

## Draft/8-19-04

Agreement between the  
**Western Virginia Workforce Development Board**  
And the  
**Workforce Investment Area III**  
**Chief Local Elected Officials Consortium**

### **Reference:**

1. Workforce Investment Act, P.L. 105 – 220, Title I, Subtitle B, Chapter 2, Section 117
2. Workforce Investment Area III Chief Local Elected Official Consortium Charter Agreement and Bylaws
3. Western Virginia Workforce Development Board Bylaws

### **Statement of Purpose:**

By affixed signatures of their Chairpersons, the parties entering into this agreement do HEREBY agree that the purpose of the Western Virginia Workforce Investment Area III (Chief Local Elected Officials Consortium and the Western Virginia Workforce Development Board) is to plan and implement a workforce investment delivery system that will provide workforce investment activities that increase the employment, retention and earnings of participants and increase occupational skill attainment by participants, which will improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of local economic development. Additionally, the workforce investment delivery system will provide effective and comprehensive activities which shall include a variety of options for improving educational and skill competencies to eligible youth seeking assistance in achieving academic and employment success, and provide effective connections to employers.

### **Goals**

The Western Virginia Workforce Investment Area III Chief Local Elected Officials Consortium, working in conjunction and partnership with the Western Virginia Workforce Development Board, will strive to achieve the following goals:

1. Ensure continuous improvement in the workforce system and holding agencies including education, training and apprenticeship providers, accountable for measurable outcomes.
2. Create a local environment of lifelong learning.
3. Develop workforce strategies that ensure economic growth and address the needs of local industries.
4. Understand the future needs of employers, workers and job seekers and oversee the development of responsive programs to meet those needs.
5. Identify and address the challenges and opportunities presented by a diverse workforce.
6. Leverage the internet and information technology to build an integrated service delivery system that is responsive to workers and employers, and recognizes local circumstances and needs.
7. Develop and implement comprehensive youth programs designed to achieve both academic and employment success as well as skills competencies.

### **Role of the Workforce Investment Area III Chief Local Elected Official Consortium**

The CLEO Consortium, consisting of a representative from each member jurisdiction, shall serve as a partner with the Western Virginia Workforce Development Board. Under the CLEO Consortium

Charter Agreement, the acts of the CLEO, with respect to the system, shall be binding on the part of the local governments who make up the Consortium, and these member local governments have agreed to accept liability for operations of the Workforce Investment Act by approval of a Liability Distribution Policy within the Consortium service delivery area.

The CLEO's responsibilities shall include, but are not limited to:

1. Appointment of all members to the Western Virginia Workforce Development Board.
2. Initial development of Bylaws for the Western Virginia Workforce Development Board operations.
3. Through designation of a Grant Recipient and Fiscal Agent will:
  - a. Receive funding;
  - b. Account for funding;
  - c. Function as the program administrative entity; and
  - d. Provide for staffing of both the CLEO Consortium and the Workforce Development Board.
4. Will insure appropriate auditing of program funds.
5. Will approve the Workforce Investment Act and other appropriate funding source budget(s) of the Western Virginia Workforce Development Board.
6. In cooperation with the Western Virginia Workforce Development Board, the CLEO Consortium will perform the following partner functions:
  - a. Develop the local 5-year plan;
  - b. Negotiate local performance standards with the Governor;
  - c. Appoint the Youth Council;
  - d. Designate or certify local One-Stop Operators
  - e. Provide agreement for Memorandums of Understanding with One-Stop Partners; and
  - f. Conduct oversight of the One-Stop Delivery System

### **Role of the Western Virginia Workforce Development Board**

The Western Virginia Workforce Development Board shall be a full partner in the development of and have concurrence authority in the approval of the Workforce Delivery Plan, in accordance with WIA Legislation. This partnership will result in increased involvement of the business community in the Workforce Investment System and in increased private sector employment opportunities for eligible participants.

The WIB membership shall be limited to forty members, composed of a majority of private business and industry representatives and other non-business members with an interest in employment and training that are representative of all political jurisdictions served. The members will be appointed by the CLEO Consortium for fixed and staggered terms.

The Workforce Development Board's responsibilities shall include, but are not limited to:

1. Conduct business surveys to determine employer training needs and hiring plans.
2. Conduct long-range needs assessment.
3. In Partnership with the CLEO Consortium, the WDB will perform the following functions:
  - a. Function in a fiscal and programmatic oversight/visionary capacity for local workforce investment activities.
  - b. Develop the five-year strategic plan.
  - c. Negotiate local performance standards with the Governor.
  - d. Initiate and oversee programs that meet and exceed the goals of the strategic plan.
  - e. Appoint the Youth Council.

- f. Designate or certify local One-Stop Operators.
- g. Develop Memorandums of Understanding with One-Stop Partners.
- h. Conduct oversight of the One-Stop Delivery System.

**Administrative Staff Support**

The administrative staff will support the Workforce Development Board, its various subcommittees, the CLEO Consortium and subcommittees, and the Youth Council.

**Operating Procedure**

It is mutually agreed that the local operating procedure shall be as follows:

1. Recommendations for program plan changes and funding levels under WIA will be initiated and/or approved initially by the Workforce Development Board.
2. The Workforce Development Board will make WIA program and funding recommendations to the CLEO Consortium.
3. The CLEO Consortium may either accept such recommendations or refer them back to the Workforce Development Board for further consideration.
4. The CLEO Consortium shall be the recipient of all WIA funds with the authority, responsibility, and liability for the design and operation of all programs.

**Duration and Amendments of Agreement**

This agreement may be amended by mutual agreement of both parties. This agreement may be terminated at any time by either party giving to the other at least 120 days prior written notice.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the \_\_\_day of \_\_\_\_\_,2003.

By: \_\_\_\_\_  
Jane R. Conlin, Chair  
Workforce Investment Area III  
Chief Local Elected Officials Consortium  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Robert Glenn, Chair  
Western Virginia  
Workforce Development Board  
Date: \_\_\_\_\_