

Roles of a Local Workforce Investment Board: Key Areas for Action

The Workforce Investment Act (WIA) envisions a “strong role for local WIBs and the private sector, with local, business-led boards acting as ‘boards of directors,’ focusing on strategic planning, policy development and oversight of the local workforce investment system. Business and labor have an immediate and direct stake in the quality of the workforce investment system. Their active involvement is critical to... the identification and development of programs that best meet local employer needs.” [WIA Final Rule, Federal Register, August 11, 2000 (Volume 65, Number 156)]

Summary of Key Responsibilities for Workforce Investment Boards (WIBs) <i>Under the Workforce Investment Act (WIA) of 1998</i>	Summary of Key Responsibilities for Local Chief Elected Officials (L-CEOs) <i>Under the Workforce Investment Act (WIA) of 1998</i>
<ul style="list-style-type: none"> • WIB Members elect the WIB Chairperson. The WIB Chair acts as the WIB’s public spokesperson and key link with LEOs and L-CEO on policies and strategic directions. • Establish the local WIB governance structure, processes and policies including establishing WIB councils/committees to facilitate the work of the WIB. • Develop and execute Memorandum of Understanding (MOU) with One-Stop Partners. • Local board may employ staff. • Local board shall develop a budget for the purpose of carrying out duties of the local board under this section, with the approval of the L-CEO. • WIBs direct the L-CEO to disburse funds for workforce investment activities pursuant to the requirements of WIA. • Develop the local Unified Strategic Plan, including policies, standards and operational priorities for the local area. Update the Strategic Plan as required by the SETC and LWD. • Designate or certify the One-Stop Operator and/or terminate a One-Stop Operator for cause, with the agreement of the L-CEO. • Conduct oversight of the local One-Stop Delivery System, including all adult, dislocated worker and youth activities, jointly or on behalf of L-CEO. • Recommends grants or contracts for program activities as appropriate. • Appoint Youth Investment Council Members. • Coordinate workforce investment activities with economic development strategies and other employer linkages. • Conduct all business in an open manner as required by Section 117 (e) of WIA and make available to the public on a regular basis. 	<ul style="list-style-type: none"> • Appoint WIB Members according to WIA law and SETC policy. • The L-CEO serves as the local grant recipient of workforce funds. • The L-CEO must designate the fiscal agent; accept liability for funds to local area. • Approval of MOU between WIB and LEO. • Approval of the WIB budget. • At the direction of the local board, the fiscal agent disburses funds for workforce investment activities pursuant to the requirements of WIA. • Approve multi-year strategic plan and modifications thereto. • Approve designation or certification of the One-Stop Operator and/or termination of One-Stop Operator for cause. • Conduct oversight of the local One-Stop Delivery System, including all adult, dislocated worker and youth activities, jointly with the WIB. • Awards grants and contracts • Approve appointment of Youth Investment Council members.
<p>NOTE: Under WIA, the local workforce investment <u>area</u> is subject to sanction for failure to meet local performance measures. Under WIA, the local workforce investment board may be subject to decertification for 1) failure to meet local board membership requirements and 2) failure to ensure that local workforce investment activities have enabled the local area to meet its performance measures.</p>	

The Roles and Responsibilities of Local Workforce Investment Boards (WIB)s

Established in alignment to the Workforce Investment Act, WIA Final Rule, New Jersey Statute, policies established by the SETC, the Five-Year State Plan and its Modifications and the NJ WIB Member Handbook.

WIB Roles	Summary of WIB Responsibilities	Local Chief Elected Official (L-CEO) Responsibilities
<p>Executive Committee Functions on behalf of WIB on key issues that arise between meetings. Directs and coordinates work across committees and councils.</p>	<ul style="list-style-type: none"> • An Executive Committee is recommended. Additionally, it is recommended to meet at least quarterly and be chaired by the WIB Chairperson. The Executive Committee membership should be defined in the WIB by-laws. • Establish local WIB By-Laws which at a minimum include board/committee officers election/selection process, standing WIB councils/committees, conflict of interest policy, attendance policy, ethical code of conduct and annual meeting designation. • Take the lead in developing an MOU that defines WIB and L-CEO roles and responsibilities, budgeting process and process for approval and removal of WIB members. • Oversee the development of the Master Budget, and any modifications thereto, which creates a framework for the annual workforce development contract, for signoff by the WIB. • Review annual budget for approval by the L-CEO with ratification by the Board. • Review budget reports, including fiscal expenditures, on a quarterly basis. • Review and assess on a quarterly basis the SETC Dashboard and other performance reports to monitor the local area’s performance. • Review and assess performance and activities of the local workforce system including oversight and evaluation of the local One-Stop Career Center. • Responsible for the 2-year WIB Certification process to ensure preparedness to meet Certification requirements. • Prepare an Annual Report that includes elements as required by the SETC and set forth in the WIB Member handbook. • Attend local and State meetings that support the work of the Board and enhance the leadership of the WIB. 	<ul style="list-style-type: none"> • Ensure timely appointments of WIB members to ensure compliance with the WIB certification process. • Develop an MOU in partnership with the WIB Executive Committee, to be entered by the WIB and the Local Elected Officials (LEOs). • Review and approval of the WIB Master Budget; signoff on the annual workforce development contract.
<p>Staffing The WIB is responsible for determining its own staffing needs and hiring the staff to fulfill those needs.</p>	<ul style="list-style-type: none"> • The WIB may employ/select WIB staff to ensure fulfillment of the WIB roles and responsibilities. • The WIB Executive Director reports to the WIB Board. • The WIB staff reports to the WIB Executive Director. • WIB staff carries out the work of the WIB and its Committees, as well as other programs and services as determined by the SETC as necessary. • Establish staff governance and staff reporting structures to safeguard autonomy of the local WIB and enable staff to carry out the local WIB’s oversight function. 	
<p>Fiscal / Budget Development The WIB is responsible for creating its own master</p>	<ul style="list-style-type: none"> • Establish priorities based on local area workforce system needs and identify key activities to direct the development of the annual Master Budget, and review priorities on an ongoing basis. • Create an annual Master Budget including all funds under WIB jurisdiction: WIA, TANF, Supplemental 	<ul style="list-style-type: none"> • The L-CEO’s fiscal agent supports the development of the Master Budget.

The Roles and Responsibilities of Local Workforce Investment Boards (WIB)s

Established in alignment to the Workforce Investment Act, WIA Final Rule, New Jersey Statute, policies established by the SETC, the Five-Year State Plan and its Modifications and the NJ WIB Member Handbook.

WIB Roles	Summary of WIB Responsibilities	Local Chief Elected Official (L-CEO) Responsibilities
<p>budget and for monitoring fiscal expenditures.</p>	<p>Literacy, WDP, special federal and state grants and any other funds that come under local workforce area jurisdiction.</p> <ul style="list-style-type: none"> • The annual Master Budget creates the framework for the development of the annual workforce development contract between the State, the WIB and the LEOs, and must be developed with the support of the WIB Executive Director and the L-CEO's fiscal agent. The Master Budget and any modifications to the annual workforce development contract must be approved by the WIB and signed off on by the WIB Chair for subsequent submission to the L-CEO. • Budgeting process must take into consideration the specific requirements of various funding streams, and provide a fully transparent identification of staffing, overhead and program costs, all in adherence to the local area contract assurances and certifications. • Budget must include the costs of administration, operations and staffing of the local WIB in carrying out its responsibilities as defined in the State Unified Plan, SETC policies, WIB Member Handbook and local Annual Plan. • Fiscal/Budget Development must be assigned to a WIB Committee. The committee responsible must submit quarterly performance and fiscal reports to the WIB and L-CEO. • Refusal of funds must be submitted in writing to the Commissioner of LWD and the SETC Chair, and jointly signed by the WIB Chair and L-CEO. 	<ul style="list-style-type: none"> • The Master Budget, any modifications thereto, and the annual workforce development contract must be signed off on by the Local Chief Elected Official (L-CEO). • A written refusal of funds must be jointly signed by the WIB Chair and L-CEO and provided to the SETC and LWD. • Review WIB quarterly performance and fiscal reports.
<p>Business and Industry Development</p> <p>The WIB is responsible for working directly with business and industry to address the workforce needs of business and industry.</p>	<ul style="list-style-type: none"> • A Committee must be established, or an existing committee re-focused, to lead, plan and oversee business and industry development efforts. • Staff must be hired and/or assigned to the WIB Executive Director to assist in carrying out the WIB's business and industry development activities. • Develop an overall business plan for business and industry development. • Partner with state and local Economic Development agencies to provide workforce services for new and expanding businesses, including supporting the work of the New Jersey Business Action Center. • Convene and facilitate the design of sector strategies for specific industries that represent significant employment in the local/regional workforce, in conjunction with state priorities and strategies. • In collaboration with the SETC and NJDLWD, establish process standards for business outreach with measurable outcomes. • Design and execute a local business centric engagement process to recruit, service, educate and engage local employers and organized labor to support hiring needs, identify training and education requirements, inform skill gaps and educate on available programs and services. • Establish employer-based standards and processes for providing One-Stop Delivery System services. • WIB Staff coordinates local business strategies engaging local and LWD business-designated staff. 	

The Roles and Responsibilities of Local Workforce Investment Boards (WIB)s

Established in alignment to the Workforce Investment Act, WIA Final Rule, New Jersey Statute, policies established by the SETC, the Five-Year State Plan and its Modifications and the NJ WIB Member Handbook.

WIB Roles	Summary of WIB Responsibilities	Local Chief Elected Official (L-CEO) Responsibilities
<p>One-Stop Operations The WIB is responsible for oversight, evaluation and monitoring of the performance of programs and services, including the local One-Stop Delivery System.</p>	<p><i>System Development and One-Stop Standards</i></p> <ul style="list-style-type: none"> • The WIB is responsible for designating or certifying the One-Stop Operator with the agreement of the L-CEO. • A One-Stop Oversight Committee is required by New Jersey law and must be chaired by a WIB member and comprised of members who are “disinterested” parties to establish and monitor standards of performance for the local One-Stop Delivery System. • The One-Stop Operator prepares and submits reports to the WIB and its One-Stop Committee. • Establish standards for the performance of the One-Stop Career Center system. • Incorporate standards in the Memorandum of Understanding between the Workforce Investment Board, the One-Stop Operator and One-Stop Partners. • Include in the One-Stop Partner MOU the designation of partner resources in support of program delivery. • Establish annual program enrollment projections. <p><i>System Evaluation</i></p> <ul style="list-style-type: none"> • The WIB is responsible for conducting an annual evaluation of its local One-Stop Delivery System. The evaluation may be system-wide or may focus on one or more programs and/or services delivered by the One-Stop System. <p><i>Performance, Oversight, and Monitoring</i></p> <ul style="list-style-type: none"> • The WIB is responsible for oversight and evaluation of the local One-Stop Delivery System which includes monitoring system performance through established common measures and/or other SETC/NJLWD designated performance metrics, for the local WIB area. Performance should be reviewed at least quarterly. • Conduct “risk assessments” during the course of the year and at year-end, to review the performance of all training providers that impacted a performance measure falling below 90% of meeting the performance goal. • The WIB is responsible for monitoring all contracts for services to ensure services provided as per contract, performance requirements are met, and contracts are in accordance with federal, state and local laws and regulations. Staff must be hired/assigned for this monitoring role and must report directly to the WIB Executive Director. • Provide quarterly summary monitoring reports to the L-CEO on system performance. 	<ul style="list-style-type: none"> • Approval of the designation of the One-Stop Operator • Oversight and evaluation of One-Stop Delivery System.
<p>Procurement Standards The WIB’s role is to establish standards for the</p>	<ul style="list-style-type: none"> • In alignment with priorities established by the WIB for programs and services, establish standards to be incorporated into the RFP, the evaluation process, and contracts. • Establish outcome measures for key elements that will be required for specific services including performance and skill levels to be achieved. 	

The Roles and Responsibilities of Local Workforce Investment Boards (WIB)s

Established in alignment to the Workforce Investment Act, WIA Final Rule, New Jersey Statute, policies established by the SETC, the Five-Year State Plan and its Modifications and the NJ WIB Member Handbook.

WIB Roles	Summary of WIB Responsibilities	Local Chief Elected Official (L-CEO) Responsibilities
<p>procurement of services and to ensure that the standards have been incorporated into the procurement process.</p>	<ul style="list-style-type: none"> • Ensure standards are incorporated into the process of procuring training providers and program contractors to provide core, intensive and training services. • Oversee the evaluation process to ensure review and selection of contractors is based on the local plan and WIB standards. • Ensure there is not a conflict of interest in the development, review, selection and/or ratification of contractors, and ensure that all federal, state and local regulations are followed. • Carry out responsibilities for the Eligible Training Provider List (ETPL) as directed by the SETC/NJDLWD. TBD • Procurement responsibilities must be assigned to a WIB Committee. This committee reports to the Executive Committee and should be chaired by a private sector member of the WIB. • Committee must represent organizations comprised of disinterested parties. • Recommends grant and contract awards to the fiscal agent. 	<ul style="list-style-type: none"> • Awards grants and contracts or delegate to fiscal agent.
<p>Planning Develop the strategic vision for the local workforce investment system including the identification of goals and strategies that reflect local and regional workforce needs.</p>	<ul style="list-style-type: none"> • Develop the local WIB Multi-Year Strategic Plan in alignment with New Jersey’s Multi-Year Unified Strategic Plan and any other plan amendments as required by the SETC and/or NJDLWD. • A WIB Committee or task force should be designated, by the WIB and/or Chairperson to develop and execute the local workforce planning process, ensuring the engagement of relevant stakeholders in an inclusive planning process. • Plans must reflect local and regional workforce needs of business and industry and include strategies for increasing the employment of significant population segments. • Establish priorities, standards and a process for review and approval of Carl Perkins, WIA Title II and any other proposals, requiring WIB endorsement and support. • Identify strategies for carrying out One-Stop Delivery System activities in support of addressing stakeholder needs. • Carry out regional planning activities in accordance with Section 116(c) of WIA. • Multi-Year Strategic Plans and Updates require a public comment period and the final approval of the SETC. 	<ul style="list-style-type: none"> • Five-Year Strategic Plans and Updates require the approval of the Local Chief Elected Official
<p>Marketing The WIB is responsible for developing a communications strategy that ensures ongoing communications with key stakeholders.</p>	<ul style="list-style-type: none"> • Create and maintain a local WIB website. Contents to minimally include: WIB Board Members, WIB Meeting Minutes, Staff Contact Information. 	