provisions;
- Training and Employment Notices, as applicable;

Appendix 7

Memoranda of Understanding

Memorandum of Understandings

General Information

The following six required components are included in each Memorandum of Understanding (MOU) the Board executes:

1. The name of the Board and the partner entity or entities executing the MOU.
2. A description of the services to be provided (i.e., a full description of the services and responsibilities of each entity).
3. An explanation of how services and operation costs of the Texas workforce system will be funded.
4. The method of referral.
5. The duration and process for amending the MOU.
6. Any other requirements of interest to the parties signing the MOU.

Listing of Memorandum of Understandings

<i>Memorandum of Understandings</i>	<i>Start Date</i>	<i>End Date</i>
<i>AARP Foundation (Took Place of Program for Human Services-Senior. Aide Program)</i>	<i>10/20/03</i>	<i>Open Ended</i>
<i>Alabama-Coushatta Tribal Council Employment and Training Program</i>	<i>06/14/06</i>	<i>Open Ended Pending Signature</i>
<i>Beaumont Housing Authority (Maximize resources/duplication of services & encourage sharing of knowledge & expertise etc.)</i>	<i>04/23/01 04/14/99</i>	<i>Open Ended</i>
<i>Beaumont Housing Authority (Provide services to support ROSS Program)</i>	<i>08/23/04</i>	<i>Open Ended</i>
<i>Beaumont Independent School District Adult Basic Education Program</i>	<i>06/22/05 12/08/99 06/09/99</i>	<i>Open Ended</i>
<i>Beaumont Junior Forum</i>	<i>02/10/04</i>	<i>Open Ended</i>
<i>Buckner Children & Family Services of Southeast Texas STAR Services</i>	<i>03/13/06</i>	<i>Open Ended</i>
<i>City of Beaumont-Beaumont Public Library System (Literacy Depot)</i>	<i>05/13/99</i>	<i>Open Ended</i>
<i>City of Orange Housing Authority</i>	<i>04/25/01 04/21/99</i>	<i>Open Ended</i>
<i>City of Port Arthur Workforce Center</i>	<i>06/02/06</i>	<i>09/30/06</i>
<i>Crockett Resource Center for Independent Living, Inc. (For the delivery of WIA Services and SSA Benefits planning and Assistance Services to SSI and SSDI beneficiaries with disabilities through a Work Incentive Planning and Assistance (WIPA) Project)</i>	<i>09/30/06</i>	<i>09/29/09 Pending Signature</i>
<i>Department of Assistive & Rehabilitative Services Division for Rehabilitation Services ± DARS/DRS Contract Number: 979506 ± ORANGE CENTER ONLY (This replaces The Texas Rehabilitation Commission (TRC) (Orange County Only) Agreement No: 977041)</i>	<i>01/01/06 03/21/05 06/04/02</i>	<i>12/31/06 04/30/08 04/30/05</i>
<i>Family Services Women and Children's Shelter</i>	<i>02/19/03</i>	<i>Open Ended</i>

<i>Greater Orange Area Literacy Service</i>	<i>03/21/00 05/24/99</i>	<i>Open Ended</i>
<i>IBPAT #1008 Apprenticeship</i>	<i>05/30/01 07/01/99</i>	<i>Open Ended</i>
<i>JRL Enterprises, Incorporated I Can Learn Education System (Math Skills Training Agreement)</i>	<i>09/01/04</i>	<i>09/30/07</i>
<i>Justice of the Peace Court, Southeast Jefferson County Precinct 8</i>	<i>01/18/06 08/31/05</i>	<i>Open Ended Open Ended</i>
<i>Lakeside-Palomar Community Development, Inc.</i>	<i>01/12/05</i>	<i>12/31/05</i>
<i>Lamar University/Orange, Division of Continuing Education</i>	<i>06/14/99</i>	<i>Open Ended</i>
<i>Lamar University/Port Arthur, Continuing Education Program</i>	<i>06/28/99</i>	<i>Open Ended</i>
<i>Lamar University/Beaumont, Institute for Entrepreneurial Studies (NON-FINANCIAL AGREEMENT)</i>	<i>08/16/05</i>	<i>Open Ended</i>
<i>Lamar University ± Texas Science, Technology, Engineering and Mach Center (T-STEM)</i>	<i>05/16/05</i>	<i>Open Ended</i>
<i>Land Manor, Inc. (Referred to as 'Health Care Provider')</i>	<i>04/14/03</i>	<i>Open Ended</i>
<i>MTC/Gary Job Corps Community</i>	<i>02/02/04</i>	<i>Open Ended</i>
<i>Millwrights Local Union #2484</i>	<i>06/30/99</i>	<i>Open Ended</i>
<i>Orange County Housing Authority (use to be Housing Authority of Orange County)</i>	<i>04/23/01 04/13/99</i>	<i>Open Ended Open Ended</i>
<i>Port Arthur Housing Authority</i>	<i>04/23/01 05/06/99</i>	<i>Open Ended</i>
<i>Port Arthur ISD Adult Basic Education</i>	<i>12/07/99 06/08/99</i>	<i>Open Ended</i>
<i>Port Arthur ISD Youth</i>	<i>01/05/04</i>	<i>Open Ended</i>
<i>Port Arthur Literacy Support</i>	<i>06/07/99</i>	<i>Open Ended</i>
<i>Programs for Human Services ± Senior Citizens Employment Program (Title V)</i>	<i>05/29/01 04/14/99 02/26/99</i>	<i>Open Ended 05/29/01 04/14/99</i>
<i>Region V Adult Education</i>	<i>08/24/01</i>	<i>Open Ended</i>

<i>Sabine Area Carpenters Apprenticeship and Training</i>	<i>06/30/99</i>	<i>Open Ended</i>
<i>Samaritan Counseling Center of Southeast Texas</i>	<i>12/18/02</i>	<i>Open Ended</i>
<i>SETRPC (Regional Dev. & Services Division) (Block Grants)</i>	<i>09/18/02</i> <i>04/08/99</i>	<i>Open Ended</i> <i>Open Ended</i>
<i>SETRPC National & Community Service Act Programs</i>	<i>04/18/01</i> <i>08/30/00</i> <i>08/10/00</i>	<i>Open Ended</i>
<i>SETRPC ± Transportation Planning Division (Amended on 11/26/01 but effective date remains 04/15/93 according to MOU)</i>	<i>11/26/01</i> <i>04/15/93</i>	<i>Open Ended</i> <i>11/26/01</i>
<i>South East Texas Regional Planning Commission (Regional Services) ± Low Income Families and individuals that have an emergency crisis</i>	<i>04/08/99</i>	<i>Open Ended</i>
<i>South East Texas Management Network/Outreach, Screening & Referral (OSR)</i> <i>South East Texas Management Network</i>	<i>10/29/04</i> <i>09/01/03</i> <i>05/28/02</i> <i>05/06/99</i>	<i>Open Ended</i> <i>08/31/04</i> <i>05/28/03</i> <i>06/12/02</i>
<i>TDCJ Beaumont, Nederland and Orange Parole Offices</i>	<i>02/01/05</i>	<i>Open Ended</i>
<i>Texas Client Assistance Program (CAP)</i>	<i>07/25/00</i>	<i>Open Ended</i>
<i>Texas Commission for the Blind</i>	<i>01/02/04</i> <i>01/01/02</i> <i>08/21/00</i>	<i>12/31/05</i> <i>12/31/03</i> <i>12/31/01</i>
<i>Texas Department of Family and Protective Services (Foster Youth Program)</i>	<i>08/01/06</i>	<i>08/31/11</i> <i>Pending</i> <i>Signature</i>
<i>Texas Health & Human Services Commission Formerly Texas Department of Human Services</i>	<i>05/10/05</i> <i>11/06/00</i> <i>02/24/03</i>	<i>Open Ended</i>
<i>The Area Agency on Aging of Southeast Texas¶ 2-1-1 Texas LinkAGE Access Service</i>	<i>06/01/04</i>	<i>Open Ended</i>
<i>The Greater Beaumont Chamber of Commerce</i>	<i>05/25/05</i>	<i>Open Ended</i>
<i>The Texas Rehabilitation Commission (TRC) All Workforce Centers/Amendment #2 Contract No. 975324/Amendment#1 Original MOU Dates</i>	<i>11/17/00</i> <i>11/17/00</i> <i>11/17/00</i>	<i>12/31/05</i> <i>12/31/03</i> <i>12/31/01</i>
<i>The Office of the Attorney General (‘OAG’)</i>	<i>03/13/01</i>	<i>Open Ended</i>

<i>The Texas Educational Foundation/Job Corps (:TEF/Job Corps `)</i>	<i>08/07/01</i>	<i>Open Ended</i>
<i>TWC ± Unemployment Insurance Program (UI)</i>	<i>09/01/04 08/17/00</i>	<i>08/31/07 08/31/04</i>
<i>TYC Jefferson County Parole Offices (No copies of this MOU)</i>	<i>02/01/05</i>	<i>Open Ended</i>
<i>TYC Hardin County Parole Offices (No copies of this MOU)</i>	<i>01/27/05</i>	<i>Open Ended</i>
<i>TYC Orange County Parole Offices (No copies of this MOU)</i>	<i>01/27/05</i>	<i>Open Ended</i>
<i>Ubi Caritas, Project Welcome</i>	<i>04/24/01 07/13/00</i>	<i>Open Ended</i>
<i>United States Probation Department of Beaumont</i>	<i>12/05/02</i>	<i>Open Ended</i>
<i>U. S. Army Recruiting Company-Beaumont</i>	<i>05/17/00</i>	<i>Open Ended</i>

Memorandum of Understandings (First Generation Program)

<i>Partner</i>	<i>Start Date</i>	<i>End Date</i>
<i>Beaumont Independent School District (Central High School)</i>	<i>12/18/02</i>	<i>Open Ended</i>
<i>Beaumont Independent School District (Clifton J. Ozen High School)</i>	<i>04/02/03</i>	<i>Open Ended</i>
<i>City of Port Arthur PowerZone</i>	<i>04/19/04</i>	<i>Open Ended</i>
<i>Clientlogic, Incorporated</i>	<i>03/28/05</i>	<i>Open Ended</i>
<i>Hamshire-Fannett Independent School District</i>	<i>12/31/03</i>	<i>Open Ended</i>
<i>Gulf Coast Health Center, Inc.</i>	<i>05/24/05</i>	<i>Open Ended</i>
<i>Huntsman Corporation</i>	<i>06/06/05</i>	<i>07/22/05</i>
<i>I Have a Dream Program</i>	<i>06/01/04</i>	<i>Open Ended</i>
<i>Lamar University (Beaumont)</i>	<i>01/05/03</i>	<i>Open Ended</i>
<i>Lamar Institute of Technology</i>	<i>01/17/03</i>	<i>Open Ended</i>
<i>Lamar State College-Orange</i>	<i>02/06/03</i>	<i>Open Ended</i>
<i>Lamar State College-Port Arthur</i>	<i>04/09/03</i>	<i>Open Ended</i>
<i>Little Cypress-Mauriceville Independent School District</i>	<i>01/29/04</i>	<i>Open Ended</i>
<i>Port Arthur Independent School District (Memorial High School)</i>	<i>01/25/05 02/05/03</i>	<i>09/30/07 Open Ended</i>
<i>Richard Milburn Academy</i>	<i>12/18/02</i>	<i>Open Ended</i>
<i>Silsbee Independent School District (Silsbee High School)</i>	<i>02/17/04</i>	<i>Open Ended</i>
<i>The Exxon/Mobil Green Team (City of Beaumont, Lamar University, And Beaumont ISD)</i>	<i>06/01/04</i>	<i>Open Ended</i>
<i>Vidor Independent School District</i>	<i>01/07/04</i>	<i>Open Ended</i>
<i>West Hardin County Consolidated Independent School District</i>	<i>01/06/03</i>	<i>Open Ended</i>

Contracted Services

Required Partner Agency or Program	Expiration Date
WIA Title I – Adult, Dislocated Worker, and Youth Programs	TWC - Contract
TANF Choices	TWC - Contract
FSE&T	TWC - Contract
Child Care Services	TWC - Contract
Project RIO	TWC - Contract
Trade Act	TWC - Contract
Wagner-Peyser Employment and Training, as amended by WIA (includes Migrant and Seasonal Farm workers)	TWC - Contract
Veterans’ Employment and Training Programs, as amended by the Jobs for Veterans Act	TVC – TWC - Contract
Apprenticeship Programs	Open-Ended
WIA Title II – Adult Education and Family Literacy Act	Open-Ended
National and Community Services Act	Open-Ended
Postsecondary Vocational Education Activities under the Carl D. Perkins Act	Open-Ended
Senior Community Service Employment Program(s)	Open-Ended
Coordinated Choices Case Management with the Texas Health and Human Services Commission	Open-Ended
UI Compensation	08/31/07
Texas Department of Family and Protective Services	08/31/11
Optional Partners and Programs	Expiration Date
Vocational rehabilitation programs and services	Open-Ended
Job Corps services under WIA Youth	Open-Ended
Native American programs under WIA	Open-Ended
Community Services Block Grant programs	Open-Ended
Employment and training services provided through grantees of the U.S. Department of Housing and Urban Development (Youth Build)	N/A
Texas Department of Housing and Community Affairs or local housing authority	Open-Ended
Community Development Block Grant recipients	Open-Ended
Local education agencies	Open-Ended

Vocational education agencies)	N/A
Optional Partners and Programs (continued)	Expiration Date
Fatherhood initiative programs or other child support programs	Open-Ended
Army National Guard employment and training programs	Open-Ended
Texas Youth Commission	Open-Ended
Juvenile Probation Commission	Open-Ended
Texas Department of Criminal Justice	Open-Ended
Migrant and Seasonal Farm worker youth educational services	N/A
Domestic violence intervention programs	Open-Ended
Community-based organizations	N/A
Other Local Partners and Programs	
Refer to MOU Listings for Other Local Partners	

Attachments

**Spring 2006 SETWDB Newsletter
New, Revised or Updated MOUs
(These attachments will be mailed under separate
cover)**