

LOCAL WORKFORCE INNOVATION AREA (LWIA) 21

**CHIEF ELECTED OFFICIALS/ LOCAL WORKFORCE
DEVELOPMENT BOARD (LWDB) AGREEMENT**

This document, hereby known as the Agreement, is entered into by the Chief Elected Officials (CEO's) and the Local Workforce Innovation Board, also known as the Workforce Development Board (WDB). It has three main purposes:

1. To identify CEO expectations of the LWDB regarding the planning, delivery and administration of workforce development services in LWIA 21.
2. To identify the individual and shared responsibilities of CEO's and the LWDB for these services.
3. To describe how the CEO's and the LWDB will work together to fulfill the workforce development goals in LWIA 21.

The CEO's and the LWDB 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 THE CEO'S:

The CEO's has sole responsibility in many areas under the Workforce Innovation and Opportunity Act (WIOA) and this Agreement, including the following areas:

1. To appoint members to the WDB and to set terms of office.
2. To revoke the appointment of WDB 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 CEO's acts 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 WIOA 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 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 WDB pursuant with WIOA and criteria developed by the State of Illinois.
9. To work with the Governor to appoint and certify a new WDB pursuant to a reorganization plan the Governor requires.

B. CEOs RESPONSIBILITY FOR APPROVING WDB ACTIONS AND DECISIONS:

The WDB must obtain CEO's approval of the following:

1. An annual WDB budget.
2. The Memorandum of Understanding (MOU) required to be negotiated with the Illinois workNet partners.
3. Local WIOA plans and plan modifications as required under WIOA and State policy and practice.

C. SHARED RESPONSIBILITIES OF CEO'S AND THE WDB:

The CEO's are also responsible for working in partnership with the WDB, including in the following areas:

1. Developing and submitting local and regional workforce plans which describe the operation of the programs under WIOA.
2. Setting policy for the local workforce system.
3. Negotiating local performance goals.
4. Conducting oversight of adult, youth and dislocated worker programs.
5. Designating through a procurement process and terminating the one-stop operator. The function of the one-stop operator is to operate a one-stop delivery system. The one-stop delivery system makes each of the programs, services and activities available at the same physical location.
6. Develop and enter into a memorandum of understanding with the one-stop partners. The MOU shall describe the services and operation of the one-stop delivery system.
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 THE CEO'S

The CEO's has the following general expectations of the WDB:

1. That the WDB will strive to achieve the goals the CEO's have established for workforce development in the six county area.
2. That the WDB will focus its efforts on providing effective services that meet the needs of employers and job seekers in the six county area.
3. That the WDB will responsibly fulfill the duties and obligations given to Local Workforce Innovation Boards under WIOA.
4. That the WDB will request and duly consider input from the CEO's regarding all major decisions before these decisions are made.
5. That the WDB and its committees will give priority attention to their oversight responsibilities under WIOA, by effectively overseeing program costs and results.

E. CEO's EXPECTATIONS REGARDING THE OPERATIONAL AND ORGANIZATIONAL RESPONSIBILITIES OF THE WDB:

The CEO's expect that the WDB will responsibly fulfill its responsibilities in areas where WIOA and this Agreement give the WDB primary responsibility, including in the following areas:

1. To elect officers from among its members (Note: The WDB 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 the CEO's.
6. To adopt and abide by bylaws in compliance with the specific code of conduct and other requirements of WIOA.
7. To submit proposed changes in Board by-laws or policies to the CEO's for their prior approval.
8. To promote participation of all members, especially private sector representatives, and establish rules of meeting attendance and removal for non-attendance.
9. To decide whether to seek outside funding opportunities, such as grants and donations if the WDB is incorporated as a 501(3)(c) entity.
10. To provide for mandated public input on the development of the Regional and Local Plan prior to its submission.

F. CEO's EXPECTATIONS REGARDING LWDB RESPONSIBILITIES FOR SERVICES:

The CEO's expect that the WDB will responsibly fulfill its responsibilities for services, including in the following areas:

1. To approve contracts for service providers who provide services within the area.
2. To set service priorities for Illinois workNet operators providing career and training services.
3. To determine training priorities for occupations that have 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 of Illinois.
5. To develop and administer a list of eligible training providers according to Federal and State of Illinois requirements.
6. To identify allowable exceptions to the use of Individual Training Accounts (ITAs) and to determine limits that 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 CEO's.
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's EXPECTATIONS REGARDING LWIB RESPONSIBILITIES FOR YOUTH PROGRAMS:

The function of the WCDC shall be to help develop youth employment and training policy, bring a youth development perspective to the establishment of such policy, establish linkages with other local youth service organizations and take into account a range of issues that can have an impact on the success of youth in the labor market. The CEO's expects the WDB to responsibly fulfill its responsibilities for services to youth, including its responsibilities:

1. To determine the role the committee will play in the development of the youth portion of the Local Plan.
2. To determine appropriate activities for the 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 aware of the services available to them and make referrals to the appropriate program.

H. ADDITIONAL CEO EXPECTATIONS

1. The WDB shall adopt by-laws which shall be subject to approval of the CEO's. Those by-laws shall reflect the fixed and staggered membership terms set by the CEO's, shall assure attendance and participation by members, and shall provide for the election of a chairperson from the business members of the WDB.
2. The CEO's expects that this Agreement will be reviewed annually and modified as necessary.
3. The CEO's intends and expects this Agreement to be used as a tool to assist in establishing and maintaining a harmonious and cooperative relationship between the CEO's and the WDB as they work in partnership together to provide effective workforce development services in LWIA 21.

I. LWIB BYLAWS

If any provision of this CEO/WDB agreement conflicts with any provision of the by-laws of the WDB the provision in this Agreement shall prevail.

J.. EFFECTIVEDATE

This agreement shall become effective on July 1, 2024, and continue from year-to-year unless amended as needed by mutual agreement of the CEOs and the WDB.

K. Signatures:

Each CEO in the LWIA and the WDB Chair must sign below to indicate his/her acknowledgment and understanding of this agreement. By signing this Agreement, all parties understand that this Agreement supersedes all prior written and oral agreements relating to the responsibilities of the CEO's and the WDB in LWIA 21. Note: CEOs sign this document on behalf of the governmental entity they represent and not as individuals.

LWIB Chairperson

Daniel Bates
Printed Name

WDB Chair
Title

Daniel Bates

4/18/2024

Signature

Date

CEO/LWDB Agreement

For Macoupin County

Larry Schmidt
Printed Name

Macoupin County Board Chair
Title


Signature

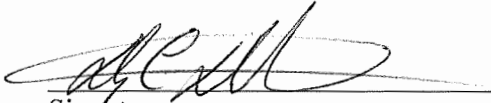
09/18/2024
Date

CEO/LWDB Agreement

For Montgomery County

Doug Donaldson
Printed Name

Montgomery County Chair
Title


Signature

4-18-24
Date

CEO/LWDB Agreement

For Greene County

Andrea Schnelten
Printed Name

Greene County Chair
Title

Andrea Schnelten
Signature

5/1/24
Date

CEO/LWDB Agreement

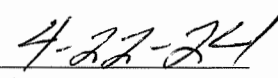
For Morgan County

Michael Wankel
Printed Name

Morgan County Chair
Title



Signature



Date

CEO/LWDB Agreement

For Scott County

Robert Schafer
Printed Name

Scott County Chair
Title

Robert Schafer
Signature

4-18-2024
Date

CEO/LWDB Agreement

For Shelby County

Robert Orman
Printed Name

Shelby County Chair
Title


Signature

Date