

Ohio Workforce System Roles and Responsibilities

Entity	Roles and Responsibilities
Governor's Executive Workforce Board (GEWB)	<ul style="list-style-type: none"> The State Board serves as a convener of State, regional, and local workforce system partners to enhance the capacity and performance of the workforce development system, to align and improve employment and training, and education programs, and, through these efforts, to promote economic growth. The State Board guides the Office of Workforce Transformation in its work and ensures that business needs are at the forefront of improvements made to the workforce system.
Office of Workforce Transformation	<ul style="list-style-type: none"> The office created by the Governor to coordinate and align workforce policies, programs, and resources across state government to improve effectiveness, efficiency, and accountability; determine the best deployment of state and federal workforce resources and to direct how these resources are used; and to improve Ohio's workforce development system with the guidance of the State Board.
Combined State Plan Partners	<ul style="list-style-type: none"> Ohio's five largest workforce programs include WIOA (administered through ODJFS), Adult Basic and Literacy Education (administered through the Department of Higher Education), Carl D. Perkins Career and Technical Education Improvement Act (administered through the Department of Education and the Department of Higher Education), Vocational Rehabilitation (administered through the Opportunities for Ohioans with Disabilities), and the Senior Community Service Employment Program (administered through the Department of Aging). Together, these programs and the agencies administering them, partner to strategize and align workforce programs as part of combined state planning.
State Workforce Development Agency (ODJFS)	<ul style="list-style-type: none"> ODJFS receives the federal funds to administer the WIOA program. ODJFS subgrants these funds to the WIOA fiscal agent for delivery of the program at the local area level. ODJFS oversees the implementation of the WIOA program by development of state policies, provision of technical assistance, and administration of the programs.
Chief Elected Official	<ul style="list-style-type: none"> The chief elected official is the chief elected executive officer of a unit of general local government in a local area and, in the case of areas having more than one unit of government, designated via agreement of the units. Responsibilities include (but are not limited to): <ul style="list-style-type: none"> ✓ Request local area designation; ✓ Appoint members to local workforce development board; ✓ Request LWDB certification; ✓ Provides input to establish the by-laws of the local board (Section 679.310(g) of Proposed NPRM); ✓ Designate fiscal agent (if not serving as grant recipient); ✓ Remain liable for any misuse of WIOA grant funds by the area; and ✓ Partners with LWDB and Planning Region to develop and submit the local plan and regional plan.
Fiscal Agent	<ul style="list-style-type: none"> Entity designated by the chief elected official to perform accounting and funds management on behalf of the chief elected official(s). The fiscal agent is responsible for the following functions (Section 679.420 (b) of Proposed NPRM): <ul style="list-style-type: none"> ✓ Receive funds; ✓ Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget circulars, WIOA and corresponding Federal Regulations and State policies; ✓ Respond to audit financial findings;

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	<ul style="list-style-type: none"> ✓ Maintain proper accounting records and adequate documentation; ✓ Prepare financial reports; and ✓ Provide technical assistance to sub-recipients regarding fiscal issues. • At the direction of the local board, the fiscal agent, if said fiscal agent is not an OhioMeansJobs center operator or provider of career and/or youth services, may have the following additional functions: <ul style="list-style-type: none"> ✓ Procure contracts or obtain written agreements; ✓ Conduct financial monitoring of service providers; and ✓ Ensure independent audit of all employment and training programs. • The appropriate role of the fiscal agent is limited to accounting and funds management functions rather than policy or service delivery. (Section 679.420 (b) of Proposed NPRM)
Local Workforce Development Board (LWDB)	<ul style="list-style-type: none"> • LWDB provides strategic and operational oversight, assists in achievement of State's strategic and operational vision and goals, and maximizes and continues to improve quality services, customer satisfaction, and effectiveness of services provided. • Roles include the following: <ul style="list-style-type: none"> ✓ Develop and submit local and regional plan; ✓ Conduct workforce research and regional labor market analysis; ✓ Convene local workforce development system stakeholders to assist in the development of the local plan and identifying non-Federal expertise and resources to leverage support for workforce development activities; ✓ Lead efforts to engage a diverse range of employers and other entities in the region; ✓ Lead efforts to develop and implement career pathways; ✓ Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers, and job seekers; ✓ Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, and job seekers; ✓ Conduct oversight of the adult, dislocated worker, and youth programs and the entire OhioMeansJobs delivery system; ensure the appropriate use of and management of the WIOA funds; and ensure the appropriate use, management, and investment of funds to maximize performance outcomes; ✓ Negotiate and reach agreement on local performance measures with the chief elected official and Governor; ✓ Negotiate with the chief elected official and required partners to maintain the OhioMeansJobs delivery system through the Memorandum of Understanding; ✓ Competitively procure providers of youth program services, providers of adult and dislocated worker career services, and the OhioMeansJobs center operator; ✓ Ensure there are sufficient numbers and types of providers of career services and training services serving the local area; ✓ Coordinate activities with education and training providers in the local area; ✓ Develop a budget for the activities of the local board; ✓ Assess, on an annual basis, the physical and programmatic accessibility of all OhioMeansJobs centers in the local area; and

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	<ul style="list-style-type: none"> ✓ Certify the OhioMeansJobs centers. • A LWDB is designed to oversee the OhioMeansJobs delivery system and its services, not provide them. Therefore, the LWDB shall not be a provider of adult and dislocated worker career services and/or youth program services or an OhioMeansJobs center operator unless certain state-defined, time-limited circumstances are present and the provision is approved by the chief elected official and the Governor. (Section 679.410 (b) of Proposed NPRM) • The local board must ensure that all written agreements or contracts between entities performing more than one role contain a clause in the agreement or contract clarifying how the entity will carry out each of its responsibilities while demonstrating compliance with WIOA and corresponding regulations, relevant OMB circulars, and State's conflict of interest policy. This clause is the best method to limit conflict of interest or the appearance of conflict of interest, minimize fiscal risk, and develop appropriate firewalls within a single entity performing multiple roles. (Section 679.430 of Proposed NPRM)
LWDB Staff	<ul style="list-style-type: none"> • LWDBs may hire a qualified director and may hire, as appropriate and feasible, staff to assist in ensuring the functions of the board are achieved. If the LWDB does not hire a director, an individual or entity may be designated to fulfill the role. The director and other staff hired by the local board may be employed directly by the board or by another entity not directly involved in the delivery of adult and dislocated worker career services and/or youth program services and/or is the OhioMeansJobs center operator. • The general prohibitions that apply to local boards directly providing career services also apply to board staff. (Section 679.410 (d) of Proposed NPRM)
LWDB Subcommittees	<ul style="list-style-type: none"> • Optional committees used to assist the local workforce development board.
OhioMeansJobs Center Operator (One-Stop Operator)	<ul style="list-style-type: none"> • OhioMeansJobs center operator must be competitively procured by the LWDB. • Minimally, the OhioMeansJobs center operator is the manager of OhioMeansJobs partners, and responsibilities include: <ul style="list-style-type: none"> ✓ Coordinate service delivery among partners as defined in the memorandum of understanding; ✓ Coordinate service delivery among physical OhioMeansJobs centers and electronic sites; ✓ Coordinate services across the local area workforce development system; ✓ Implement local WDB policies; and ✓ Report to the local WDB on operations, performance accountability, and continuous improvements. • The entity selected to be the operator may also be procured to provide career services to adults and dislocated workers and/or to provide youth program services. • If the OhioMeansJobs center operator fulfills more than one role, the contract must contain a written clause to limit conflict of interest, minimize fiscal risk, and develop appropriate firewalls within a single entity performing multiple roles. Also, there must be internal controls and firewalls in place to ensure that the entity, in its role as operator, does not conflict with its role of service provider and that the operator is not conducting oversight of itself as service provider. (Section 678.625 of Proposed NPRM) • OhioMeansJobs center operator cannot assume functions that are inherently the responsibility of the local board. (Section 678.620 (b))
OhioMeansJobs Center Partners (One-Stop Partners)	<ul style="list-style-type: none"> • Partners make their program's career services available through the OhioMeansJobs delivery system and jointly fund the services and operational costs as described in the Memorandum of Understanding (MOU) signed by all partners.

