



Revised 9/26/03

# Workforce Investment Act Conventional Workforce Investment Area Designation Packet

## **Request for Designation as a Conventional Workforce Investment Area**

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<i>(completed and submitted no later than October 31, 2003)</i>	

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## Workforce Investment Area Designation Checklist

### To Request Designation as a Workforce Investment Area

- ( ) Local elected officials review criteria for designation of workforce investment areas and submit justification for meeting criteria
- ( ) Local elected officials determine the boundaries of the proposed area
- ( ) Local elected officials adopt a resolution to request workforce investment area designation
- ( ) Local elected officials send a letter requesting designation
- ( ) Submit required documents to: Daryl Hennessy, Executive Director  
Ohio Governor's Workforce Policy Board  
77 South High St., 28<sup>th</sup> Floor  
Columbus, OH 53215-6130

### After Designation Request is Approved

- ( ) Local elected officials designate via resolution the Chief Elected Official
  - ( ) For Counties/Cities choosing multi-jurisdictional areas, Chief elected officials develop and enter into Intergovernmental Agreements specifying each jurisdiction's roles and responsibilities
  - ( ) Chief Elected Officials appoint a Workforce Investment Board
  - ( ) Workforce Investment Board in cooperation with Chief Elected Official appoints a Youth Council
  - ( ) Chief Elected Officials designate via resolution an administrative entity for responsibility of WIA Title I programs (Adult, Dislocated Worker, Youth Programs)
  - ( ) Chief Elected Official designates via resolution a fiscal agent for WIA Title I programs
  - ( ) Workforce Investment Board develops a budget to carry out its duties with approval from Chief Elected Official(s)
  - ( ) Workforce Investment Board with the agreement of the Chief Elected Official designates One-Stop Operator(s) and identifies the operator daily roles
  - ( ) Designate a comprehensive, full service physical One-Stop location and any affiliate sites
  - ( ) Workforce Investment Board in partnership with the Chief Elected Official develops or updates the local plan  
Plan includes (but is not limited to):
    - \_\_\_\_\_ Proof of public comment (including comments that represent disagreement with plan)
    - \_\_\_\_\_ New or revised Memorandum of Understanding between the Workforce Investment Board, the Chief Elected Official, and the One-Stop partners  
(See MOU Guidance & Template @ [www.ohioworkforce.org/onestop/OneStopMOU](http://www.ohioworkforce.org/onestop/OneStopMOU))
    - \_\_\_\_\_ Youth Plan
  - ( ) Publish local plan for public comment for no less than 30 days
  - ( ) Fiscal agent initiates a fiscal settlement/closeout
  - ( ) Workforce Investment Board and Youth Council carry out the roles and responsibilities required by the Workforce Investment Act
  - ( ) Submit required documents to: ODJFS - Office of Workforce Development  
Bureau of Workforce Services  
145 South Front St., 4<sup>th</sup> Floor  
Columbus, OH 43215  
Attn: John Weber, Chief
- 
- \_\_\_\_\_ Copies of all resolutions
  - \_\_\_\_\_ New or updated local WIA Strategic Plan (including all attachments)
  - \_\_\_\_\_ Workforce Investment Board Membership Roster (name, contact information, name of business, partner affiliation, and composition representation)
  - \_\_\_\_\_ WIA Youth Council Membership (same information as above)
  - \_\_\_\_\_ Fiscal Settlement/Closeout Package
- (Contact person: Terina Allen (614) 466-2195 or [allent05@odjfs.state.oh.us](mailto:allent05@odjfs.state.oh.us))

## **OHIO WORKFORCE POLICY BOARD MOTION**

### **Action Item #: 09-10-2003-1**

WHEREAS, Governor Bob Taft charged the Ohio Workforce Policy Board (“Board”), via Executive Order 99-33T, with formulating plans and making recommendations related to the designation of local workforce investment areas;

WHEREAS, the Board explicitly stated in the AdvanceOhio strategic plan its desire to create a comprehensive workforce development system that integrates Ohio’s economic development, workforce development, and education and training systems into a cohesive, effective system;

WHEREAS, the Board encourages the creation of a system that includes partnerships and collaborations of programs at the state and local levels and between private and public entities;

WHEREAS, the Board understands that to achieve an effective and integrated system the local workforce investment areas must be aligned with the existing primary, secondary, postsecondary, and adult education infrastructure to ensure the needs of employers and current and potential workers are met;

WHEREAS, an effective system must also be aligned with existing labor markets to efficiently match employers, workers, and potential workers who share common interests but remain flexible enough to respond to changes in markets over time;

WHEREAS, a labor market is considered an economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence;

WHEREAS, the size of the local workforce investment area must be appropriate in size to minimize travel for businesses and individuals seeking services, large enough to be sustained over time, and include resources that are beyond those provided by the Workforce Investment Act;

WHEREAS, the Board continues to value a statewide workforce system for Ohio that is business led, locally implemented, and includes an integrated One-Stop delivery system;

WHEREAS, an effective system must be built upon a strong business plan that is responsive to the core values contained in the AdvanceOhio strategic plan;

WHEREAS, state resources must be made available to provide technical assistance to local workforce investment areas to assist in the development of a strong business plan;

WHEREAS, the Board understands that the success of Ohio’s current workforce system is due to the collective dedication of many business leaders, academic partners, and state and local government officials but believes that additional leadership from these and other partners will be needed to develop a truly effective statewide system; and

WHEREAS, this policy is simply meant to clarify the criteria the Board will use to recommend approval of requests for local workforce investment area designation and is not intended to encourage nor discourage changes in the current status of any local area whether a conventional area or a part of the Ohio Option area.

NOW THEREFORE BE IT RESOLVED THAT, any governmental unit interested in redefining its local workforce investment area must demonstrate how the proposed geographic area meets each of the following criteria for the reasons stated above:

- the extent to which the proposed area will help a unit of general local government or combination of local governments produce a comprehensive workforce development system consistent with the goals of the Board’s AdvanceOhio strategic plan (<http://www.ohioworkforce.org/docs/gwpb/advanceohio.pdf>) including some additional analysis of how the proposed area will improve the effectiveness of the local workforce system and how various resources in the region will be aligned;
- the geographic area is served by local educational agencies and intermediate educational agencies;
- the geographic area is served by postsecondary education institutions and area vocational education schools;
- the extent to which the local area is consistent with a labor market;
- the distances that individuals will need to travel to receive services within a local area;
- the resources available to administer activities;
- any unit of general local government or combination of local governments requesting designation must demonstrate that it can sustain a comprehensive workforce system by meeting the following minimum population criteria (based on 2000 Census data):

- one county	225,000
- two counties	175,000
- three counties	125,000
- four counties	population does not matter.

BE IT FURTHER RESOLVED THAT, any local workforce investment area taking effect after June 30, 2005 must develop a business plan that at a minimum is responsive to the core values contained in the AdvanceOhio strategic plan; and

BE IT FURTHER RESOLVED THAT, state resources, in the form of technical assistance, be made available to local workforce investment areas to assist in the development of strong local business plans.

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote: Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Local Workforce Investment Area Application****Deadline: October 31, 2003***(For areas seeking an effective designation beginning July 1, 2004)***Step 1 – Point of Contact**

The following information concerns the individual who is filling out this application on behalf of the proposed Local Workforce Investment Area and will be the point of contact for future correspondence.

Name (please print) \_\_\_\_\_  
 Address (mailing) \_\_\_\_\_  
 Title \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Date of Application \_\_\_\_\_

**Step 2 – Participating Counties in the Proposed Local Workforce Investment Area**

Please list the county(ies) that will form the proposed Local Workforce Investment Area.

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**Step 3 – Local Area Designation Criteria**

Any governmental unit interested in receiving a Local Workforce Investment Area designation must demonstrate how the proposed geographic area meets each of the following criteria:

Note: Please attach a document to address each of the specific considerations, as well as any additional evidence to support the claims. In your response, you **MUST** give the exact section, page number and paragraph where the response can be found.

- (1) The extent to which the proposed area will help a unit of general local government or combination of local governments produce a comprehensive workforce development system consistent with the goals of the Ohio Workforce Policy Board's Advance Ohio strategic plan (<http://www.ohioworkforce.org/docs.gwpb/advanceohio.pdf>) including some additional analysis of how the proposed area will improve the effectiveness of the local workforce system and how various resources in the region will be aligned;
- (2) The geographic area is served by local educational agencies and intermediate educational agencies;
- (3) The geographic area is served by postsecondary education institutions and area vocational education schools;
- (4) The extent to which the local area is consistent with a labor market;

- (5) The distances that individuals will need to travel to receive services within a local area;
- (6) The resources available to administer the activities; and
- (7) Any unit of general local government or combination of local governments requesting designation must demonstrate that it can sustain a comprehensive workforce system by meeting the following minimum population criteria (based on 2000 census data).

County	Population
One county	225,000
Two counties	175,000
Three counties	125,000
Four counties	population does not matter

**Step 4 – Signatures of Representatives from each County in the Proposed Local Workforce Investment Area**

One representative (Chief Elected Official) from each county must sign below. If necessary you may attach a different signature page for each representative.

County	Name (please print)	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Step 5 – Signatures of Local Workforce Policy Board Chair from each County in the Proposed Local Workforce Investment Area**

Local Workforce Policy Board chair from each county that formed the proposed Local Workforce Investment Area must sign below. If necessary you may attach a different signature page for each representative.

County	Name (please print)	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Step 6 – Local County Board of Commissioners Approvals on (newly) created Local Workforce Investment Area**

Have the Local Workforce Policy Boards of the (newly) created Local Workforce Investment Area approved this regionalization via Board resolution/vote:

*If yes, please attach Board resolution/vote.*

*If no, please explain.*

**Step 7 – Local Workforce Policy Board Approvals on (newly) created Local Workforce Investment Area**

Have the Local Workforce Policy Boards of the (newly) created Local Workforce Investment Area approved this regionalization via Board resolution/vote:

*If yes, please attach Board resolution/vote.*

*If no, please explain.*

**Step 8 – Mail Application**

Ohio Department of Development  
Office of Workforce Development  
77 South High Street, 28<sup>th</sup> Floor  
Columbus, Ohio 43215-6130

Attention: Daryl Hennessy- Local Area Designation Application

Should you have any questions regarding the application and process, please feel free to contact Daryl Hennessy at (614) 995-3802.

## **Workforce Investment Act Responsibilities of Elected Officials**

(Includes Boards of County Commissioners and Chief Elected Officials in designated Workforce Investment Areas)

1. Create, by appointment, the Local Workforce Investment Board
2. A Youth Council is appointed by the Local Workforce Investment Board in cooperation with the Chief Elected Official for the local area
3. Establish Administrative Structures
  - A. Designate Chief Elected Official to interact with the Local Workforce Investment Board
  - B. Designate a Fiscal Agent for WIA Title I programs for adults, dislocated workers, and youth. Such designation does not relieve the Chief Elected Official from liability for misuse of funds since the Chief Elected Official is the Grant Recipient and therefore liable for any misuse of funds. The Chief Elected Official or designated entity shall disburse funds for workforce development activities at the direction of the local Workforce Investment Board
  - C. Identify administrative entity responsible for administration, oversight, and monitoring of the WIA Title I programs for adults, dislocated workers, and youth.
4. Develop and Approve the following Plans and Agreements
  - A. For Counties/Cities choosing multi-jurisdictional (Regional) areas, develop and enter into Intergovernmental Agreements specifying each partnering jurisdiction's roles, responsibilities, etc.
  - B. Local Elected Officials are parties to the Memorandum of Understanding (MOU) between required One-Stop partners and the Local Workforce Investment Board Areas that have had partner counties leave or join, must re-write or modify their MOUs.
  - C. Local Elected Officials must agree and sign the 5 Year Workforce Development Local Plan which must be put out for public comment at least 30 days and subsequently include any comments received that represent disagreement.

## **Intergovernmental Agreement Outline**

### **A. Purpose and Function**

Implementation of a local workforce investment system pursuant to the Workforce Investment Act, requires that Local Elected Officials play an active role in both strategic planning and ongoing operation of the local system. The purpose of having an intergovernmental agreement is to identify how the decisions that are delegated to Local Elected Officials and/or the designated Chief Local Elected Official by both pieces of legislation, will reflect the agreement of all the Local Elected Officials in all of the jurisdictions of a local area, whether the area is implementing WIA as federally prescribed.

This agreement should clearly state the accord reached amongst the governmental entities involved and identify the roles and responsibilities of all Local Elected Officials within the local area.

### **B. Local Area Defined by this Agreement**

The agreement needs to clearly identify the units of local government or jurisdictions which are covered by the agreement and which make up the local area.

### **C. Designating a Chief Elected Official for the Local Area**

The Parties to this Agreement should identify the County Commissioner(s) and/or Mayor(s) to serve as the Chief Elected Official of the local area for the purposes of approving local plans, establishing policy, authorizing WIA expenditures, establishing contracts, paying for services outside of the local area or paying costs associated with monitoring or audit findings or sanctions.

**Note: A single Chief Elected Official may be designated to fulfill this requirement or a combination of Chief Elected Officials from their respective jurisdictions.**

The agreement should include a process for Local Elected Officials to provide input to the Chief Elected Official(s) for the purposes of reaching a consensus on critical decisions that may impact the Local Workforce Investment System. Examples of key decisions may include, but are not limited to, the development of the local plan and its contents, and/or the allocation of WIA funds.

### **D. Establishment, Appointment, and Operation of the Local Board**

The agreement should include an agreed process for establishing and appointing the Local Workforce Board. Issues to consider include, but are not limited to:

- the size and membership of the local board in addition to required membership;
- bylaws and procedures for the local board actions;
- how board members will be geographically represented by all jurisdictions
- within the area;
- how the appointment of board members will be removed or replaced; and
- how the local board will be staffed.

## **E. Fiscal Issues**

Because fiscal decisions frequently impact the overall success of a program or initiative and because there is clear liability associated with the management of public funds, the Parties to this Agreement must have a clear understanding of the fiscal issues, most importantly, how the WIA funds will be divided to ensure each jurisdiction receives its fair share.

Fiscal issues to be included within an intergovernmental agreement include, but are not limited to:

- who will function as the fiscal agent for WIA program;
- how the local area will comply with state and federal fiscal reporting requirements;
- whether the local area will have consistent fiscal policies relative to procurement, auditing, fiscal monitoring, and overall fiscal administration;
- what flexibility will there be to utilize WIA program funds for benefit of the overall local area as opposed to each individual jurisdiction;
- that all agreements associated with fiscal agreements are subject to federal and state requirements including, but not limited to, limitations on use of program funds, cost allocation requirements, procurement requirements, reporting requirements, and audit requirements;
- other policy issues associated with administration of the WIA program funds and other program funds, if included in the local planning.

## **F. Administrative Issues**

This section of the agreement is designed to address the logistics of doing business and how administrative tasks will be carried out within the local area. Clearly, there is a need to identify an administrative structure or structures to carry out the functions listed below. Issues to be addressed in this section of the intergovernmental agreement include, but are not limited to:

- What administrative structure will be put in place within the local area to carry out administrative tasks that may include:
  - staff support for the Local Elected Officials and the local board;
  - local planning support such as writing the local plan; communicating local planning information to Local Elected Officials, the local board, One-Stop partners, and other stakeholders;
  - local grant administration;
  - development of local policy manuals and procedures;
  - provide or arrange for technical assistance and training for local program operators, service providers, One-Stop operators, and others as needed;
  - conduct oversight for all WIA programs and activities;
  - support of local information technology infrastructure;
  - procurement and inventory control;
  - human resources functions; and
  - others as identified by the Local Elected Officials.
- How will an administrative budget be developed?
- Where will administrative functions be housed?

## **G. Liability**

Under WIA, Chief Elected Officials are liable for misspent funds, disallowed costs, funds spent fraudulently, and potential sanctions for non-performance. Therefore, it is strongly suggested that Local Elected Officials, within a local area, agree on how liability for these funds will be shared among the counties or cities, should this eventuality arise. Below are issues that should be addressed in the agreement as it relates to liability.

- If a local area receives a monetary sanction for non-performance, who will be responsible for paying the sanction?
- If there are disallowed costs or misspent funds that cannot be covered by grant funds, how will funds be identified to pay the money back to the State?
- If a local area receives monetary incentives for good performance, how will decisions on how to spend the money be made?

## **H. Performance Accountability**

Generally, performance accountability issues are addressed in the area's local plan. However, it may also be desirable for Local Elected Officials to have a shared agreement on an approach to performance accountability. Possible issues to be addressed in this section of the intergovernmental agreement may include, but are not limited to:

- Who will be responsible for negotiating local performance measures with the state? (this should include Local Elected Officials and local boards)
- Will local performance be measured on an area wide basis by individual jurisdiction with an area wide roll-up?
- Will the local area have any additional performance criteria in addition to federal and state criteria?
- How will performance be administratively tracked locally?
- How will incentives and sanctions related to performance be shared among the jurisdictions within the local area?

## **I. One-Stop Service Delivery**

The development of the local One-Stop service delivery system within a local area is a critical requirement under the Workforce Investment Act. The local plan developed by the Local Workforce Board with the agreement of the local elected officials must provide a detailed description of the One-Stop system and how it will function. There are a several issues associated with One-Stop design and implementation that local elected officials may want to include in their inter-governmental agreement, such as the following:

- How will all the key partners and stakeholders be brought to the table to design and implement the One-Stop service delivery system for the local area?
- What specific roles will Local Elected Officials play in the design and implementation and how will they be shared area wide?
- How will the location of the physical One-Stop site(s) be identified?

**J. Dispute Resolution Process**

Because of the different interests of the Local Elected Officials within a local area, it is possible that disputes will occur. The agreement should include provisions for resolving disputes, should they arise. Below are possible issues to address in the agreement relative to dispute resolution.

- What types of disputes do Local Elected Officials agree rise to the level of needing a dispute resolution process?
- What type of dispute resolution process should be used (mediation, arbitration, consultation with the Governor’s Workforce Policy Board, etc.)?

**K. Miscellaneous Provisions**

- Duration of the Agreement;
- Process for Modification or Termination and signatures.

# **Composition and Responsibilities of Local Workforce Investment Boards**

## **I. Local Workforce Investment Board**

### **A. WIA provides that the Local Workforce Investment Board:**

1. Brings together business, education, labor leaders, and other stakeholders to assess the workforce needs of employers and employment and training needs of job seekers; and
2. Requires that members who represent organizations, agencies or other entities, shall be individuals with optimum policymaking authority within those organizations, agencies, or entities.

### **B. Process for Appointing the Local Workforce Investment Board:**

1. Chief Elected Officials in a county, city, or multi-jurisdictional area:
  - a. will appoint Workforce Investment Board members through a nominating process:
    - i. Local business organizations and trade associations nominate business representatives;
    - ii. Local federations of labor representing workers employed in the local area, nominate labor representatives; and
    - iii. Local education organizations nominate education representatives.
  - b. may assign other powers or responsibilities to the extent allowed by state law.

### **C. Appointing the Local Workforce Investment Board:**

- 1. Who makes the appointments?**
  - a. In single county jurisdictions: County Board of Commissioners;
  - b. In multi-jurisdiction: Chief Elected Official (as designated by joint agreement); and
  - c. In city jurisdiction: Chief Elected Official of the municipality
- 2. When can appointments be made?**
  - a. Local areas that are re-structuring need to appoint members immediately.
- 3. How are appointments made?**
  - a. Through a nominating process (See Section B-1)

#### **D. Composition of the Local Workforce Investment Board:**

1. The composition of a Workforce Investment Board must include:
  - a. At least 51% private sector business:
    - i. Owners, CEOs, COOs, or business executives with optimum policy making or hiring authority; and
    - ii. Represent businesses with employment opportunities in the local area.
  - b. Two representatives from Education:
    - i. Local educational agencies,
    - ii. Local school boards,
    - iii. Entities providing adult education and literacy activities; and
    - iv. Post-secondary education institutions (including community colleges – where they exist).
  - c. Two representatives from Organized Labor:
    - i. Labor organizations (for local areas in which employees are represented by labor organizations),
    - ii. Nominated by local federations, and
    - iii. Other representatives of employees (for local areas where no employees are represented by such organizations).
  - d. Two representatives from community-based organizations:
    - i. Including organizations representing individuals with disabilities and veterans (for local area where such organizations are present).
  - e. Two representatives from economic development agencies:
    - i. Including either public or private sector economic development agencies.
  - f. Representatives of each WIA required one-stop partners;
    - i. Adult Programs,
    - ii. Dislocated Worker Programs,
    - iii. Youth Programs,
    - iv. Job Corps
    - v. Native American Programs,
    - vi. Migrant and Seasonal Farm worker Programs, and
    - vii. Veteran’s Workforce Programs
    - viii. Other required partners (i.e., CSBG E&T, HUD E&T, ORSC)
  - g. May appoint local board members, in addition to those required by WIA, as long as 51% business majority is maintained.
2. Chairperson shall be one of the appointed business representatives elected by the representatives on the local board.

## Local Workforce Investment Board Activities

### 1. Conditions of Membership:

- a. No specified term length for Local Workforce Investment Board members;
- b. Conditions of appointment are set locally;
- c. Members serve at the pleasure of the local elected officials (may also serve on the Governor's Workforce Policy Board); and
- d. Members are not considered "public officials" in their board capacity.

### 2 Board Meetings:

Subject to the open meeting requirements of federal WIA (in accordance with the "sunshine provision" at 20 CFR 661.307).

### 3. Roles and Responsibilities:

- a. Develop a partnership with Local Elected Officials, who implement programs to carry out business driven plans, and
- b. Each Workforce Investment Board:
  - i. Develop, in partnership with the Chief Elected Official, the Five Year Local Plan for submission to the Governor,
  - ii. Select service delivery partners and one-stop operator(s) and identify their roles,
  - iii. Develop a budget for carrying out the duties of the local board with the approval of the Chief Elected Official;
  - iv. In partnership with the chief elected official, conduct oversight of Title I program delivery and the One-Stop service delivery system,
  - v. Negotiate local performance measures with the chief elected official and the Governor,
  - vi. Assist the Governor in developing the statewide employment statistics system,
  - vii. Coordinate local board activities with local economic development strategies and develop employer linkages,
  - viii. Promote private sector involvement in the statewide workforce investment system through effective connecting, brokering, and coaching activities through intermediaries such as the One-Stop operator in the local area, or through other organizations to assist employers in meeting their hiring needs,
  - ix. Select eligible youth service providers, identify eligible providers of adult and dislocated worker training services, and maintain a list of eligible providers with performance and cost information,
  - x. Enter into an agreement with chief elected official(s),
  - xi. May employ staff and/or utilize other options for carrying out these responsibilities,
  - xii. May solicit and accept grants and donations from sources other than Federal funds made available under the Workforce Investment Act; and
  - xiii. May deliver core and intensive services with the agreement of the chief elected official and the Governor.

**F. Exceptions:**

a. Contracting

- i. The Workforce Investment Board may not contract with itself; and
- ii. Board members, or the agencies they represent, may receive service contracts from the board, but may not vote on such contracts.

## **Composition and Responsibilities of Local Workforce Investment Board Youth Council**

The Youth Council is a sub-group of the Local Workforce Investment Board and is a policy and planning entity charged with:

- Serving as advocates for local area youth,
- Ensuring provision and coordination of workforce training activities, and
- Developing priorities and targeting resources toward meeting the priorities.

### **A. Process for Appointing the Youth Council**

The Workforce Investment Board, in cooperation with Local Elected Officials in a county, city, or multi-jurisdictional area, must appoint a youth council as a subcommittee of the Local Workforce Investment Board.

### **B. Appointing the Youth Council:**

1. Who makes the appointments?
  - a. In single county jurisdictions: County Board of Commissioners:
  - b. In multi-county jurisdictions: Chief Elected Officials (as designated by joint agreement); and
  - c. In city jurisdiction: Chief Elected Official of the municipality.
2. When can appointments be made?
  - a. Local areas that are re-structuring need to appoint members immediately.
3. How are appointments made?
  - a. Nominating process

### **C. Composition of the Youth Council:**

1. Youth Council members will possess special interest/expertise in youth policy and shall include:
  - a. Youth service agency representatives, including juvenile justice and local law enforcement;
  - b. Public housing authority representatives;
  - c. Parents of youth that are eligible for Title I services;
  - d. Individuals (including former participants) and representatives of organizations that have experience relating to youth activities; and
  - e. Job Corps representatives (where it operates in Ohio).

2. May include (*as per the Governor's Workforce Policy Board Resolution*):
  - a. Public school district representatives, especially those with career/technical expertise;
  - b. Representatives of schools or agencies serving youth with disabilities; and
  - c. Representatives from prominent community youth organizations (e.g., 4-H, Boy Scouts, Girl Scouts, Junior Achievement, etc.).

**D. Youth Council Activities:**

1. Conditions of membership:
  - a. No specified term length for Youth Council members;
  - b. Conditions of appointments are set locally;
  - c. Members serve at the pleasure of the Local Elected Officials (may also serve on the Governor's Workforce Policy Board);
  - d. Members are not considered "public officials" in their board capacity; and
  - e. Others determined by the Chairperson in cooperation with the Chief Elected Official.

2. Youth Council Meetings:

Subject to the open meeting requirements of Federal WIA (in accordance with the "sunshine provision" at 20 CFR 661.307).

3. Roles and Responsibilities:

- a. Development of the youth portion of the local plan;
- b. Mapping existing community resources, to be used in the creation of a comprehensive set of services available to youth;
- c. Interaction with the local board to carry out activities (e.g. determine eligible service providers, conduct oversight); and
- d. Ensure youth needs are addressed within overall workforce investment systems.

4. Exceptions:

- a. All decisions, actions and portions of the local plan that are developed by the Youth Council, must be approved by the local Workforce Investment Board; and
- b. The Youth Council is not an independent entity that sets policy for the local area. It is a sub-group that carries out the duties outlined in WIA, as well as other duties assigned by the local Workforce Investment Board.

## **One-Stop Operators**

### **Who is the One-Stop operator?**

1. The One-Stop operator is the entity that performs the role described in #3 of this section. The types of entities that may be selected to be the One-stop operator include:
  - a. A postsecondary education institution;
  - b. An Employment Service agency established under the Wagner-Peyser Act on behalf of the local office of the agency;
  - c. A private, nonprofit organization (including a community-based organization);
  - d. A private for-profit entity;
  - e. A government agency; and
  - f. Another interested organization or entity.
2. One-Stop operators may be a single entity or a consortium of entities and may operate one or more One-Stop centers. In addition, there may be more than one One-stop operator in a local area.
3. The agreement between the Local Board and the One-Stop operator shall specify the operator's role. That role may range between simply coordinating service providers within the center, to being the primary provider of services within the center, to coordinating activities throughout the One-Stop system. (WIA Sec. 121(d)).

### **How is the One-Stop operator selected?**

1. The Local Board, with the agreement of the chief elected official, must designate and certify One-Stop operators in each local area.
2. The One-Stop operator is designated or certified:
  - a. Through a competitive process,
  - b. Under an agreement between the Local Board and a consortium of entities that includes at least three or more of the required One-Stop partners, identified at 662.200, which is defined as three (3) different entities representing three (3) different programs.
3. The designation or certification of the One-stop operator must be carried out in accordance with the "sunshine provision" at 20 CFR 661.307.

## **Roles & Responsibilities of the One-Stop Operator**

(Sample prepared by the Workforce Institute of Lorain County/July 17, 2000)

1. **Interpret, implement and ensure compliance** with The Employment netWORK's vision, mission, guiding principles, goals, performance standards and policies, and monitor and evaluate performance as established by the Workforce Investment Board.
2. Ensure defined core, intensive and training services through **Service Delivery Teams** working to prioritize The netWORK's goals, build consensus, resolve problems, and strengthen collaboration and the integration of services.
3. Facilitate **Infrastructure Work Teams, including Capacity Building, customer Service, Marketing, and Employer Response**, working to prioritize The netWORK's goals, build consensus, resolve problems, strengthen and collaboration and the integration of services.
4. Act as a **liaison between The Employment netWORK and the community**, including but not restricted to the following ways:
  - Communicate and interpret to The netWORK's partners federal and state performance standards, mandates, guidelines, policies and regulations,
  - Facilitate the seamless delivery of services,
  - Participate as needed in site and system reviews,
  - Meet with community representatives as needed for the sharing of information and to represent The netWORK's needs and concerns, and
  - Recruit new system partners.
5. Establish and expand each partner's **community involvement and growth**, working with teams or committees, personnel of private/public community-based organizations and area employers.
6. Provide **fiscal management**, including necessary budgeting, financial reporting and contracting.
7. Write and/or coordinate the development of **grant proposals and contracts** to expand The netWORK's fiscal base.
8. Manage core services needed to operate The Employment netWORK, **ensuring maintenance and security of facilities** and solving problems in a timely manner.
9. **Promote** the services, partners and outcomes of The netWORK and **serve as the partnership's spokesperson**.
10. **Represent** The Employment netWORK in local, regional, state and national opportunities, promoting our strengths, lessons learned and potential.

11. Develop **customer feedback process**, analyze feedback and work with HUB, Satellite and Self-Service Center staff to continuously improve the delivery of services, and develop and implement local improvement plans as needed.
12. Participate in **continuous improvement process**, including the development and maintenance of service delivery **standards**.
13. Lead multi-organization **planning** efforts to carry out annual/multi-year planning requirements across programs.
14. Provide **quarterly written reports, an annual report and audit** to the Workforce Investment Board and Lorain County ETA.

## LOCAL PLANNING FORMAT AND PROCEDURES

### I. Plan Content

The content of local plans must meet the appropriate statutory requirements. Plans which are inconsistent with this planning guidance risk not being approved. Therefore, we request that you follow the guidelines closely.

*Per section 118(b) of the WIA and 20 CFR section 661.350 the plan must:*

- 1) Identify the workforce investment needs of:
  - a. businesses;
  - b. job seekers;
  - c. workers in the local area;
  - d. youth;
  - e. dislocated workers;
  - f. adults;
  - g. displaced homemakers;
  - h. incumbent workers;
  - i. other groups of workers, identified by the workforce policy board.

***WIA Sec. 118(b)(10), HB470 Sec. 6301.07(A)(2) WIA Sec. 118(b)(1)(A),  
HB470 Sec. 6301.07(A)(1)***

- 2) Describe the current and projected employment opportunities in the local area.  
***WIA Sec. 118(b)(1)(B), HB470 Sec. 6301.07(A)(1)***
- 3) Describe the job skills necessary to obtain such employment opportunities.  
***WIA Sec. 118(b)(1)(C), HB470 Sec. 6301.07(A)(1)***
- 4) Provide a description of the one-stop delivery system to be established or designated in the local area including: ***WIA Sec. 118(b)(2), HB470 Sec. 6301.08***
  - a. A description of the local area's One-Stop service delivery system including how the locals will meet the minimum requirements that include at least one physical site at which core services as defined in WIA are available to a universal population and at which all the programs and services of the "required" One-Stop partners are accessible.  
***WIA Sec.134 (c)(2) and Sec. 134(d)***
  - b. A description of the role of the One-Stop Operator(s) and the process for selection.  
***WIA Sec. 121(d)***
  - c. A description of how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants.  
***WIA Sec. 118(b)(2)(A), HB470 Sec. 6301.07(A)(5)***

- d. A copy of the memorandum of understanding between the local board and the One-Stop partners concerning the operation of the one-stop delivery system in the local area.  
**WIA Sec. 118(B)(2)(B)**
- e. In local areas covering multiple jurisdictions, submit a copy of the Intergovernmental agreement. **WIA Sec. 118(b)(10) HB470 Sec. 6301.07(A)**
- 5.) Provide a description of the local levels of performance to be negotiated with the Governor and chief elected officials to be used to measure the performance of the local area. These measures will also be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers, and the One-Stop delivery system in the local area. **WIA Sec. 118(b)(3), HB470 Sec.6301.07(A)(5)**
  - 6.) Provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area. **WIA Sec. 118(b)(4)**
  - 7.) Include a description of the local Individual Training Account (ITA) system and the procedures for ensuring that exceptions to the use of ITAs, if any, are justified.  
**WIA Sec. 134(d)(4)(G)(ii) and 20 CFR 663.430**
  - 8.) Include the process to procure contract for training services, if exceptions to the ITA process are made. **WIA Sec. 134(d)(4)(G) (<http://www.ohioworkforce.org/wiai/tab8.html>)**
  - 9.) Provide a description of how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities. **WIA Sec. 118(b)(5)**
  - 10.) Provide a description and assessment of the type and availability of youth activities in the local area, including an identification of successful providers of such activities.  
**WIA Sec. 118(b)(6)** In addition, complete and attach “Components of a Youth Plan”.
  - 11.) Provide a description of the process used by the local board to provide an opportunity for public comment and input into the development of the local plan. The process must include the opportunity for comment by representatives of businesses and labor organizations prior to submission of the plan. **WIA Sec. 118(b)(7), HB470, Sec. 6301.07(A)**
  - 12.) Submit any comments that represent disagreement with the plan, as an attachment to the local plan. **WIA Sec. 118(c)(3)**
  - 13.) Identify the entity responsible for the disbursement of grant funds (fiscal agent).  
**WIA Sec. 117(d)(3)(B)(i)(III), 118(c)(3)**
  - 14.) Describe the competitive process to be used to award the grants and contracts for activities carried out under this plan. **WIA Sec. 118(b)(9)**
  - 15.) Provide a description of the criteria to be used by the Local Workforce Investment Board/Local Workforce Policy Board, to determine whether funds allocated to a local area for adult employment and training activities are limited, and the process by which any priority will be applied by the One-Stop Operator.  
**20 CFR 663.600, WIA Sec. 134(d)(4)(E) 20 CFR 661.350(a)(11)**

## II. Plan Modifications

The Governor will establish procedures to address modifications to local plans.  
*20 CFR section 661.355*

## III. Assurances

- 1) The Local Workforce Investment Board must or will assure it will establish fiscal control and fund accounting procedures to ensure the proper disbursement of, and accounting for all funds received through the Workforce Investment Act.
- 2) Local Workforce Investment Board must or will assure that it shall keep records that are sufficient to permit the preparation of reports required by the Act and shall maintain such records, including standardized records for all individual participants, and submit such reports as the State may require.
- 3) Local Workforce Investment Board must or will assure that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of the Act.
- 4) Local Workforce Investment Board must or will assure that funds will be spent in accordance with the Workforce Investment Act, regulations, written Department of Labor Guidance, written Ohio Department of Job and Family Services guidance, and all other applicable Federal and State laws.
- 5) Local Workforce Investment Board must or will assure that veterans will be afforded employment and training activities authorized in the Workforce Investment Act, to the extent practicable.
- 6) Local Workforce Investment Board must or will assure it will comply with any grant procedures prescribed by the Secretary which are necessary to enter into contracts for the use of funds under WIA; including, but not limited to the following:

### General Administrative Requirements

29 CFR part 97 --Uniform Administrative Requirements for State and Local Governments (as amended by the Act) and OMB Circular A-110 as applicable; 29 CFR part 96 (as amended by OMB Circular A-133) -Single Audit Act; OMB Circular A-87 --Cost Principles (as amended by the Act), OMB Circular A-122 and A-22 as applicable.

### Assurances and Certifications

SF 424 B – Assurances for Non-construction Programs; 29 CFR part 31, 32 – Nondiscrimination and Equal Opportunity Assurance (and Regulation); CFR part 93 – Certification Regarding Lobbying (and Regulation); 29-CFR part 98 –Drug Free Workplace and Debarment and suspension; Certifications (and regulation)

**IV. Signature Page**

This plan represents the \_\_\_\_\_ local workforce board’s efforts to maximize resources available under Title I of the Workforce Investment Act (WIA) of 1998 and to coordinate these resources with other State and Local programs in the following geographical workforce investment area: \_\_\_\_\_ counties/cities.

This comprehensive plan is submitted for the period of \_\_\_\_\_ through June 30, 2005 in accordance with the provisions of the Workforce Investment Act. We further certify that we will operate the Workforce Investment Act Program in accordance with this plan and applicable federal and state laws and regulations.

**Local Board Chair:**

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Original Signature	Name (printed or typed)	Date
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**Chief Elected Official:**

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Original Signature	Name (printed or typed)	Date
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## Components of a Youth Plan

**Plan Content:** Youth plans that do not follow this planning guidance risk not providing necessary information for approval of the plan. Therefore, we request that you follow the guidelines closely.

### The youth plan must:

1. Identify the criteria to be used by Local Boards in awarding grants for youth activities including criteria to be used by the Local Boards to identify effective and ineffective youth activities and providers.
2. Identify how the local area has defined the sixth youth criterion (“requires additional assistance”) for eligibility. Ohio has delegated the responsibility for defining the sixth youth eligibility criterion to the Local Board (Sec. 664.200).
3. Identify how the local area has defined the eighth youth criterion (“face serious barriers”) for the 5% exception to youth eligibility. Ohio has delegated the responsibility for defining this criterion to the Local Board (Sec. 664.220).
4. Describe your strategy for your youth program design for providing comprehensive services to eligible youth including any coordination with foster care, education, welfare, local area justice and law enforcement, local public housing, and other relevant resources. Include any activities to assist youth who have special needs or barriers to employment, including those who are pregnant, parenting, or have disabilities. Describe how coordination with Job Corps, youth opportunity grants (if there are any in your local area), and other youth programs will occur. (Sec. 664.405(c))
5. Describe the process for providing framework activities (objective assessment, individual service strategy, etc.) for youth in the local area (Sec. 664.405).
6. Within your local program design, describe how your Local Board will provide each of the ten program elements listed in Section 664.410:
  - i. Tutoring
  - ii. Alternative secondary school services;
  - iii. Summer employment opportunities;
  - iv. Paid and unpaid work experience;
  - v. Occupational skill training;
  - vi. Leadership development opportunities;
  - vii. Supportive services;
  - viii. Adult mentoring;
  - ix. Follow-up services; and
  - x. Comprehensive guidance and counseling.

## **Assurances:**

1. The Local Workforce Investment Areas must or will assure they will establish fiscal control and fund accounting procedures to ensure the proper disbursement of, and accounting for all funds received through the Workforce Investment Act.
2. The Local Workforce Investment Areas must or will assure that it shall keep records that are sufficient to permit the preparation of reports required by the Act and shall maintain such records, including standardized records for all individual participants, and submit such reports as the State may require.
3. The Local Workforce Investment Areas must or will assure that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of the Act.
4. The Local Workforce Investment Area must or will assure that funds will be spent in accordance with the Workforce Investment Act, regulations, written Department of Labor Guidance, written Ohio Department of Job and Family Services, and all other applicable Federal and State laws.
5. The Local Workforce Investment Areas must or will assure that veterans will be afforded employment and training activities authorized in the Workforce Investment Act, to the extent practicable.
6. The Local Workforce Investment Areas must or will assure they will comply with any grant procedures prescribed by the Secretary which are necessary to enter into contracts for the use of funds under WIA; including, but not limited to the following:

### General Administrative Requirements

29 CFR part 97 – Uniform Administrative Requirements for State and Local Governments (as amended by the Act) and OMB Circular A-110 as applicable; 29 CFR part 96 (as amended by OMB Circular A-133) - Single Audit Act; OMB Circular A-87 – Cost Principles (as amended by the Act), OMB Circular A-122 and A-22 as applicable.

### Assurances and Certifications

SF 424 B – Assurances for Non-construction Programs; 29 CFR part 31, 32 – Nondiscrimination and Equal Opportunity Assurance (and Regulation) CFR part 93 – Certification Regarding Lobbying (and Regulation); 29 CFR part 98 – Drug Free Workplace and Debarment and suspension; Certifications (and regulation)

## Signature Page

This youth plan represents the \_\_\_\_\_ Workforce Investment Board's and youth council's efforts to maximize resources available under Title I of the Workforce Investment Act (WIA) of 1998 and to coordinate these resources with other State and Local Programs in the following geographical Workforce Investment Area:

\_\_\_\_\_ counties/cities.

This youth plan is submitted for the period of \_\_\_\_\_ through June 30, 2005 in accordance with the provisions of the Workforce Investment Act. We further certify that we will operate the Workforce Investment Act Program in accordance with this plan and applicable federal and state laws and regulations.

### Local Board Chair :

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Original Signature	Name (printed or typed)	Date
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### Chief Elected Official:

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## **Public Comment Process**

Both WIA and HB 470 have requirements for a public process, but are slightly different. All local workforce boards are encouraged to make the local planning process as inclusive as possible and utilize as many avenues for public input as feasible.

Local Workforce Investment Boards (Conventional Areas), including the Local Workforce Investment Board serving the entire Ohio Option Area, will be required to do the following:

- make copies of a proposed local plan available to the public through such means as public hearings and local news media;
- allow members of the local board and members of the public, including representatives of business and representatives of labor organizations, to submit comments on the proposed local plan to the local board, no later than the end of the 30-day period beginning on the date on which the proposed local plan is made available; and
- include with the local plan submitted to the Governor any such comments that represent disagreement with the plan.