

Local Workforce Development Area 1, Lake County
Chief Elected Official - Workforce Development Board Agreement

This agreement is entered into by and between the Chief Elected Official and the Local Workforce Development Board of Illinois Local Workforce Development Area 1 for the purpose of implementing activities authorized by the Workforce Innovation and Opportunity Act (WIOA).

The Chair of the Lake County Board has been identified as the Chief Elected Official (CEO) for the Local Workforce Development Area (Local Area) and is authorized to oversee the planning and administration of the program. The CEO and the Local Workforce Development Board share a common interest in assuring that activities undertaken in implementing the goals and objectives of the Workforce Innovation and Opportunity Act (WIOA) conform to the statutory and regulatory parameters set forth therein. The intent of this agreement is to clearly define the individual and cooperative roles of the CEO and the Local Board regarding the specific goals, planning, delivery and administration of said activities to facilitate the delivery of optimal workforce development services for individuals and employers within the Local Area.

WIOA

On July 22, 2014, the Workforce Innovation and Opportunity Act (WIOA) was signed into law (Public Law 113-128) and constituted a comprehensive reform legislation that superseded the Workforce Investment Act of 1998 (WIA) and amended the Wagner-Peyser Act the WIOA also contains the Adult and Family Literacy Act (Title 11) and the Rehabilitation Act Amendments of 1998 (Title IV). WIOA was written to provide workforce investment activities, through statewide and local workforce development systems, that increase employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation. The governance and operation of the Local Workforce Development System is contingent on a successful partnership between the Chief Elected Official (CEO) and the Local Workforce Development Board related to their respective roles which are outlined in the agreement between the Chief Elected Official and the Local Workforce Development Board.

Joint Functions of the CEO & Local Workforce Development Board (20CFR §679.310 and 679.370)

- 1) The Local Board shall develop a budget for the purpose of carrying out the duties of the Local Board. The Chief Local Elected Officials must approve the budget. (679.370)
- 2) The Local Board, in partnership with Chief Local Elected Official, shall develop the vision, goals, objectives, and policies for the Local Area. The vision should be aligned with both the economic development missions for the Local Area and Illinois Workforce Innovation Boards' goal. (679.310)
- 3) The Local Board, in partnership with the Chief Local Elected Official, shall develop and submit to the Governor, through the Department of Commerce, a local strategic plan that meets the requirements in Section 108 of the Workforce Innovation and Opportunity Act. (679.310 & 679.370)
- 4) The Local Board, with the agreement of the Chief Local Elected Official, shall designate or certify one-stop operator(s) and may terminate for cause the eligibility of one-stop operators. (679.370) – Negotiate with the CEO and required partners on the methods for funding the infrastructure costs of one-stop centers in the Local Area in accordance with §678.715 or must notify the Governor, through the Department of Commerce, if they fail to reach agreement at the local level and will use a State infrastructure funding mechanism.
- 5) The Local Board, in partnership with the Chief Local Elected Official, shall conduct oversight with respect to local programs of youth (under the WIOA sec. 129(c)), adult, and dislocated worker employment and

training activities under WIOA secs. 134(c) and (d), and the entire one-stop delivery system in the Local Area. (679.370)

- 6) The Local Board, in partnership with the Chief Local Elected official, will ensure the appropriate use management, and investment funds to maximize performance outcomes under WIOA sec 116. (679.370)
- 7) The Local Board, in partnership with the Chief Local Elected official shall negotiate and reach agreement on local performance indicators. (679.370)

Functions of the Chief Elected Official (CEO) (§679.310,320,350)

"The term chief elected official means (A) the chief elected executive officer of a unit of general local government in a local area described in section 107(c)(1)(B)(WIOA Section 3 (9))

- 1) Appoints the Local WDB in each local area in accordance with State criteria established under WIOA sec 107(b) and is certified by the Governor/Department of Commerce every 2 years, in accordance with WIOA sec. 107(c)(2). (679.350)
- 2) Chief Elected Official selects Local Workforce Development Board members through an established formal nomination consistent with criteria established under WIOA sec. 107(b)(1) and must meet the requirements of WIOA sec. process 107(b) (2) (§679 320)
- 3) The Chief Elected Official may convey voting privileges to non-required WDB members. (679.320)
- 4) Provides input to establish the by-laws of the Local Board.
- 5) Designates the Fiscal Agent and assure the Fiscal Agent complies with all Federal and State WIOA requirements, including applicable Federal Uniform Administrative Requirements and Cost Principles.
- 6) In workforce areas with more than one unit of local government the Chief Elected Official may execute an agreement that specifies the roles of the other individual Chief Elected Officials and ensure that all units of government in the workforce area participate in workforce development activities. (679 310)

Functions of the Local Workforce Development Board (WIOA Sec 107(d), 20 CFR §679 Subpart C)

Consistent with section 108, the functions of the Local Board shall include the following:

- 1) Provide strategic and operational oversight.
- 2) Assist in the achievement of the State's strategic and operational vision and goals.
- 3) Maximize and continue to improve quality of services, customer satisfaction, and effectiveness of services provided.
- 4) Develop/submit the Regional and Local Plans.
- 5) Negotiate the Job Center of Lake County MOU.
- 6) Competitively procure provider(s) of the One-Stop Operator.
- 7) Certifying the One-Stop Center.
- 8) Establish by-laws and monitoring requirements.
- 9) Connect with representatives of secondary and post-secondary education programs in the local area in order to develop and implement career pathways.
- 10) Authorize contracts related to the WIOA delivery system.
- 11) Promote the participation of private sector employers and workforce development partners.
- 12) Review local and regional economic and labor market information.
- 13) Provide input regarding convening local workforce stakeholders to identify and leverage resources in support of workforce development activities.
- 14) Engage a diverse range of employers both locally and regionally to enhance collaboration among employers, economic development entities and service providers to assure employer needs are met.
- 15) Assist in identifying effective training strategies that promote high demand occupations.
- 16) Ensure employment, education and training services align with the local needs of adults and youth, particularly individuals with barriers to employment and career pathways.

- 17) Encourage the use of technology to maximize the accessibility and effectiveness of the local workforce development system.
- 18) Review adult education and literacy applications under Title II of WIOA to determine alignment with the Local Plan.
- 19) Authorize eligible training providers and programs in compliance with DCEO policy.
- 20) Assess the physical and programmatic accessibility of the Job Center to individuals with disabilities.
- 21) Adopt formal policies to guide and support workforce activities, including: Individual Training Accounts, supportive services, needs-based payments, and Veteran's priority of service.
- 22) Conduct business in an open manner and in accordance with the Open Meetings Act, including maintaining transparency through electronic means of communication and open meetings.

Functions of the Fiscal Agent (WIOA Sec 184 & 185, 20 CFR §679.420)

In order to assist in administration of the grant funds, the CEO may designate an entity to serve as a local fiscal agent. Fiscal Agent for WIOA Grants is identified as the Lake County Workforce Development Department. Designation of a fiscal agent does not relieve the CEO of liability for the misuse of grant funds. If the CEO designates a fiscal agent, the CEO must ensure this agent has clearly defined roles and responsibilities. In general, the fiscal agent is responsible for the following functions:

- 1) Receive funds.
- 2) Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget circulars, WIOA and the corresponding Federal Regulations and State Policies.
- 3) Respond to financial audit findings.
- 4) Maintain proper accounting records and adequate documentation.
- 5) Prepare financial reports.
- 6) Provide technical assistance to subrecipients regarding fiscal issues.
- 7) Procure contracts or obtain written agreements.
- 8) Conduct financial monitoring of service providers.
- 9) Ensure independent audit of all employment and training programs.
- 10) Respond to yearly single audit and financial audit findings.
- 11) Establishing and operating fiscal and management accountability systems.

One-Stop Operator

The One-Stop Operator of the Job Center of Lake County has been selected by the Local Workforce Development Board and in agreement with the CEO to be a partnership consortium of the core WIOA partners: Lake County Workforce Development Department, Lake County College and the Illinois Department of Employment Security. The One-Stop Operator is the coordinator of the Job Center Partners:

- 1) Coordinate One-Stop Partners and Service Providers.
- 2) Coordinate and Track partner agency referrals.
- 3) Develop reporting system for ongoing tracking of performance and referrals, with periodic reporting to the Local Board.
- 4) Regularly convene workforce development system partners.
- 5) The One-Stop Operator (OSO) is responsible to and reports to the Operations Committee of the Lake County Workforce Development Board.

Conflict of Interest (WIOA Sec 107(h))

The parties shall abide by any and all applicable conflict of interest provisions outlined in the unified and/or combined State Plan as defined by WIOA. Members appointed to the Local Board may not discuss or vote on a matter under consideration by the Local Board (A) regarding the provision of services by such member or by an entity that such member represents; or (B) that would provide direct financial benefit to such member or the immediate family of such member; or engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

Local Workforce Development Board members shall disclose any act that may be in conflict with the performance of his or her official duties. In addition to those noted above, conflicts include receipt of a gift, compensation, or travel given for the purpose of obtaining special consideration or to influence Local Board action.

Effective Date

This agreement shall be effective on May 1, 2019 and renew annually.

Each party to this agreement serves only by virtue of elective office. Should any individual leave elective office, that individual shall be immediately replaced by his or her successor.

Modification

The CEO intends and expects this Agreement to be used as a tool to assist in establishing and maintaining a harmonious and cooperative relationship between the CEO and the Local Board as they work cooperatively to provide effective workforce development services in Local Workforce Development Area 1, Lake County. The CEO expects that this Agreement will be reviewed and modified as necessary. Such amendments must be in writing and executed by both parties.

The parties hereto agree to adopt any amendment to this Agreement incorporating changes necessary to meet the requirements for said agreement as set forth in DCEO policy and applicable communications. The CEO shall submit amendments to DCEO as necessary and will provide notice to the Local Board of revisions at such time as they are submitted.

Signatures:

Name / Chief Elected Official

Date



Name / Local Workforce Development Board Chair

Date