



## WORKFORCE ALLIANCE ROLES AND RESPONSIBILITIES

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### OVERVIEW OF WIOA

President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law on July 22, 2014. Congress passed the Act by a wide bipartisan majority. It is the first legislative reform of the public workforce system in more than 15 years.

The purpose of WIOA is to better align the workforce system with education and economic development in an effort to create a collective response to economic and labor market challenges on the national, state, and local levels. The goal of WIOA is to improve the quality of the workforce, increase economic self-sufficiency, meet skills requirements of employers, and enhance productivity and competitiveness of the nation. WIOA strongly encourages regional partnerships in order to better serve businesses and jobseekers by working across geographical lines.

### OVERVIEW OF THE STRUCTURE OF THE WORKFORCE ALLIANCE OF THE NORTH BAY (WANB)

**Workforce Alliance of the North Bay Regional Workforce Development Area**  
*(Lake, Marin and Napa Counties)*  
**AKA the Regional Area**

**Workforce Alliance of the North Bay Governing Board**  
*(Members are Board of Supervisors from Lake, Marin and Napa Counties "CLEO")*  
**AKA the Governing Board**

**Workforce Alliance of the North Bay Regional Workforce Development Board**  
*(Governing Board Appoints Members Pursuant to WIOA Regulations)*  
**AKA the Regional Board**

The **Governing Board** has a critical role in the creation and oversight of the workforce system in Marin, Napa and Lake counties with the following responsibilities:

- Serve as the local WIOA grant recipient and bear the liability for funds flowing to the regional workforce development area.



- Determine the local administrative entity that will be the local grant recipient and fiscal agent for the disbursement of the funds.
- Determine the size and appoint members to the regional board based upon the criteria established by WIOA.
- In coordination with the regional board, produce and submit a comprehensive regional plan that meets all the requirements of WIOA in 2017.
- Work with the regional board and the Governor to negotiate local performance accountability measures as part of the local plan in 2017.
- In coordination with the regional board, develop workforce investment activities and approve providers of WIOA services.
- Approve and monitor as required the WIOA budget/expenditures, activities and performance outcomes of American Job and Career Center Systems (AJCC).

The work of the **Regional Board** is performed in partnership with the Governing Board. The role of Regional Board is to direct federal, state and local funding to workforce development programs within the Regional Area. Additionally, the Regional Board conducts research on these programs and the needs of their regional economy. They also competitively procure and oversee the American Job and Career Center systems (AJCC's), where job seekers can get employment information, find out about career development & training opportunities and connect to various employment and support programs in their area. AJCC's also provide many no-cost services to employers as well.

Below is a summary of the 13 core responsibilities of Regional Board:

- Submission of a local plan
- Workforce research and regional labor market analysis
- Convening, brokering, and leveraging of local stakeholders
- Sector partnerships and employer engagement
- Education partnerships and career pathways development
- Promote and disseminate information on proven and promising practices
- Develop strategies for using technology to maximize accessibility and effectiveness of the local workforce development system
- Program oversight
- Negotiation of local performance measures
- Competitive selection and ongoing oversight of service providers
- Coordination with education and training providers, including reviewing the applications to provide adult education and literacy activities in the local area to ensure alignment with the local plan
- Budget and administration
- Annual assessment of one stop to ensure accessibility for individuals with disabilities

## STAFFING

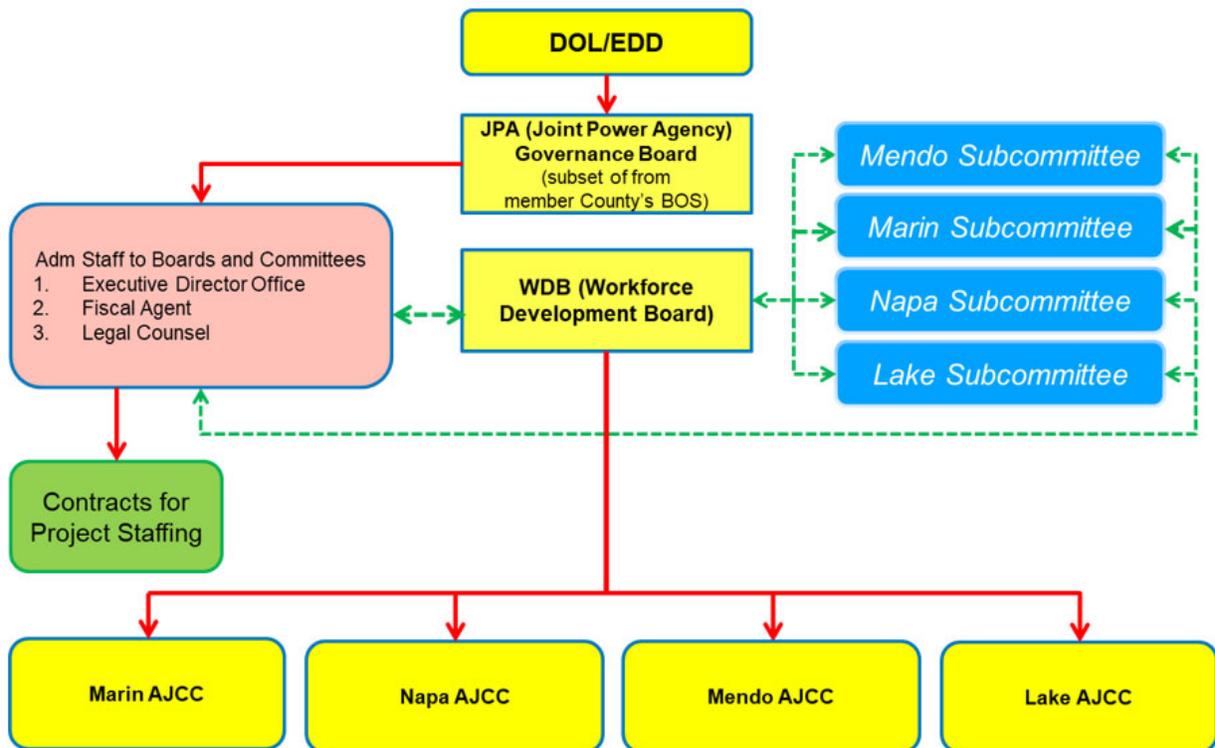
The WANB Executive Director reports to the Governing Board and provides executive staff support to the Regional Board. Assigned staff members are considered "ex-officio" members of the board and its committees. Executive Director staffing is provided via an agreement with the County of Napa.



The WANB Chief Legal Counsel reports to the Governing Board through the Executive Director. Legal Counsel staffing is provided via an agreement with the County of Marin.

The WANB Fiscal Administrator reports to the Governing Board through the Executive Director. Fiscal staffing is provided via an agreement with the County of Marin.

Additional board and project staffing is provided in a variety of ways at the discretion of the Executive Director and with budget approval of the Governing Board. Additional staffing is obtained via contractual agreements with organizations and individuals with skill sets necessary to complete core workforce job responsibilities.



### **LOCAL SUB COMMITTEES**

- Lake County Sub Committee
- Marin County Sub Committee
- Mendocino County Sub Committee
- Napa County Sub Committee

**Pursuant to the Joint Powers Agency Agreement each County will have a local advisory committee that reports to the Regional Board.**



### **Purpose of the Advisory Committees:**

- To review workforce issues and opportunities specific to their local area.
- Formalize recommended actions for implementation to the Governing Board and Regional Board. Sample actions may include recommendations for contracted WIOA service providers; oversight of One-Stop system performance and convening of key workforce summits and meetings.

### **Committee Chair, Vice Chair & Membership:**

The chair and vice chair of each Local Advisory Committees shall be a member of the Regional Board in good standing. Additional members will be appointed by the Committee Chair and ratified by the Regional Board.

### **Committee Duties & Responsibilities:**

- Assist the Regional Board in providing leadership in the over-all planning, implementation, and performance of the WIOA system and AJCC activities and programs.
- Follow progress of the State Board for relevant planning, information and guidance.
- Collect and review workforce data and best practices for data-driven and evidence-based recommendations and decision making.
- Assist with the Identification of key career pathways and sectors.
- Assist with vetting the process for obtaining an AJCC operator.
- Assist with the creation and management of an Eligible Training Provider List (ETPL).
- Assist with the development of the regional and local plan and work toward a dynamic, innovative and effective workforce system.
- Assist with the monitoring of the workforce system's performance measures and its continuous improvement processes once the new WIOA system and AJCC is in place.
- Review and recommend certification of the AJCC system and any affiliations.
- Review and approve any proposed changes to the bylaws.
- Create task forces or sub-committees as needed.

