



Hennepin-Carver Workforce Development Board

Action Request: 2023-7

Topic: Comprehensive Site Designation (Extension)

Board Meeting Date: November 14, 2023

Item Description

HCWDB Designation of a Comprehensive CareerForce Location for Workforce Development Area 09.

Action Needed

A motion (and second) extending the designation of the Bloomington CareerForce location as the comprehensive site for Workforce Development Area 09, effective 1/1/2024 until the Brooklyn Center Career Force lease is executed and regular business can occur at the location.

Background

There are currently two CareerForce Centers operating in Local Workforce Development Area 09, in Bloomington and in Chaska. Per WIOA law, it is the responsibility of the Workforce Development Board to ensure at least one comprehensive location in the Workforce Development Area where jobseekers have access to services provided by all partners.

Currently, CareerForce – Bloomington is designated as the temporary comprehensive location for our area because the lease for the Brooklyn Center CareerForce location ended on 6/30/2021. Staff recommends an extension to the Bloomington location designated as the comprehensive location, effective 1/1/2024 until the Brooklyn Center Career Force lease is executed and regular business can occur at the location.

The Bloomington location currently meets requirements for a Comprehensive location (referred to as American Job Centers at the Federal level). These requirements are outlined in [Training and Employment Guidance Letter \(TEGL\) 16-16](#). Relevant information is as follows.

A comprehensive American Job Center is a physical location where job seekers and employer customers can access the programs, services, and activities of all required one-stop partners, along with any additional partners as determined by the Local WDB. The one-stop delivery system must include at least one comprehensive physical center in each local area.

Comprehensive one-stop centers should reflect a welcoming environment to all customer groups who are served by the American Job Centers. All American Job Center staff should be courteous and helpful to all job seekers, businesses, and others who interact with the American Job Centers, in person, by telephone, or online.

A comprehensive American Job Center must have:

1) At least one WIOA title I staff person physically present, and the Center must provide the career services listed in 20 CFR 678.430, 34 CFR 361.430, and 34 CFR 463.430;

- 2) Access to training services described in 20 CFR 680.200;
- 3) Access to any employment and training activities carried out under section 134(d) of WIOA;
- 4) Access to programs and activities carried out by one-stop partners listed in 20 CFR 678.400 through 678.410, 34 CFR 361.400 through 361.410, and 34 CFR 463.400 through 463.410, including the Wagner-Peyser Act ES program; and
- 5) Workforce and labor market information.

It is important to note that "providing" career services in the comprehensive does not mean that each required partner must provide these services directly on-site at the comprehensive American Job Center. However, it does mean that some career services must be provided directly on-site.

Career services may be provided through access to one-stop partner programs and activities, which may be delivered in one of three ways:

- *Option 1. Having a program staff member physically present at the American Job Center;*
- *Option 2. Having a staff member from a different partner program physically present at the American Job Center and appropriately trained to provide information to customers about the programs, services, and activities available through all partner programs; or*
- *Option 3. Making available a direct linkage through technology to a program staff member who can provide meaningful information or services.*

Attachments

None.