



IOWA State Workforce
Development Board



New Chief Elected Officials Statewide Onboarding and Orientation

WELCOME & INTRODUCTIONS

➔ In the chat box, tell us...

- Your name
- Your county and Local Workforce Development Area you represent



TODAY'S PRESENTER



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OBJECTIVES OF TODAY'S ONBOARDING AND ORIENTATION

- ✓ Equip new Chief Elected Officials with the foundational knowledge to:
 - use the Workforce Innovation and Opportunity Act as an economic and community development tool.
 - Understand their foundational role in the local workforce system.



AGENDA

1. Provide a high-level overview of the Workforce Innovation & Opportunity Act (WIOA)
 - Outline required governance structure
2. Explore key tasks of CEOs
3. Provide tools and resources for success as a CEO
4. Questions and Answers
5. Outline what you can expect next



NEW CHIEF ELECTED OFFICIALS STATEWIDE ORIENTATION

How would you rate your knowledge of your role as a Chief Elected Official in the local workforce system?

1. I'm in the know.
2. I know enough to be dangerous.
3. I wish I knew more.

Please type your answer in the chat box.

ANY QUESTIONS?



COMMONLY USED ACRONYMS

- CEO - Chief Elected Official
- CLEO - Chief Lead Elected Official
- IWD - Iowa Workforce Development
- LWDB - Local Workforce Development Board
- LWDA - Local Workforce Development Area
- USDOL - United States Department of Labor
- WIOA - Workforce Innovation and Opportunity Act

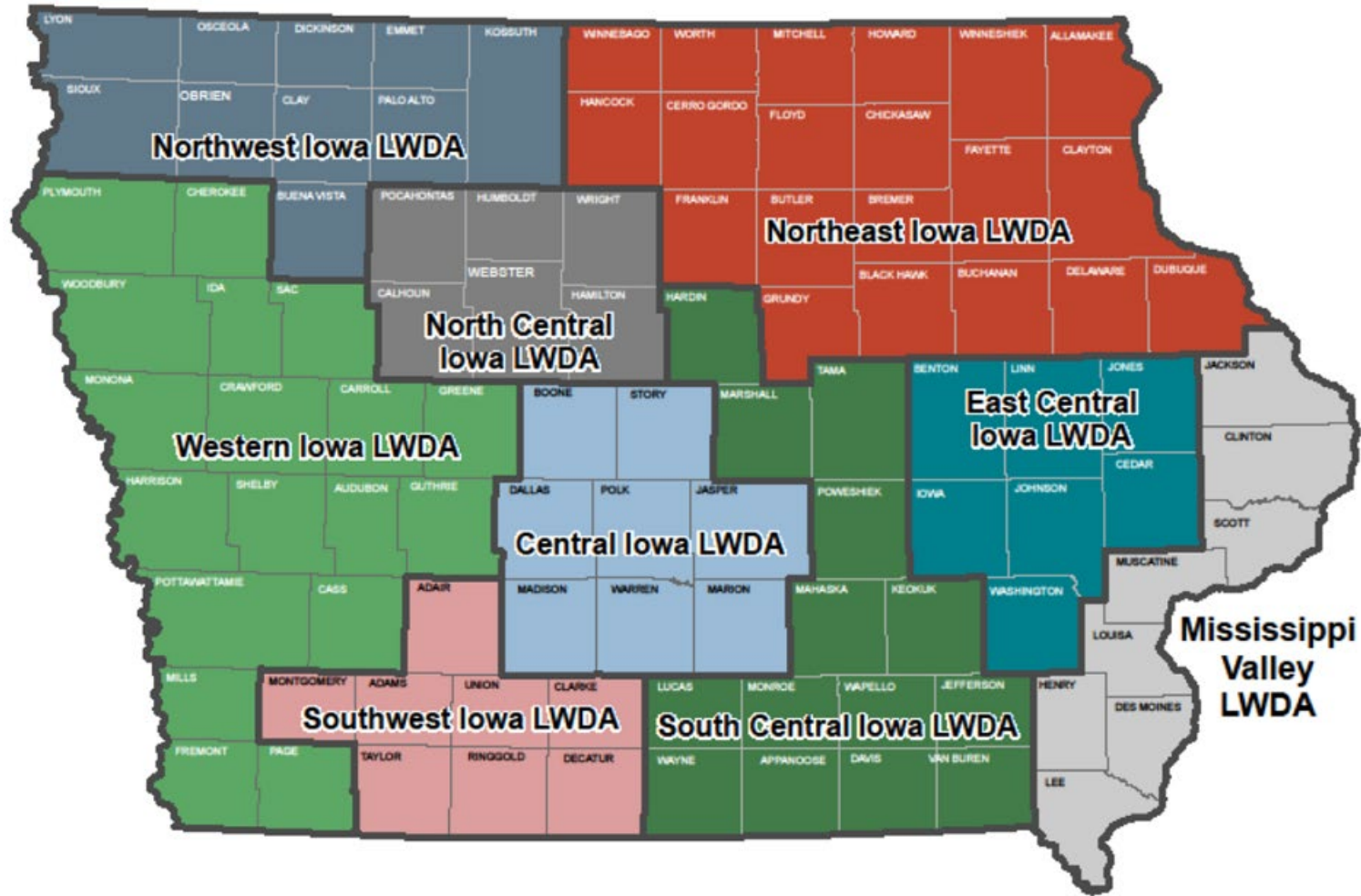


CHIEF ELECTED OFFICIAL (CEO)

Key Facts

- County Board of Supervisors Chair (or a designee from within the Board of Supervisors) have been designated as the Chief Elected Officials in Iowa.
- CEOs are grouped together based on Local Workforce Development Area county boundaries.
- Role: To set the foundation for the LWDB to be strategic by ensuring fiscal integrity and ensuring the local area is represented by committed and suitable LWDB members.

IOWA'S LOCAL WORKFORCE DEVELOPMENT AREAS



What is WIOA?

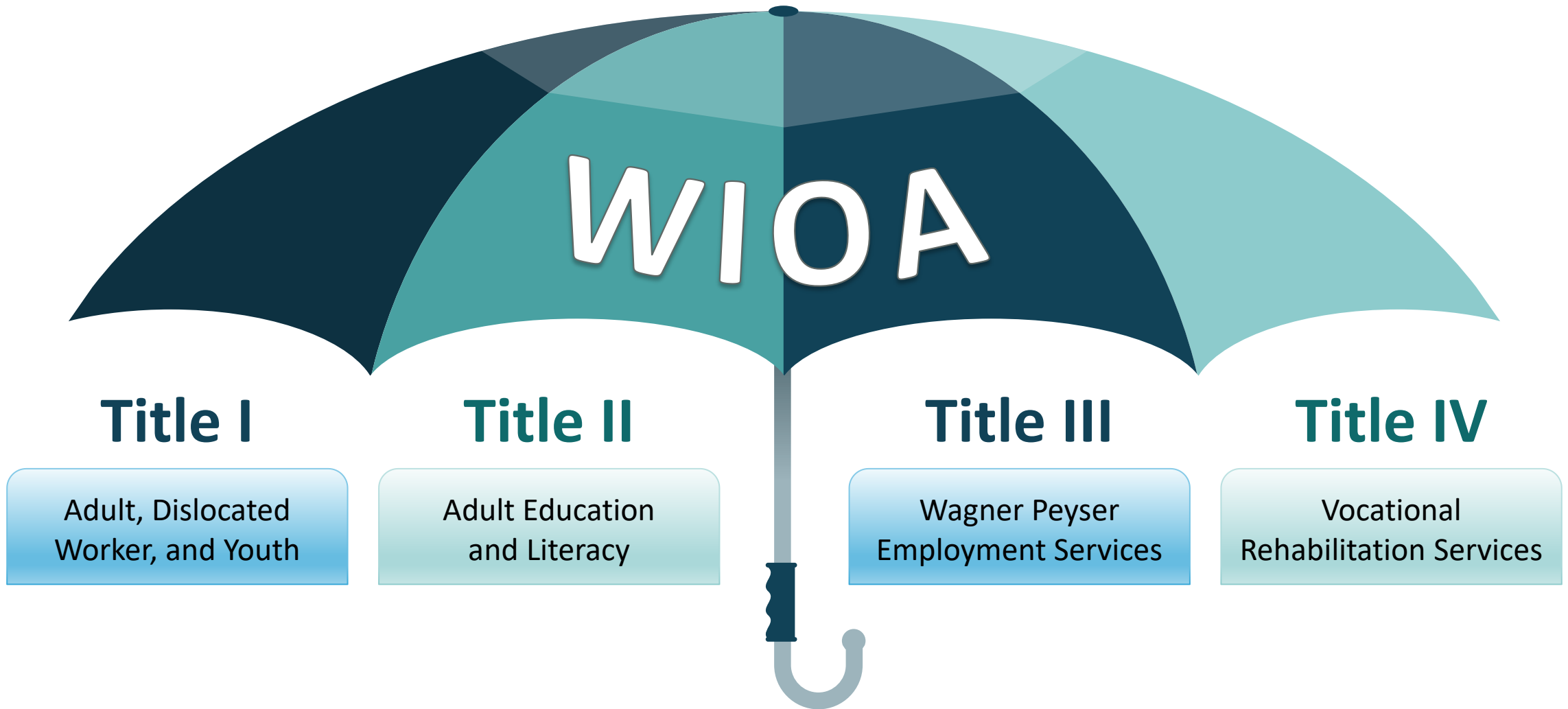
Workforce Innovation & Opportunity Act

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

- Signed into law with broad, bi-partisan support on July 22, 2014
- First major workforce development legislation since the Workforce Investment Act of 1998
- Outlines the vision, goals, objectives, and requirements for how the public workforce system is structured and operates



WIOA TITLES



WIOA: FIVE PRINCIPLES

- Integrated Service Delivery
- Focus on Strategy
- Regional Economic Development
- High Quality Services
- Accountability & Transparency



WIOA “HALLMARKS OF EXCELLENCE”





Iowa **WORKS**

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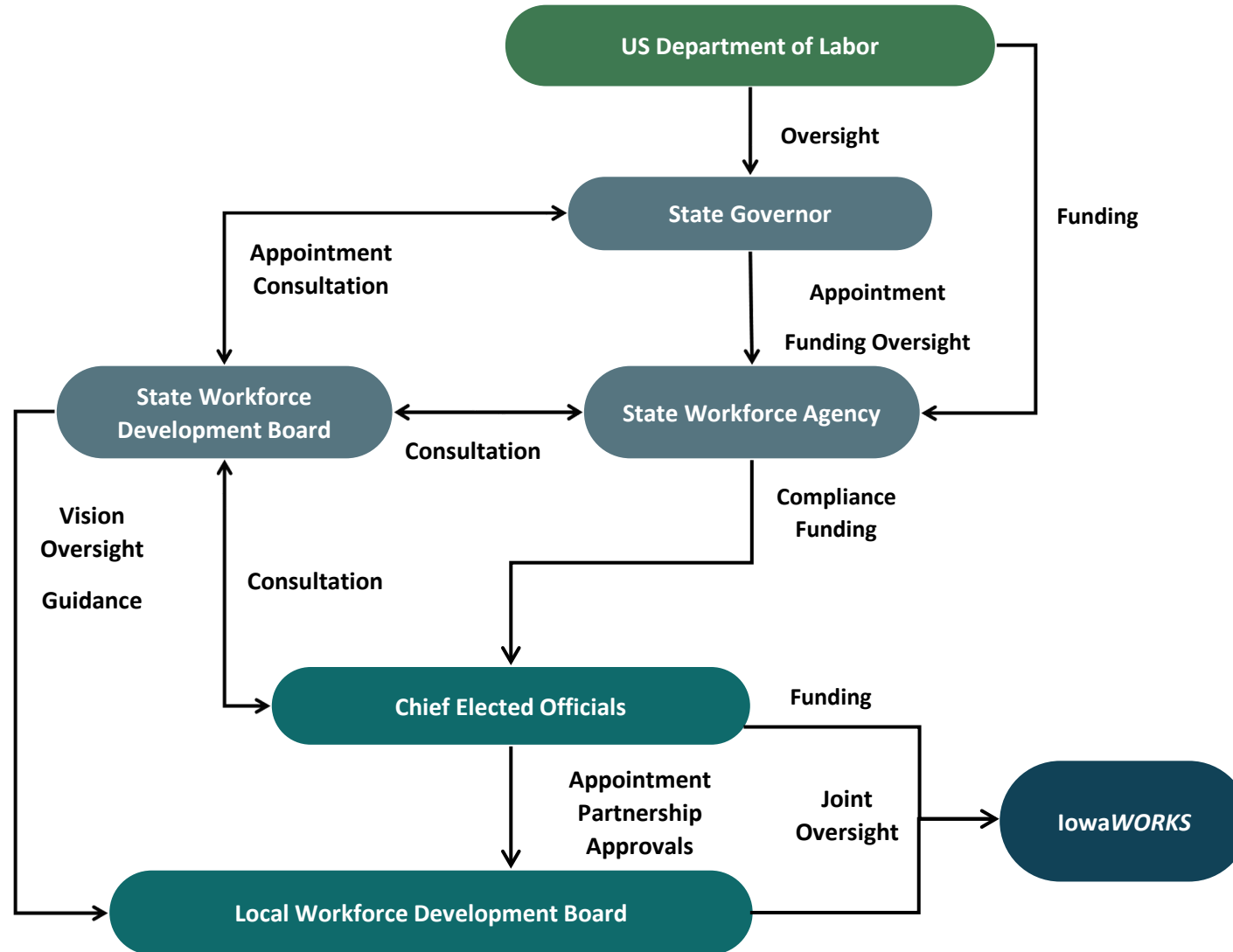
THE IOWA *WORKS* SYSTEM

- ▶ Is Iowa's network of federally-funded programs focused on employment and training services
- ▶ Includes a broad range of services for unemployed, under-employed and youth, such as:
 - Case management
 - Assessment
 - Career exploration
 - Soft skills prep
 - Resume writing, job search techniques and interviewing
 - Direct access or referral to supportive services such as transportation, housing support, daycare, substance abuse treatment, etc.
 - Training
 - Job search and placement
- ▶ Includes services for businesses, such as:
 - Job postings
 - Referrals
 - Customized training
 - On-the-job training
 - Incumbent worker training



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GOVERNANCE AND OVERSIGHT FRAMEWORK



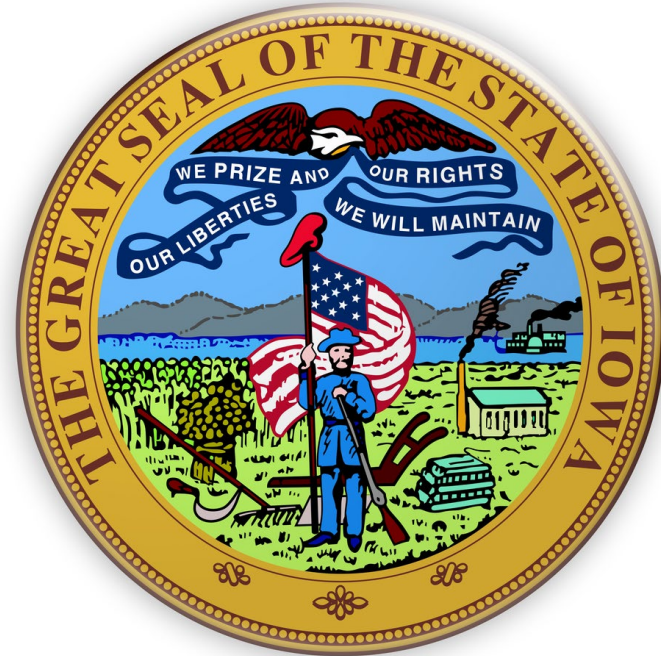
US DEPARTMENT OF LABOR

- USDOL, Employment and Training Administration (ETA)
 - Grants funding to the states and territories
 - Conducts monitoring and oversight
 - Provides technical assistance and support
- National Office in Washington DC with six regional offices
 - Iowa is under Region 5 which is the Chicago office



GOVERNOR

- Receives funding from USDOL
- Designates State Workforce Development Board
- Designates State Workforce Agency



STATE WORKFORCE DEVELOPMENT BOARD

Responsibilities

- ➔ Set statewide vision for workforce development system
- ➔ Ensure continuous improvement of the system
- ➔ Engage businesses and other stakeholders to achieve the WIOA vision

Membership

- ➔ Business
 - 51% minimum representation
- ➔ Labor organizations and workforce representatives
- ➔ State agencies in workforce system
- ➔ Elected officials: state and local
- ➔ Community based organizations

STATE WORKFORCE AGENCY

- Iowa Workforce Development or IWD
- Oversees administrative functions of the state and local system
- Issues policy to the system
- Convenes partners
- Monitors the system for compliance
- Executes contracts with local workforce development areas (LWDA) for WIOA funding

CHIEF ELECTED OFFICIALS/ CHIEF LEAD ELECTED OFFICIAL

- County Board of Supervisors' Chair or designee from within the Board of Supervisors
- One Chief Elected Official (CEO) per county
- One Chief Lead Elected Official (CLEO) per LWDA
- Purpose is to set the foundation for the Local Workforce Development Board (LWDB) to be strategic
- Has liability for WIOA Title I funds in their LWDA

LOCAL WORKFORCE DEVELOPMENT BOARD

- Membership requirements are similar to SWDB
 - 51% minimum requirement for business representation
- Set the vision for the local workforce system and oversees its implementation and operation
- Develop strategic plans
- Set priorities for funding
- Convene partnerships between businesses and community stakeholders
- Make data driven decisions
- Establish sector strategies driven by in-demand occupations and industries

ANY QUESTIONS? (2)



Key Tasks of Chief Elected Officials

CATEGORIES OF TASKS

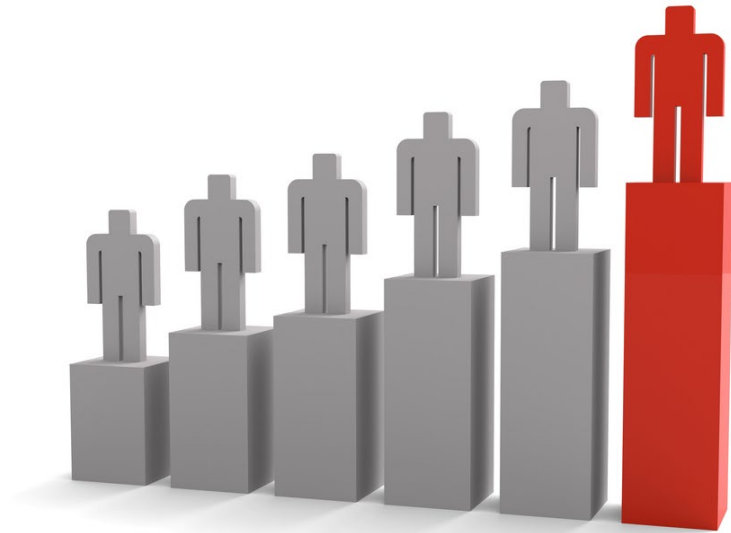


KEY CEO TASKS- NOT AN EXHAUSTIVE LIST

1. Select a Chief Lead Elected Official
2. Appointing Local Workforce Development Board members
3. Appointing a Fiscal Agent
4. Approve the Local Workforce Development Board's selection of One Stop Operator
5. Approve Local Workforce Development Board budget
6. Enter into a CEO Shared Liability Agreement
7. Provide oversight to the one stop delivery system and WIOA title I programs (in collaboration with the Local Workforce Development Board)

1. SELECT A CHIEF LEAD ELECTED OFFICIAL

- Selected from among the CEOs
- Represents the CEOs and makes decisions on their behalf
- Designated signatory
 - The CLEO position is like the Chairperson of a board



2. APPOINT LOCAL WORKFORCE DEVELOPMENT BOARD

- The Local Workforce Development Board is a separate entity from the group of Chief Elected Officials- separate membership, separate tasks.
- CEOs appoint the Local Workforce Development
 - CEOs decide the size of the board
- The Workforce Innovation & Opportunity Act provides clear guidelines for who can serve on a local workforce board.
- CEO recorded module 3 provides a detailed overview of Local Workforce Development Board Membership categories, criteria and other pertinent information.

3. APPOINT A FISCAL AGENT

- ➔ The CLEO (on behalf of all CEOs) may designate a fiscal agent
 - Should a Fiscal Agent not be designated, the CLEO's unit of government shall fulfill the role

Receive funds

Ensure sustained
fiscal integrity

Respond to audit
findings

Maintain proper
and adequate
records

Prepare financial
reports

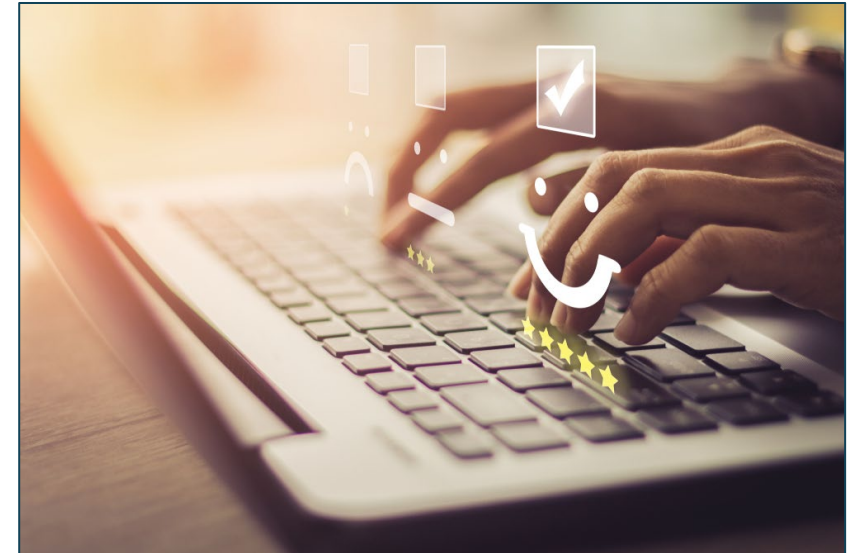
Procure contracts
and other
agreements

Conduct financial
monitoring of
service providers

Ensure independent
audit of all
employment &
training programs

4. APPROVE SELECTION OF ONE STOP OPERATOR

- Primary responsibility of One Stop Operator is to coordinate the service delivery of required one stop partners and service providers
- Optional roles:
 - Primary service provider in the center
 - Provide some of the services in the center
 - Coordinate service providers across the system
- Must be competitively procured every four years



5. APPROVE LOCAL WORKFORCE DEVELOPMENT BOARD BUDGET

- The LWDB must develop a budget based on needs of the workforce system customers (business and individual) in the local area.
- Budget must:
 - Be consistent with the Local Workforce Development Plan which is the document that outlines what workforce services will be provided and how.
 - Include Infrastructure Funding Agreements for the local system.
 - Outlines how one stop partners will share costs within the local system.

FINANCIAL LIABILITY

- The Chief Elected Officials in a local workforce development area are liable for any misuse of the WIOA grant funds allocated to the local area.
- The designation of a Fiscal Agent does not relieve the CEOs of this responsibility nor does the designation of a Chief Lead Elected Official.
- CEOs must determine the method for apportioning liability and document it in a written agreement.
- Refer to CEO Training Module #2 for more information on the Shared Liability Agreement.

6. ENTER INTO CEO SHARED LIABILITY AGREEMENT

- Purpose: To document how CEOs work together to accomplish the numerous tasks ascribed to them under the Workforce Innovation & Opportunity Act including how CEOs will share liability for funds
- Required by federal law when the local workforce development area is multi-jurisdictional
- CEOs are grouped together based on local workforce development area
- Known in Iowa as a 28e Agreement

7. PROVIDE OVERSIGHT TO THE ONE STOP SYSTEM AND WIOA TITLE I PROGRAMS

- Done in partnership with the Local Workforce Development Board
- Joint oversight between the two groups ensures the system is accomplishing the vision set forth by WIOA and its corresponding regulations.
- Oversight is done by:
 - Ensuring compliance with requirements to establish: (not an exhaustive list)
 - Local Plan
 - Local Memorandum of Understanding and Infrastructure Funding Agreements
 - Local Budget
 - Effective practices for selection and monitoring of providers- One Stop Operator, Adult/ Dislocated Worker, and Youth providers

ANY QUESTIONS? (3)



CEO Tools and Resources


LIST OF RESOURCES TO BE COVERED

1. CEO Orientation & Training Guide
 - CEO recorded training modules
2. Iowa State Workforce Development Board
 - Roster
 - Meeting schedule
 - Members
3. State Plan
4. Iowa Workforce Development (IWD)
 - Contact person
 - E-policy site
 - Contracts




CEO ORIENTATION AND TRAINING GUIDE

➔ Link to [Guide and Recorded modules](#)



IOWA State Workforce Development Board




IOWA CHIEF ELECTED OFFICIALS (CEO) ORIENTATION AND TRAINING GUIDE

System Transformation

Submitted To:
Iowa Workforce Development

Submitted By:
Maher & Maher

Date: *September and October 2019*



This guide was developed to provide a foundational understanding of the role, responsibilities, tools and resources you have as a CEO to achieve your vision for a talent development system that drives community prosperity.

IOWA'S STATE WORKFORCE DEVELOPMENT BOARD

➔ [SWDB website](#)



STATE PLAN

- WIOA requires states to submit a four-year plan to the U.S. Department of Labor that outlines a four-year strategy for the state workforce development system.
- SWDB ensures the State Plan reflects its vision, priorities and strategies for workforce development in the state.
- States must have approved plans in place to receive federal funding.
- Planning is coordinated across the six core programs to reflect integrated priorities/strategies:
 - WIOA Titles I, II and III (Adult, Dislocated Worker, Youth and Wagner-Peyser)
 - Adult Education
 - Vocational Rehabilitation
- [State Plan](#) link

IOWA WORKFORCE DEVELOPMENT

➔ Link to [ePolicy site](#)



➔ Oversees administrative functions of the state and local workforce system

- Issues policy to the system
- Convenes partners
- Monitors the system for compliance
- Executes contracts with Local Workforce Development Areas

IWD CONTRACT WITH FISCAL AGENT: AN OVERVIEW

- ➔ IWD holds a contract with the Fiscal Agent for your local area
 - Contract is signed by IWD, CLEO, and Executive Official of Fiscal Agent
- ➔ Fiscal Agent receives the funding from IWD and receives direction from LWDB on how to spend the funds
 - Fiscal Agent must track funding and report to IWD and LWDB on the funding.
 - IWD monitors the Fiscal Agent for compliance with law, regulations, and policy.

NEXT STEPS IN ONBOARDING

- The Local Workforce Development Board will provide the next phase of your Onboarding and Orientation process.

- From the Local Board, you should receive the following:
 - CEO roster and contact information
 - Current Shared Liability Agreement
 - Current Fiscal Agent Agreement
 - LWDB Information
 - Member roster
 - Budget
 - Bylaws
 - Staff Contact Information
 - Latest monitoring report, if applicable
 - Existing local policies
 - Any other documents to help you understand your role

ANY QUESTIONS? (4)





THANK YOU!