



**Chief Elected Officials Board**

**Thursday, August 26, 2021**

**3:30 – 4:00 p.m.**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/85159209897?pwd=UWNnM2k3SERPanBVdndpZGpWTFExQT09>**

**Meeting ID: 851 5920 9897**

**Passcode: CEOB0826**

Welcome: Commissioner Wilt

1. Career Services Agreement Contract (pp. 2-6): Keith Lawing  
***Recommended Action:*** *Approve the agreement and authorize the necessary signatures.*
  
2. Chief Elected Officials Board Agreement (pg. 7): Keith Lawing  
***Recommended Action:*** *Take necessary action*

**Adjourn:** Commissioner Wilt (4:00 p.m.)

August 26, 2021

Submitted By: Chad Pettera

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**Item**

Career Services Agreement

**Background**

The Workforce Alliance (WA) made the strategic decision in 2007 as allowed in the Workforce Investment Act to provide career services instead of contracting this function out. Most Local Workforce Boards across the country contract out for this function. Under the Workforce Innovation and Opportunity Act (WIOA) adopted in 2014, Local Workforce Board staff can only provide Career Services if adequate controls and separation of duties are implemented and approved by the Chief Elected Officials Board (CEOB), Local Workforce Board and the Governor (State).

WA staff have been working with Kansas Department of Commerce to develop an agreement that creates adequate controls and still supports and integrated service delivery model for Local Area IV. The LWBD reviewed and approved the agreement on July 28, 2021.

**Analysis**

The attached agreement was developed by WA in coordination with state officials to ensure it is adequate in regards to separation of duties and addressing potential conflicts of interest. The agreement defines steps taken to reduce conflict of interests, establish firewalls and internal controls regarding the delivery of career services. The agreement also repeats the CEOB and LWDB responsibilities that are in existing agreements required in WIOA, but reinforces the conditions needed in the delivery of Career Services.

**Recommended Action:**

*Approve the agreement and authorize the necessary signatures.*

## **WIOA Career Services Agreement for KS LA IV**

This is an agreement between the Workforce Alliance of South Central Kansas (WA) serving as the Local Workforce Development Board (LWDB) for Kansas Local Area IV (LAIV), the Chief Elected Officials Board (CEOB) for LAIV, and the State of Kansas for the provision of allowing the LWDB to provide Career Services. The LWDB employs a President and Chief Executive Officer that has the responsibility for the day-to-day administration of the Workforce Innovation and Opportunity Act in LAIV.

This agreement outlines WA's the duties/responsibilities required to serve as the Career Services Provider and will be continually reviewed/monitored for compliance with the duties outlined below. This signed agreement is effective January 1, 2021 and will be reviewed annually at the by the LWDB and CEOB. Any revisions will result in a modification of this agreement signed by all parties.

### **CONFLICTS OF INTEREST, FIREWALLS AND INTERNAL CONTROLS**

For the purpose of this agreement, the following applies:

- a) Conflict of Interest – Every board member must sign the Conflict of Interest and Code of Conduct Policy form. All employees must sign the Personnel, Code of Conduct and Business Ethics Handbook Acknowledgement page that states they have read the handbook and agree to comply with the policies contained within the document.
- b) Firewall – The One Stop Operator which is a separate entity procured and contracted with by the LWDB and CEOB and is responsible for the operations and delivery of Career Services and has functional supervision duties of staff delivering Career Services. The One Stop Operator ensures Career Services are delivered as defined by WIOA. The One Stop Operator reports on activity and performance to the LWDB and CEOB at each scheduled meeting. The WA Director of Integrated Services formally supervises the American Job Center staff responsible for implementing Basic Career Services and the WA Director of Training and Policy formally supervises staff providing Individualized Career Services.
- c) Internal Control -To the extent possible, WA segregates duties within the provision of Career Services. WA Workforce Professionals conduct eligibility determinations for Adult and Dislocated Worker programs; which is then reviewed and approved or denied by a WA supervisor. The Director of Integrated Services, Director of Training and Policy, and Kansas Department of Commerce LAIV Regional Operations Manager all work together under the oversight of the One Stop Operator to oversee and

coordinate all American Job Center staff who provide Career Services.

## **SERVICES, DUTIES AND RESPONSIBILITIES**

The One Stop Operator oversees and directs the coordination for the the provision of career services in a blended model utilizing American's Job Center staff. The One Stop Operator also coordinates the provision or applicable partner services to avoid duplication and redundancy, but not to the sole benefit of achieving a single partner's program objectives.

### **Basic Career Services (Title I)-Provided by AJC staff**

- Eligibility Determination
- Outreach, Intake, Orientation
- Initial assessment of skill levels & supportive service needs
- Job search assistance (self-directed and staff assisted)
- Placement assistance
- Career counseling
- Providing inf on in-demand sectors, occupations, or nontraditional employment
- Provision of referrals and associated coordination of activities with other programs and services
- Provision of workforce and labor market employment statistics information
- Provision of info on job vacancies
- Provision of info on job skills necessary to fill vacancies
- Provision of info on local demand occupations, with earnings, skills requirements, and opportunities for advancement for those jobs
- Provision of performance and program cost info for providers of education and training
- Provision of info on local performance
- Provision of info on availability of supportive services or assistance
- Referral to supportive services
- Provision of information and meaningful assistance filing for UI
- Assistance establishing eligibility for financial aid

### **Individualized Career Services (Title I)-Provided by AJC Staff**

- Comprehensive and specialized assessments (diagnostic testing, assessment tools, in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals).
- Development of an individualized employment plan:
  - Employment Goals
  - Achievement Objectives
  - Services need to achieve goals
- Group and/or individual counseling and mentoring
- Career planning and case management

- Short-term pre-vocational services (learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, professional conduct, etc.
- Internships/Work Experiences, linked to careers.
- Workforce preparation activities (basic academic skills, critical thinking skills, digital literacy skills, self-management skills, working with others, utilizing resources, preparing for transition into and completion of PSE, training or employment.
- Financial literacy services
- Out-of-area job search and relocation assistance
- English language acquisition and integration into education/training programs

**Follow-up Services (Title I)-Provided by AJC Staff**

- Provided as appropriate placed into unsubsidized employment for up to 12 months after the first day of employment and involves counseling about the workplace.

**MONITORING**

- Provision of career services is monitored bi-annually by independent third party procured by the LWDB and the CEOB. The LWDB and CEOB receive the reports issued from the independent contracted monitor.
- Monitoring reviews conducted by the Kansas Department of Commerce Workforce Compliance and Oversight (WCO).
- Career services are also reviewed during the One-Stop Certification process every three years.
- Monitoring and audit reports are reviewed at LWDB and CEOB meetings.
- The One Stop Operator issues reports on the delivery services to the LWDB and CEOB on a regular basis.
- Performance reports are delivered to the LWDB and CEOB for discussion and review at their regularly scheduled meetings.

**CEOB RESPONSIBILITIES**

- Serve as grant recipient and assume fiscal liability for grant funds for WIOA Title I adult, dislocated worker and youth activities; as well as other such appropriate federal workforce funds as may be awarded.
- Approve budgets for carrying out the responsibilities of the LWDB.

- Appoint members to LWDB.
- Review program oversight and evaluation through different monitoring and reporting provided and take action to address any deficiencies.
- Review Policies approved by the LWBD.

In partnership with the LWDB:

- Participate in the development of the Regional and Local Area Plan.
- Conduct oversight of One-Stop delivery system, youth activities, and employment and training activities.
- Select One-Stop operator(s) and eligible service providers and oversee compliance and continued improvement (may subsequently terminate these for cause).
- Agree on Memorandums of Understanding between the Local Board and the Workforce Development Partners in LAIV
- Negotiate and reach agreement on performance standards and any additional local performance measures.
- Certify the Comprehensive One Stop (American’s Job Center) every three years.

In partnership with the Governor of Kansas:

- Agree on whether the LWDB may serve as the Provider of Career Services.
- Provide technical assistance and recommend best practices in service delivery.
- Negotiate waiver requests as needed.

**SIGNATURES**

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**CEOB Chair – Local Area IV**

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**Date**

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**LWDB Chair – Local Area IV**

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**Date**

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**Governor or Designee**

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**Date**

**Item:**

CEOB Agreements

**Background:**

Under the Workforce Innovation and Opportunity Act (WIOA) a number of agreements are required at the local level for oversight, governance and operations. The Chief Elected Officials Board and the Local Workforce Development Board (LWDB) have an existing agreement, but it expires 6/30/2021 and must be renewed.

**Analysis:**

To comply with the Under the rules and regulations in WIOA the Local Area IV CEOB Agreement has been updated. There are no substantive changes in the draft prepared by staff. Once approved by the CEOB it will be sent to the participating local governments in Local Area IV for signatures and to update appointments.

***Recommended Action: Approve the draft CEOB agreement and recommend it be signed by the participating local governments on Local Area IV by September 30, 2021.***