



Local Workforce Development Area Governance

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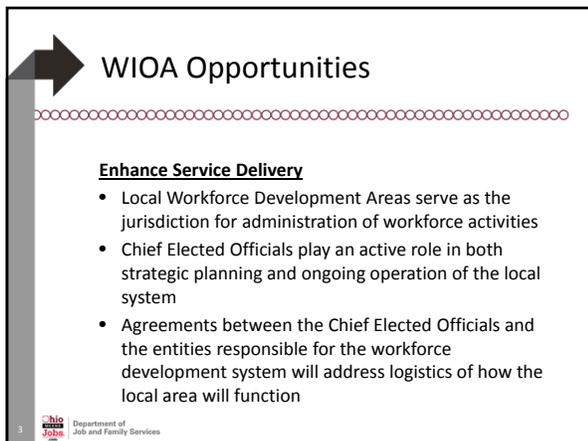


Agenda

- WIOA Opportunities
- The Workforce Development System
- Roles and Responsibilities of Key Entities
- Multiple Functions of Key Entities
- Governance Agreements
- Resources
- Questions

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WIOA Opportunities

Enhance Service Delivery

- Local Workforce Development Areas serve as the jurisdiction for administration of workforce activities
- Chief Elected Officials play an active role in both strategic planning and ongoing operation of the local system
- Agreements between the Chief Elected Officials and the entities responsible for the workforce development system will address logistics of how the local area will function

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The Workforce Development System

Key Entities

- Chief Elected Officials
- Fiscal Agent
- Local Workforce Development Board
- Local Workforce Development Board Director and Staff
- OhioMeansJobs Center Operator

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Roles and Responsibilities

Chief Elected Officials

- Chief elected executive officer of a unit of general local government in a local area.
- If local area has more than one county, the individual designated under an agreement specifying respective roles of the individual chief elected officials

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Roles and Responsibilities

Responsibilities of the Chief Elected Official

- Requesting local workforce development area designation
- Appointing members of the local workforce development board
- Requesting local workforce development board certification
- Providing input to establish the by-laws of the local board

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 **Roles and Responsibilities**

Responsibilities of the Chief Elected Official (continue)

- Designating a fiscal agent
- Remaining liable for any misuse of WIOA grant funds
- Negotiating and reaching agreement on local performance measures
- Negotiating the memorandum of understanding (MOU)
- Partnering with local board and planning region to develop and submit the regional and local plan

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 **Roles and Responsibilities**

Fiscal Agent

- Entity designated by the chief elected official to perform accounting and funds management on behalf of the chief elected official

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 **Roles and Responsibilities**

Responsibilities of the Fiscal Agent:

- Receive funds
- Ensure sustained fiscal integrity and accountability for expenditures
- Responding to financial audit findings
- Maintaining proper accounting records and adequate documentation
- Preparing financial reports
- Providing technical assistance to sub-recipients

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Roles and Responsibilities

Responsibilities of Fiscal Agent (continue)

- The appropriate role of the fiscal agent is limited to accounting and funds management
- There may be situations in which the fiscal agent may be the OhioMeansJobs (OMJ) center operator or the provider of career services and youth program services

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Roles and Responsibilities

Responsibilities of the Fiscal Agent (continue)

- If the fiscal agent is not the OMJ center operator or provided of program services, the fiscal agent may have the following additional functions:
 - Procuring contracts and obtaining written agreements
 - Conducting financial monitoring of service providers
 - Ensuring an independent audit is conducted of all employment and training programs

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Roles and Responsibilities

Local Workforce Development Board

- Provides strategic and operational oversight
- Assists in achievement of the State's strategic and operational vision and goals
- Maximizes and continues to improve quality of services, customer satisfaction, and effectiveness of services provided

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Roles and Responsibilities

Responsibilities of the Local Workforce Development Board:

- Develop/Submit Regional and Local Plans
- Conduct workforce research and regional labor market analysis
- Convene workforce development system stakeholders
- Lead efforts to:
 - Develop and implement career pathways
 - Identify and promote proven and promising initiatives
 - Engage a diverse range of employers

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Roles and Responsibilities

Responsibilities of the Local Workforce Development Board (continue)

- Conduct oversight of the Adult, Dislocated Worker, and Youth Programs
- Negotiate and reach agreement on performance measures
- Competitively procure provider(s) of youth program services, career services, and the OhioMeansJobs center operator

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Roles and Responsibilities

Responsibilities of the Local Workforce Development Board (continue)

- Negotiate the MOU
- Ensure sufficient number of training providers
- Coordinate activities with education and training providers
- Develop a budget for the activities of the board
- Certify the OMJ centers
- Establish by-laws and monitoring requirements

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Roles and Responsibilities

Local Workforce Development Board Director and Staff

- The local board may hire a director and staff to assist in ensuring the functions of the local board are achieved.
- If the local board does not elect to hire a director, the local WDB or chief elected official may designate an individual or entity to fulfill the role of the board director.
- If local board does not hire or designate a director, the local board must complete all functions of the board itself.

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Roles and Responsibilities

Local Workforce Development Board Director and Staff
(continue)

The individual or entity that is hired or designated to fulfill the role of the workforce development board director must **not** be the OMJ center operator or the provider of career services or youth program services.

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Roles and Responsibilities

Responsibilities of the Local Workforce Development Board Director and Staff :

- Coordinate with the chief elected officials regarding nomination of members to the local board
- Organize local board meetings
- Develop and submit the local and regional plan
- Conduct oversight of the adult, dislocated worker, and youth programs
- Negotiate and reach agreement on performance

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Roles and Responsibilities

Responsibilities of the Local Workforce Development Board Director and Staff (continue)

- Negotiate with chief elected officials and partners for the MOU
- Competitively procure the OMJ center operator and providers of career and youth program services
- Develop budget for activities of the board
- Certify OMJ centers

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Roles and Responsibilities

OhioMeansJobs Center Operator

The OMJ center operator is the coordinator of the OhioMeansJobs partners.

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Roles and Responsibilities

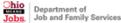
Responsibilities of the OhioMeansJobs Center Operator:

- Coordinate service delivery among partners
- Coordinate service delivery among physical OMJ centers and electronic sites
- Coordinate services across the local area workforce development system
- Implement local policies
- Report to the local board on operations, performance accountability, and continuous improvement

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Multiple Functions of Key Entities

WIOA establishes clear roles and expectations for each entity or organization involved in the workforce delivery system.

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Multiple Functions of Key Entities

There may be situations in which one entity can perform multiple functions:

- The local board director may also be the fiscal agent.
- The fiscal agent may also be the OMJ center operator or provider of youth program and/or career services.
- The OMJ center operator may also be the fiscal agent or provider of youth program and/or career services.

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Multiple Functions of Key Entities

The local board director and staff shall not have the role to perform the responsibilities of:

- OMJ center operator
- Provider of adult and dislocated worker career services
- Provider of youth program services

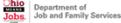
The entities performing these functions are procured through the local board, which also has the responsibility of monitoring and overseeing the contracts.

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 **Multiple Functions of Key Entities**

Local Workforce Development Area Multi-Function Agreement

If an entity or organization is performing more than one function, the required contracts or agreements shall include a clause to clarify how the entity will carry out its responsibilities while demonstrating compliance with WIOA.

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 **Multiple Functions of Key Entities**

The written clause in the contract or agreement shall include:

- Definition of roles and duties per function
- Description of the separation of staff duties under each role
- Description of how budget authority is separated
- Description of how staff duties will be completed
- Description of roles and responsibilities with organization
- Description of how fiscal monitoring will occur

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 **Governance Agreements**

Intergovernment Agreement

The purpose of having an intergovernmental agreement is to identify how the decisions that are delegated to the local elected officials and/or designated chief elected official will reflect the agreement of all the local elected officials in all counties of the local area.

This agreement is completed when the local area is made up of two or more counties.

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 **Governance Agreements**

Intergovernmental Agreement should contain the following:

- Identification of local workforce development area
- Designation of chief elected official(s)
- Designation of fiscal agent
- Process for local elected officials to provide input
- Liability
- Performance accountability
- OhioMeansJobs service delivery

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 **Governance Agreements**

Intergovernmental Agreement (continue)

- Dispute resolution process
- Miscellaneous

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 **Governance Agreements**

Local Governance Agreement

The purpose of the local governance agreement is to delineate the roles and responsibilities between the chief elected official(s), local board (or its director), and the fiscal agent.

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 **Governance Agreements**

The Local Governance Agreement should contain the following:

- Establishment, appointment, and operation of the local board
- Hiring or designating the local board director and/or staff
- Role of the fiscal agent
- Multi-function agreement
- Dispute resolution process
- Miscellaneous

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 **Resources**

Workforce Innovation and Opportunity Act Policy Letter No. 15-18 (September 8, 2015)

OWD WIOA Resource Page
https://ifs.ohio.gov/owd/WIOA_index.stm

USDOL WIOA Resource Page
<http://www.doleta.gov/wioa/>

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 **Questions**

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