

Action Item	Partner Responsible	Due Date	Related Activities/ Existing Resources	Resources Needed	Outcome Measurement	Progress	
Pillar 4: Workforce Supply & Demand		Goal: To increase alignment of workforce supply with employer demand					
<i>Strategy 4.1: Develop a proactive and cohesive approach by piloting an initial sector partnership</i>							
4.1.1 Identify initial target sector(s); Consider those related to cracker plant	WIB MOV	✓	Mid-Ohio Valley Workforce Assessment 2013		Initial target sectors determined: Construction, Oil & Gas and Plastics & Polymers	Initial target sectors determined: Construction, Oil & Gas and Plastics & Polymers	
4.1.2 Identify common goals and partner strengths	Team Gail: survey members	High/ ongoing and long-term		Team needs additional time to consider and prioritize their interests	A shared vision is developed and agreed upon	Created a draft common vision of a career pathways system	
4.1.3 Building on strengths, define partner roles and expectations to ensure clarity among partners and employers and to promote transparency and accountability	Team	High	Does Tech Prep Consortium already have a charter or MOUs? Oh-Penn Manufacturing Collaborative example	Directory of schools A link for employers to find and engage training providers	Partners understand the goals of a career pathway system and the benefits of collaboration Partner roles are clearly identified and institutionalized in writing	Determined need for Sector Partnership Coordinator; Drafted job description; Secured commitment by WVCCTC and WVU Parkersburg to utilize Bridging the Gap TAACCCT funding to support a Sector Partnership Coordinator position	
4.1.4 Identify sector partnership convener	Jeremy Jeffers	High		An email list of team members (WIB MOV) Regular meeting schedule	Sector partnership convener identified for each sector	Quarterly meeting presentation regarding Sector Partnership planning and development	
4.1.5 Describe how information will be collected and shared among partners through the sector partnership and other related activities (business retention and expansion visits)	Team	High	WIB MOV's work on the "Employment Guide" Mid-Ohio Valley Workforce Assessment 2013 Target Industries/BRE Action Team	Material from all schools in region	Information sharing described in a Partner MOU		

Pillar 4: Workforce Supply & Demand		Goal: To increase alignment of workforce supply with employer demand, continued				
<i>Strategy 4.1: Develop a proactive and cohesive approach by piloting an initial sector partnership, continued</i>						
4.1.6 Align partner efforts to design seamless career pathways	WVU-P Tech Prep consortium	High/medium-term	Tech Prep Consortium currently meets every other month	Add schools from Ohio and surrounding area to include all for discussion Job descriptions and titles of forecasted demand occupations	Partners understand the concept of career pathways and have committed to improving program design and articulation for more stackable and seamless pathways	
4.1.7 Ensure feedback loops with partner decision-makers to inform policy and resource decisions	Jeff Nolan: secretary to record meeting minutes? Gail: post monthly reports on website	High	Use WIB-MOV website and WF WV monthly newsletter	Look into social media Listserv of stakeholders and partners to send monthly newsletter	Information about industry workforce needs regularly summarized and shared with community leaders	
<i>Strategy 4.2: Create a coherent mechanism to engage employers and identify needs</i>						
4.2.1 Engage those individuals who have been involved in the project to better understand industry needs (i.e. state econ dev officials)	Jeff Nolan	High	Jeff will provide information that is public from his meetings with Economic Development		A list of who is already engaged in the project developed	Officials participated in July 2014 quarterly joint action team meeting
4.2.2 Identify and build on what is known about the sector's needs, as well as identifying what additional information is needed and share with project officials	Ed Powell: Oil & Gas Chris Furr: Construction	High	Ohio Jobs and Families (Matt Smith and Julie) can share some information	Timeline and job descriptions for the cracker in order to do long-term planning and understand what is needed	Known information about sector needs is collected, compiled and shared with Action Team members Add info needed is identified and shared with project officials	Collaborated with WVU P using Bridging the Gap funding to host the Opt In Quarterly Summit; Secured expert, Matt Henderson from Penn State University to provide overview of upstream, midstream and downstream oil and gas opportunities

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4.2.3 Research other communities with cracker plants to identify anticipated needs	Joyce / Gail Amy Stollar	High	SW Louisiana guide Amy can reach out to NE Ohio people for additional help/info Potential MOVRC Market Research	Employment Guide for MOV	Other communities with cracker plants identified	Researched other communities and identified SW Louisiana best practice ("orange book")
4.2.4 Identify direct and indirect employment opportunities and related educational requirements associated with the cracker plant	Work Force WV	High	Mid-Ohio Valley Workforce Assessment 2013	Info from other facilities Info on which types of secondary employers are also likely to lose employees in order to backfill jobs	Progression of industry development and related occupations in other communities is identified and shared with Action Team	Obtained feedback re: Employment Guide from various industry associations Partnered with Workforce West Virginia Research, Information and Analysis Office for detailed and real-time labor market data
4.2.5 Engage key industry representatives, building from existing industry groups where applicable (i.e. Polymer Alliance Zone), and identify champions who can provide a strong industry voice	Team—providing contact with industry	High	All team members have existing relationships they can draw upon	Summary of what we know and share with team A champion to make people aware of needs/progress	Champions for each sector identified and engaged	Partnerships built with Polymers/Plastics, Construction, and partnerships in-process with oil and gas
4.2.6 Consider leveraging and combining existing advisory committees in the region	Team	High/ Ongoing	Tech Prep Consortium Polymer Alliance Zone IOGA Affiliated Construction Trades- Jeremy Jeffers Maintenance Counsel - Todd Fox		Action Team identifies and approaches any logical existing advisory committees to combine efforts with sector partnership	
4.2.7 Convene additional businesses and partners and facilitate a demand-driven process to identify common industry needs	WIB (Workforce Investment Board)	High	Chambers of Commerce Economic Development Dir. Independent Oil & Gas Assoc.	Work to get these groups involved with team	Sector Partnership launch meetings held with significant business involvement from each sector	

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4.2.8 Identify the most common and pressing industry needs to serve as an initial focus of the sector partnership	Team	High/ Ongoing/ Requires monitoring and revision	Workforce information Partner information		Initial workforce needs identified and agreed upon as focus of sector partnership	
<i>Strategy 4.3: Design a seamless career pathways system building from partner strengths</i>						
4.3.1 Develop a collective response to highest priority industry workforce needs	Team	High	Employment guide resource	Input from partners, timeline, job descriptions, asset map	Initial strategies developed to address initial workforce needs	
4.3.2 Develop an asset map identifying all existing training programs and resources in the region related to the Construction, Oil & Gas and Plastic & Polymer industries	Team Gail: will send out an electronic format and compile info	High	ACT website Apprenticeships Vocational Schools	All team members will compile information about the programs in their local area (Bring to next meeting) Need to decide how large the footprint should be	Relevant training programs and services are identified Asset map developed	Identified all relevant training providers for targeted industries in Employment Guide
4.3.3 Identify duplication, gaps, and opportunities to streamline or accelerate student advancement along career pathways	Team Education partners	Medium	Some training and existing programs are in place	Timeline for jobs	Career pathway gaps are identified	Identified gap at entry level of career pathway for readiness to enter into and successfully advance along career pathways in the three targeted industries
4.3.4 Incorporate industry needs into education and training programs, refining curricula and creating new programs as needed	Education partners	Medium	Tech Prep Consortium	Info on jobs / skills needed	Curricula are refined and/or new programs developed to fill gaps	Selected by WV Dept of Education-Adult Basic Education to develop and pilot a foundational program to provide adults with the basic foundational skills needed Occupational profiles created/gathered for oil and gas, construction and plastics and polymers

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4.3.5 Coordinate recruitment and training strategies in sync with the cracker plant, including a timeframe for training programs that align with key anticipated hiring dates	Team Education partners	Medium		Timeline for jobs	Recruitment and training strategies identified for initial workforce needs	
4.3.6 Ensure training results in stackable, industry-recognized credentials	Team WVU-P Tech Prep consortium	Medium	Tech Prep consortium	List of credentials	Credentials identified and vetted with employers	
4.3.7 Develop outreach and recruitment strategies for the career pathway, including identifying individuals with existing, relevant skills and promoting the opportunities and skill requirements through media and partner channels	Work Force WV	Medium	Work Force WV and Ohio Dept of Jobs & Family Services have job seeker information	Employment guide Grant Funding Outreach teams to visit schools	Outreach and recruitment strategies created	
4.3.8 Create clear career pathway “road maps” with multiple entry points to guide interested individuals and provide information to career counselors and academic advisors	Work Force WV	Medium	“Reality Store”- Washington County, Ohio Charleston area – job shadowing (ask Mike Lamb) Employment Guide examples		Employment Guide created depicting clear career pathways in targeted sectors	Created Employment Guide – currently pending minor edits
4.3.9 Identify common assessments and encourage credit for prior learning/experience	Education partners	Medium			Common assessments are identified and agreed to among participating institutions	
4.3.10 Identify wrap-around supports, such as job placement, career and financial aid counseling, drop-out prevention services, child care, and transportation	Team	Medium			Wrap-around support needs are identified, and community resources made readily available to career pathways participants	

Pillar 4: Workforce Supply & Demand, continued						
<i>Strategy 4.4: Expand sector partnerships</i>						
4.4.1 Replicate sector partnership model to other target industries		Low			Lessons learned are recorded and model replicated to other targeted industries	
4.4.2 Identify cross-cutting needs (i.e. soft skills) and related solutions		Low			Cross-cutting industry needs are identified and related solutions identified and implemented	Identifying cross-cutting basic and technical foundational skills needed in oil and gas, plastics and polymers and construction (see related updates in 4.3.3, 4.4.4, and 4.5.4)
<i>Strategy 4.5: Promote career awareness</i>						
4.5.1 Disseminate career pathway “road maps” widely throughout the community		Medium		Employment guide	Outreach and marketing strategies are created to distribute and promote the Employment Guide	
4.5.2 Promote non-traditional careers and apprenticeships (union and non-union) geared towards the demands of target industries in the region		Medium			Employment Guide includes non-traditional careers and apprenticeships	
4.5.3 Use information garnered from employers to educate career and guidance counselors about the in-demand occupations and careers that do not require a college degree to ensure accurate and timely guidance to individuals		Medium			Specific outreach strategies created to target career and guidance counselors about occupations in demand and related career pathways	

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4.5.4 Target adult basic education and high school equivalency graduates to promote career options in the community		Medium			Outreach strategies include targeting adult based education and high school equivalency graduates	In process of creating a contextualized remediation/ readiness pilot program in the MOV region
<i>Strategy 4.6: Facilitate greater employer involvement in schools</i>						
4.6.1 Engage employers to provide accurate career information to students and the community related to skills and abilities needed; consider videos of local employers to show students the careers available in the community		Medium			Employer Career Pathways Ambassadors are recruited to participate in a speakers' bureau to promote career pathways	
4.6.2 Develop opportunities for teachers, counselors and students to see first-hand the types of careers available and the skill sets needed		Medium	Partnership with Building Bridges to Careers		Tours, job shadowing, internships, etc. are developed to introduce teachers, counselors and students to occupations	
4.6.3 Develop employer testimonials to articulate the importance of a high school diploma, skills training, and lifelong learning, including non-college options		Medium			Employer testimonials re: specific messages are gathered and included in outreach strategies	