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STATE OF NEW HAMPSHIRE  
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT  
**OFFICE OF THE COMMISSIONER**

172 Pembroke Road P.O. Box 1856 Concord, New Hampshire 03302-1856

June 17, 2014

Her Excellency Governor Margaret Wood Hassan  
And the Honorable Executive Council  
State House  
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Resource and Economic Development, Office of Workforce Opportunity to renew a membership with National Governors Association (VC#177762), Washington, DC for one year in the amount of \$7,000.00 upon Governor and Council approval through June 30, 2015. 100% Federal Funds.

Funding is available in account titled, Workforce Opportunity as follows:

	<u>FY15</u>
03-35-35-350010-53360000-026-500251 Organizational Dues	\$7,000

EXPLANATION

The National Governors Association for Best Practices Workforce Development Technical Assistance Program (WDTAP) provides information analysis and state services activities related to a broad range of workforce development policy and administrative issues; such as, state workforce development policy and innovative practices; state administration of Workforce Investment Act and other federal employment and training programs; career and technical education and postsecondary credentials; and the relationship of workforce and related programs to economic development and human service programs.

Listed below are answers to standard questions required for Governor and Council organization dues and membership approval submissions:

1. How long has this organization been in existence and how long has this agency been a member of this organization? *The National Governor's Association (NGA) has existed since 1908 and the Office of Workforce Opportunity has been a member since 2009; the prior organization, the Workforce Opportunity Council was a member from 2000-2009, and prior still was the NH Job Training Council which was a member since the mid 80's.*
2. Is there any other organization which provides the same or similar benefits which your agency belongs to? *No.*
3. How many other state's belonging to this organization and is your agency the sole New Hampshire state agency that is a member? *We believe all 50 State's belong to the NGA. Yes, we are the only state member for NH.*

4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc) *The fee is based on the population size of the State.*
5. What benefit does the state receive from participating in this membership? *The National Association of State Liaisons for Workforce Development Partnerships, run by the NGA Center, is the national collaborative among officials of state government with lead responsibility for administering state and federal workforce programs. Members of the association share ideas and experiences through monthly conference calls, semiannual meetings, and participation in a range of policy and program sessions sponsored by the NGA Center and other organizations with a primary interest in workforce development.*
6. Are training or educational/ research materials included in the membership? If so, is the cost included? Explain in detail. *Yes, written materials, white papers, Washington updates; webinars, WIA analysis of rules, regulations and new legislation, conference calls, etc. all inclusive in the cost.*
7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain. *No.*
8. Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known and purposes of membership supported trips. *No.*
9. Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and/or officers of the organization. *Jackie Heuser, Office of Workforce Opportunity is a member of The National Association of State Liaisons for Workforce Development Partnerships.*

Explain in detail any negative impact to the State if the Agency did not belong to this organization. *The Office of Workforce Opportunity would not have access to conference calls, materials and regular updates regarding employment and training related to workforce needs if we were not a part of this organization, or have a voice as a voting member of the State Liaisons group.*

The Attorney General's Office has approved this contract as to form, substance and execution.

Respectfully submitted,

  
\_\_\_\_\_  
Jeffrey R. Rose  
Commissioner



Mary Fallin  
Governor of Oklahoma  
Chair

John Hickenlooper  
Governor of Colorado  
Vice Chair

Dan Crippen  
Executive Director

June 1, 2014

Jackie Heuser  
Director  
Office of Workforce Opportunity  
Dept of Resources & Economic Development  
172 Pembroke Road  
Concord, NH 03301

Dear Ms. Heuser:

*Re:* NGA Center for Best Practices Workforce Development TA Program participation fee for Program Year 2014-2015

We invite you to renew your state's participation in the National Governors Association's Workforce Development Technical Assistance Program (WDTAP). Through the WDTAP, NGA provides state workforce officials in-depth analysis of federal legislative, regulatory, and policy issues related to workforce development as well as providing current information on national developments and innovative state policy and best practices.

In addition to analytical work by NGA, the WDTAP program supports the following services:

1. **General and customized technical assistance** to participating states on a variety of workforce related issues; including implementation of a state-wide sector strategy initiative, career pathways, postsecondary credentials, data quality, Veterans issues, and other workforce issues of importance to your state.
2. **Analysis of federal legislation** and the implications, implementation requirements and challenges for states.
3. **Direct access to colleagues across the states** facilitated by NGA Center staff to raise state challenges and barriers in order to solicit innovative approaches and solutions from others, both at the federal and state level. Forums for direct interaction with NGA technical staff and state peers are provided through:
  - Biannual convening of two national NGA Center groups which address cutting edge issues confronting states such as skill and labor shortages, youth policy, streamlining of government, and public-private partnerships for workforce training. These membership groups are the National Association of State Liaisons for Workforce Development Partnerships and the National Association of State Workforce Board Chairs.

- Monthly conference calls for state workforce officials on pressing federal legislative concerns and current issues impacting state workforce development systems.
- Informal cross-state working groups supported by NGA Center staff to develop new options for action on common workforce challenges.
- Weekly e-newsletter, *Workforce Update*, on the key issues/topics of the week covering workforce, welfare, education and economic development policy issues of importance to states, focusing on actions and news from the Administration, federal agencies and Congress and state best practices.
- Webinars on critical workforce issues facing states and promising practices and initiatives.

Attached is a more detailed description of the WDTAP services.

To support these services states participating in the WDTAP are asked to pay an annual fee based on the population size of the state. We encourage states to pay the fee early by reducing the fee for early payment. Early payments help ensure that we have the capacity to provide the highest quality of services to participating states throughout the year.

***Incentives for Early Payment*** - States are rewarded for early payment as follows:

- Fee due by July 1, 2014, the start of the new program year;
- 5% increase if fee is paid after October 1, 2014;
- Services are suspended if fee is not paid by January 1, 2015.

***Billing Procedures*** - An annual notice and invoice is mailed in the spring of each year. Follow up notices and invoices are mailed every quarter until payment has been received in full or services are suspended.

Thank you for your continued participation in the Workforce Development TA Program. If you have questions regarding the billing, please contact Debbie Woods by phone on (202) 624-5338 or e-mail on [dwoods@nga.org](mailto:dwoods@nga.org). For other inquiries relating to the Workforce Development TA Program, contact me by phone on (202) 624-5345 or by e-mail at [msimon@nga.org](mailto:msimon@nga.org).

Sincerely,



Martin Simon  
Director  
Workforce Development Program

Attachments



NGA Center for  
BEST PRACTICES

COPY

June 1, 2014

# INVOICE

Jackie Heuser  
Director  
Office of Workforce Opportunity  
Dept of Resources & Economic Development  
64 Old Suncook Rd  
Concord, NH 03301

Invoice No.	Description	Amount
2015NH/WDTAP	Fiscal Year 2015 Dues for the Workforce Development Technical Assistance Program	\$7,000.00
	Amount to pay after 10/1/14	\$7,200.00
	Amount to pay after 1/1/15	\$7,300.00

**Terms:** Due by 7/1/2014  
3% increase if fee is paid after October 1, 2014  
5% increase if the fee is not paid by January 1, 2015 and services are suspended

This invoice was prepared by Debbie Woods, NGA. If you have any questions or need additional information to process this invoice, call 202.624.5338 or email [dwoods@nga.org](mailto:dwoods@nga.org).

Please remit payment to:  
National Governors Association  
Attention: Accounting Department  
444 North Capitol Street, NW, Suite 267  
Washington, DC 20001-1512

CO	<u>10</u>	P.Lvl	<u>03500</u>
Vendor #	<u>177762</u>	Remit	<u>INV # FY15</u>
PO #	<u>1030808</u>	Ln #	<u>\$ 7000.00</u>
Acc Unit	<u>53360000 026</u>	Acct	<u>500251</u>
Activity		Acct Cat	<u>J</u>
Signature		Date	

Tax ID: 23-7391796



## **WORKFORCE DEVELOPMENT TECHNICAL ASSISTANCE PROGRAM**

### **Background Information**

The NGA Center for Best Practices (NGA Center) Workforce Development Technical Assistance Program (WDTAP) provides information analysis and state services activities related to a broad range of workforce development policy and administrative issues. Specific areas of focus are: state workforce development policy and innovative practices; state administration of WIA and other federal employment and training programs; career and technical education and postsecondary credentials; and the relationship of workforce and related programs to economic development and human service programs.

In addition to analytical work by the NGA Center, the WDTAP program supports the following services:

1. **General and customized technical assistance** to participating states on a variety of workforce related issues; including implementation of a state-wide sector strategy initiative, career pathways, postsecondary credentials, data quality, Veterans issues, and other workforce issues of importance to your state.
2. **Analysis of federal legislation** and the implications, implementation requirements and challenges for states.
3. **Direct access to colleagues in peer states** facilitated by NGA Center staff to raise state challenges and barriers in order to solicit innovative approaches and solutions from others, both at the federal and state level. Forums for direct interaction with NGA technical staff and state peers are provided through:
  - Biannual convening of two national NGA Center groups which address cutting edge issues confronting states such as skill and labor shortages, youth policy, streamlining of government, and public-private partnerships for workforce training. These membership groups are the National Association of State Liaisons for Workforce Development Partnerships and the National Association of State Workforce Board Chairs.
  - Monthly conference calls for state workforce officials on pressing federal legislative concerns and current issues impacting state workforce development systems.
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- Webinars on critical workforce issues facing states and promising practices and initiatives.

Each state that chooses to participate in the WDTAP receives WDTAP-developed and other NGA Center publications as part of their participation in the program. The state can designate individuals to receive these publications. The individuals in the positions below are already designated to receive the publications:

- Governor's Workforce Policy Advisor,
- State Workforce Liaison,
- State Workforce Board Chair, and
- State Workforce Board Staff Director.

#### **Annual Fee for Service**

To participate in WDTAP and receive the services described above, states pay an annual fee based on the population size of the state. Checks or money orders are made payable to the National Governors' Association and directed to **Debbie Woods, National Governors' Association, 444 North Capitol Street, N.W., Suite 267, Washington, DC 20001.**

Billing questions may be directed to Debbie Woods by phone on (202) 624-5338 or by e-mail at [dwoods@nga.org](mailto:dwoods@nga.org). For other inquiries relating to the WDTAP program, contact the program director, Martin Simon by phone on (202) 624-5345 or e-mail at [msimon@nga.org](mailto:msimon@nga.org).