

## LOCAL WORKFORCE INVESTMENT AREA 15

### CHIEF ELECTED OFFICIAL (CEO) / LOCAL WORKFORCE INNOVATION BOARD (LWIB) AGREEMENT

This Agreement is entered into by the Chief Elected Officials (CEOs) and the local workforce investment board (LWIB) of LWIA 15. It has three main purposes:

1. To identify CEO expectations of the LWIB regarding the planning, delivery and administration of workforce development services in LWIA 15.
2. To identify the individual and shared responsibilities of CEOs and the LWIB for these services.
3. To describe how the CEOs and the LWIB will work together to fulfill the workforce development goals in LWIA 15.

The CEOs and the LWIB share a common interest in assuring that workforce development decisions will be made transparently and with the best interests of area employers and jobseekers in mind.

#### A. RESPONSIBILITIES VESTED EXCLUSIVELY IN CEOs

CEOs have sole responsibility in many areas under the Workforce Innovation and Opportunity Act (WIOA) and this Agreement, including in the following areas:

1. To appoint members to the LWIB and to set terms of office.
2. To revoke the appointment of LWIB members.
3. To act directly as the grant recipient and fiscal agent or to designate an alternative entity to act as grant recipient and fiscal agent on their behalf.
4. To comply with applicable Federal uniform administrative requirements and cost principles if the CEOs act as grant recipient and fiscal agent.
5. To assure that the entity designated as the grant recipient and fiscal agent complies with all Federal and State WIA requirements, including applicable Federal uniform administrative requirements and cost principles.
6. To assume ultimate liability for any misuse of grant funds and/or disallowed costs.
7. To enter into an agreement of CEOs to describe how they will fulfill their responsibilities, and how the financial liability of each individual county will be determined in the event of disallowed costs.
8. To work with the Governor to appoint and certify a new local workforce investment board pursuant to a reorganization plan the Governor requires.

#### B. CEO RESPONSIBILITY FOR APPROVING LWIB ACTIONS AND DECISIONS:

The LWIB must obtain CEO approval of the following:

1. An annual LWIB budget, including a staffing plan that complies with the Federal and state *firewall* policies. The Memorandum of Understanding (MOU) to be negotiated with the required One Stop partners.

2. Local WIOA plans and plan modifications as required under WIOA and State policy and practice.
3. Any request from the Title IB Provider to provide career services and/or be the One Stop operator.

### **C. SHARED RESPONSIBILITIES OF CEOs AND THE LWIB**

The CEOs are also responsible for working in partnership with the LWIB, including in the following areas:

1. Developing and submitting local workforce development plans.
2. Setting policy for the local workforce investment system.
3. Negotiating local performance goals.
4. Conducting oversight of adult, youth and dislocated worker programs.
5. Designating and terminating the One Stop operator.
6. Developing the Memorandum of Understanding.
7. Providing services during rapid response (mass layoff) activities and for declared natural disasters.
8. Establishing and operating fiscal and management accountability systems.

### **D. GENERAL EXPECTATIONS OF CEOs**

The CEOs have the following general expectations of the LWIB:

1. That LWIB members will strive to achieve the goals CEOs establish for workforce development in the eight county area.
2. That the LWIB will focus its efforts on providing effective services that meet the needs of employers and job seekers in the eight county area.
3. That the LWIB will responsibly fulfill the duties and obligations given to local workforce investment boards under WIOA.
4. That the LWIB will request and duly consider input from CEOs regarding all major decisions before these decisions are made.
5. That the LWIB and its committees will give priority attention to their oversight responsibilities under WIOA, by effectively overseeing program costs and results.

### **E. CEO EXPECTATIONS REGARDING THE OPERATIONAL AND ORGANIZATIONAL RESPONSIBILITIES OF THE LWIB:**

The CEOs expect that the LWIB will responsibly fulfill its responsibilities in areas where WIOA and this Agreement give the LWIB primary responsibility, including in the following areas:

1. To elect officers from among its members (Note: The LWIB Chair must be a private sector member).
2. To conduct all meetings in compliance with the Open Meetings Act.
3. To follow Robert's Rules of Order.

4. To provide written minutes and verbatim transcripts as required by the Open Meetings Act.
5. To direct disbursements of WIOA funds according to the plans and budgets approved by CEOs.
6. To adopt and abide by bylaws in compliance with the specific code of conduct and other requirements of WIOA.
7. To promote participation of all members, especially private sector representatives, and establish rules of meeting attendance and removal for non-attendance.
8. To decide whether to seek outside funding opportunities, such as grants and donations.
9. To provide for mandated public input on the development of the Local Plan prior to its submission.

**F. CEO EXPECTATIONS REGARDING LWIB RESPONSIBILITIES FOR SERVICES:**

The CEOs expect that the LWIB will responsibly fulfill its responsibilities for services, including in the following areas:

1. To approve contracts for service providers who provide intensive services within the area.
2. To set service priorities for One Stop operators providing career services.
3. To determine training priorities for occupations that has a high potential for local growth and demand.
4. To receive applications from potential training providers and determine their eligibility based on criteria established by the state.
5. To develop and administer a list of eligible training providers according to Federal and State requirements.
6. To identify allowable exceptions to the use of Individual Training Accounts (ITAs) and to determine if limits are necessary on dollar and duration of use.
7. To participate in regional planning and training activities as requested by the state, and report regularly to the CEOs.
8. To coordinate local workforce development activities with economic development strategies.
9. To establish linkages with employers and actively seek their input in meeting their hiring needs.
10. To coordinate all workforce innovation activities with rapid response activities.
11. To develop a policy for supportive services.
12. To determine payment levels and for needs-related payments.
13. To identify the need for program fund transfers and seek State approval for these transfers.

**G. CEO EXPECTATIONS REGARDING LWIB RESPONSIBILITIES FOR YOUTH PROGRAMS:**

The CEOs expect the LWIB to responsibly fulfill its responsibilities for services to youth, including its responsibilities:

1. To determine the role, the youth committee will play in the development of the youth portion of the Local Plan.
2. To determine appropriate activities for the Youth Committee beyond those required under WIOA and by the state.
3. To award grants or contracts on a competitive basis to eligible youth service providers.
4. To ensure that eligible youth are made aware of the services available to them and make referrals to the appropriate program.

**H. OTHER CEO EXPECTATIONS**

1. The CEOs will consider the appointment of no more than two CEOs to attend LWIB meetings at their discretion.
2. The CEOs expect that this Agreement will be reviewed annually and modified as necessary.
3. The CEOs intend and expect this Agreement to be used as a tool to assist in establishing and maintaining a harmonious and cooperative relationship between the CEOs and the LWIB as they work in partnership together to provide effective workforce development services in LWIA 15.

**I. LWIB BYLAWS**

If any provision of this CEO/LWIB agreement conflicts with any provision of the bylaws of the LWIB, the provision in this Agreement shall prevail.

**J. EFFECTIVE DATE**

This agreement shall become effective on July 1, 2017 and continue from year-to-year unless amended by mutual agreement of the CEOs and the LWIB.

**K. SIGNATURES**

Robert L. 'Bob' Bucker

For Fulton County

Amy Krauscher

For Marshall County

Bennett Walker

For Mason County

Scott M. Lupton

For McLean County

[Signature]

For Peoria County

Coleen Magnusson

For Stark County

[Signature]

For Tazewell County

[Signature]

For Woodford County

Mark A. Kuegler

Local Workforce Innovation Board Chairperson

Stan W. Martin

Executive Director, Unified Workforce Development Board A.k.a. Career Link

**K. SIGNATURES:**

**For the CEOs:**

---

**For Fulton County**

---

**For Mason County**

---

**For Marshall County**

---

**For McLean County**

---

**For Peoria County**

*Alan Curry*

---

**For Stark County**

---

**For Tazewell County**

---

**For Woodford County**

---

**Chair, Local Workforce Investment Board**