

Workforce Investment Board / Local Elected Official Agreement

This Agreement is made and entered into on this 17th day of October, 2007, by and between the Mother Lode Workforce Investment Board, hereinafter referred to as WIB, and the Mother Lode Job Training Board of Directors, hereinafter referred to as the Board.

WHEREAS, the Workforce Investment Act, hereinafter referred to as the Act, authorizes the expenditure of federal funds for workforce investment programs in locally determined Workforce Investment Areas (WIAs); and

WHEREAS, the State of California has designated the Counties of Amador, Calaveras, Mariposa and Tuolumne as a Workforce Investment Area known as the Mother Lode Consortium, hereinafter referred to as the Consortium; and

WHEREAS, the Act requires the establishment of the Workforce Investment Board to provide guidance and oversight with respect to a Five Year Strategic Plan for the local WIA; and

WHEREAS, a joint powers agreement has been entered into by and between each of the above-named counties which provides in part for the creation of a Workforce Investment Board and establishes the Mother Lode Job Training Agency, hereinafter referred to as MLJT, as the Consortium's Operations Entity; and

WHEREAS, the Act requires a partnership between the Workforce Investment Board and the Consortium's local elected officials (Board); and

WHEREAS, the Act requires the WIB and the Board to define the scope of this partnership by means of an agreement;

NOW, THEREFORE, be it resolved that this Agreement, pursuant to the Act, be made and entered into by and between the WIB and the Board.

Be it further resolved through this mutual agreement that the WIB and the Board designate the County of Tuolumne as the Fund Recipient and MLJT as the Consortium's Operations Entity and One-Stop Operator, and shall provide staff support to both the WIB and the Board.

I Authorities and Responsibilities of the Workforce Investment Board

- A. The WIB shall annually elect a chairperson and vice-chairperson from among those members representing the private business sector.
- B. The WIB shall maintain its membership composition in accordance with the Act and UI Code 14202(a), (c) and (d).
- C. The WIB shall provide oversight and guidance to the Board on all matters pertaining to the provision of services under the Workforce Investment Act (WIA), Welfare to Work (WtW), and other Area workforce preparation and related plans.
- D. The WIB shall review and approve the 5-year Strategic Plan developed by staff pursuant to the Act, and send it to the Board for its concurrence.
- E. The WIB shall establish performance expectations for the area's workforce investment system in cooperation with the Board.
- F. The WIB shall review annually the operations of its One-Stop Operator.
- G. The WIB shall terminate for cause the eligibility of such Operator if warranted, with agreement of the Board, in accordance with Section 121 of the Act and UI Code 14206(d).
- H. The WIB shall develop, modify and enter into a Memorandum of Understanding with the Consortium's required One-Stop partners.
- I. The WIB shall assess the performance of and evaluate the benefit, productivity and impact of all programs funded.
- J. The WIB shall solicit the input and participation of the local business community in the provision of program services to eligible residents of the Workforce Investment Area.
- K. The WIB shall establish and maintain a process to secure public input and comment on the recommendations it formulates on the Strategic Plan and programs to be funded.
- L. The WIB shall identify the employment needs of the area's unemployed; the labor force needs of the area's employers; appropriate linkages between funds made available under the Act and economic development activities of the area; and other such analyses as are required by the Act, as well as those which the WIB determines to be appropriate and necessary to discharge its responsibilities.
- M. The WIB shall identify eligible providers of training services in accordance with Section 122 of the Act.
- N. The WIB shall appoint a Youth Council selected from individuals meeting requirements set forth in the Act and UI Code 14209, and ensure required Youth Council duties are performed in accordance with the Act and UI Code 14210(c), (e) and (f).
- O. The WIB shall review and approve the allocation and reallocation of resources recommended by Agency staff, and forward to the Board for concurrence.

II Authorities And Responsibilities of The Board of Directors of The Mother Lode Consortium

- A. The Board shall annually elect a Chairperson and Vice-Chairperson from among its elected officials.
- B. The Board shall maintain, to the U.S. Department of Labor and the State of California, financial accountability for the proper administration of funds received pursuant to the requirements of the Act.
- C. The Board shall appoint members to the WIB in accordance with Section 117 of the Act and UI Code provisions.
- D. The Board shall approve the WIB appointments to the Youth Council.
- E. The Board shall approve the 5-year Strategic Plan and modifications thereof in partnership with the WIB.
- F. The Board shall approve the performance expectations established by the WIB for the area's workforce investment system.
- G. The Board shall allocate and reallocate resources in partnership with the WIB.
- H. The Board shall approve or terminate for cause the WIB selected One-Stop Operator.
- I. The Board shall be responsible for operational policy direction and formulation of MLJT's central operations unit, including selection of its Executive Director.
- J. The Board shall approve the MOUs established between the WIB and required One-Stop Partners.

III Authorities and Responsibilities of the Agency Central Operations Unit

The Executive Director shall be directly responsible to the Board to operate MLJT in order to execute the Consortium's programs and strategic plan approved by the WIB and the Board and shall be delegated the following authority and responsibilities:

- A. To enter into contracts, subgrants and agreements for the performance of such services as may be required by the terms of any program authorized by the WIB and the Board.
- B. To enter into modifications of grants previously approved by the WIB and the Board.
- C. To sign state and federal grants and modifications thereof as authorized by the Board.
- D. To monitor and conduct evaluations of program performance.
- E. To determine the need and recommend to the WIB and Board the allocation and reallocation of resources.
- F. To furnish staff support to the Board and to the WIB.
- G. To prepare and maintain documents required of the Consortium in accordance with federal regulations and adopted local policies.
- H. To develop the Strategic Plan for review and approval of the WIB and the Board.
- I. To enter into and execute Strategic Plans.
- J. To cause minutes to be taken of all meetings of the WIB and the Board, and to distribute copies thereof to each member of said groups and to other interested parties making a request therefore.
- K. To take action against subcontractors of the Consortium when necessary to eliminate abuse in programs funded by the Act, and to prevent any misuse of funds by such subcontractors.
- L. To develop and maintain a personnel system that meets federal and state regulations.
- M. To provide payroll, accounting and other required support services to the Consortium.
- N. To employ and manage all personnel of the Consortium's Operations Entity.
- O. To organize and train staff.
- P. To develop and implement procedures for personnel management, program planning, program operations and program assessment.
- Q. To have custody, responsibility and charge of all Consortium property, other than money.
- R. To authorize payments by the Operations Entity to contractors, employees and suppliers.
- S. To provide fiscal and property management systems.

- T. To provide a management information system.
- U. To receive and disseminate to affected parties changes and amendments in the Act and other government regulations affecting the activities of the Consortium.
- V. To establish and implement procedures for determining the eligibility of persons applying for programs funded by the Act and other programs, and where appropriate, to delegate this responsibility under reasonable safeguards to subcontractors of the Consortium.
- W. To ensure the Consortium's One-Stop System provides WIA services in accordance with the Act and UI Code provisions.
- X. To perform additional functions and assume additional responsibilities as determined by the Board.

Approved for the Governing Board

By:



**Chairperson
Governing Board**

Approved for the Workforce Investment Board

By:



**Chairperson
Workforce Investment Board**