

**AGREEMENT ON ROLES AND RESPONSIBILITIES  
BETWEEN the MERCED COUNTY WIB AND  
The MERCED COUNTY BOARD OF SUPERVISORS  
("The Parties")**

Under the  
**WORKFORCE INVESTMENT ACT**

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*WHEREAS*, California has determined that workforce development is critical to the long-term economic health of the state; and

*WHEREAS*, the driving force for the envisioned workforce development system should be local, employer driven partnerships focused upon continuous improvement of customer services; and

*WHEREAS*, cost effective grant management, oversight and strategic planning for the local partnerships, is best provided through intergovernmental collaboration; and

*WHEREAS*, the State of California Workforce Board ("State Board") established pursuant to the Workforce Investment Act of 1998 ("WIA") is required to designate Workforce Investment Areas ("Areas") as expeditiously as possible; and

*WHEREAS*, each Area shall have a local Workforce Investment Board ("local WIB") appointed by Chief Local Elected Officials in accordance with the WIA and State criteria; and

*WHEREAS*, each Area shall elect to execute an agreement between the Local Elected Officials ("County Board of Supervisors") and the local WIB to specify the joint roles, responsibilities and powers,

NOW, THEREFORE, BE IT RESOLVED as follows:

**1. AREA DESIGNATION**

The State of California has designated Merced County as a Workforce Investment Area.

**2. AREA NAME**

The Area shall be entitled the Merced County Workforce Investment Area.

**3. THE CHIEF LOCAL ELECTED OFFICIAL**

The Chair of the Merced County Board of Supervisors shall act as the Chief Local Elected Official ("CLEO") The Board of Supervisors will have a representative on the local WIB.

The Local Elected Officials will meet once a year in conjunction with the local WIB for strategic planning purposes. All actions by the local WIB that require subsequent approval by the CLEO, will require concurrence by a majority of the Board of Supervisors.

#### **4. LOCAL ELECTED OFFICIAL (CLEO) AND LOCAL WORKFORCE INVESTMENT BOARD (WIB) FUNCTIONS**

- A. The parties, acting through the CLEO chosen in accordance with the preceding section of this Agreement, shall jointly perform the following functions:
- 2) Oversight over the local workforce investment system;
  - 3) Oversight over the youth and Welfare-to-Work Programs and over other programs and fund sources that may from time to time fall under the purview of the Local WIB;
  - 4) Consultation on appointments to the local WIB's Youth Council;
  - 5) Plan and plan modification review and approval for WIA programs, Welfare-to-Work and other programs for which the local WIB is given responsibility;
  - 6) Review and approval of the budget for the local workforce investment system;
  - 7) Negotiate with State the Local Performance Standards;
  - 8) To the extent feasible, align all investments in workforce development in the Area, whether WIA resources or other resources, under the policy umbrella of the local WIB;
  - 9) When applicable, ensure that policies of the local WIB for workforce development, become integrated into county and city overall policies for economic development, education, and workforce investment; and
  - 10) Other functions as assigned by agreement between the CLEO and the local WIB, by this Agreement, by the WIA, by the State or by the parties.
- B. In partnership with the Local Elected Officials, the local WIB shall perform the following functions to fulfill the requirements of the federal Workforce Investment Act of 1998 (P.L. 105-220) including:
- 1) Develop a Five (5) Year Strategic Plan that connects all investments in workforce development;
  - 2) Conduct strategic oversight of the workforce delivery system
  - 3) Oversee the One-Stop Delivery System;
  - 4) Develop and enter into a Memorandum of Understanding with One-Stop workforce development system partners for the implementation and operation of the service delivery system in the local area;
  - 5) Certify One-Stop center operators and affiliate sites;
  - 6) Certify training providers for the Eligible Training Providers List (ETPL);
  - 7) Promote quality in customer service;

- 8) Provide continuous accountability and evaluation through customer satisfaction; and
- 9) Surveys and other performance outcomes

C. Authorities and responsibilities of the Board of Supervisors, acting through the CLEO:

- 1) Approval of the Five-Year Strategic Plan, in partnership with the local WIB;
- 2) Approval of all contracts entered into by the County. Any training contracts that are exceptions to the Individual Training Account (ITA) must also be approved by the local WIB;
- 3) Procurement of audits of funds as required by the Act and resolution of any questions arising from said audits;
- 4) Develop and manage a system to hear and resolve grievances brought by participants, vendors and other interested parties; and
- 5) Provide funds made available under WIA for staff and necessary office and material support to the local WIB to carry out its roles and responsibilities as described in this section of the Agreement. The level of support will be jointly agreed to by the CLEO and the local WIB through the annual operational budget.

D. Authorities and responsibilities of the Private Industry Training Department to fulfill the requirements of the federal Workforce Investment Act of 1998 (P.L. 105-220) and this Agreement shall include:

- 1) Administration of the Plan as approved by the local WIB and the CLEOs;
- 2) Disbursement of all funds under WIA and related to program operations;
- 3) Duties and activities required to carry out the joint responsibilities of the CLEO and local WIB's oversight responsibilities;
- 4) Execution of all contracts with vendors approved by the local WIB and necessary to carry out the activities and programs described in the local Plan;
- 5) Provide staff to the local WIB, Youth Council and other committees; and
- 6) Select and hire staff to provide the administrative and programmatic support necessary to carry out the local WIB's plans and policies.

## **5. LOCAL BOARD APPOINTMENTS**

The CLEO agrees to appoint local WIB members in accordance with the Workforce Investment Act, implementing federal regulations, criteria established by the State and this Agreement.

Any vacancy in membership shall be filled in the same manner as the original appointment.

The Chairperson of the local WIB shall be elected by the local WIB from the private sector members, as specified in accordance with the Act.

## **6. LOCAL BOARD TERMS**

Initial staggered terms of two (2), three (3), or four (4) years shall be assigned to members by lottery. Subsequent terms for all members shall be four (4) years. No member shall serve for longer than two (2) four (4) year terms plus an initial term of three (3) years or less.

## **7. THE GRANT RECIPIENT**

The County of Merced is the grant recipient and fiscal agent for the WIA. The parties agree that on behalf of the County of Merced, the Private Industry Training Department shall administer the funds.

## **8. LIABILITY**

The local WIB, Youth Council, officers, members and volunteers are provided indemnification coverage under Merced County General Liability Insurance for negligent acts or omissions in the performance of those functions within the course and scope of their duties as stated in this agreement.

## **9. TERM**

This Agreement shall take effect upon signature of both parties, and shall remain in effect until terminated in accordance with this paragraph or until the Workforce Investment Act is otherwise dissolved. Any party may terminate this Agreement by giving advance written notice to each of the other parties on or before January 1 of the year in which termination is to occur. Termination shall be effective June 30. Termination of this Agreement shall not affect the liabilities incurred prior to the termination date.

## **10. AMENDMENT**

This Agreement may be amended at any time by the written, signed consent of all the parties. Amendments to this agreement shall require a majority approval of both the local WIB and the Board of Supervisors.

## **11. DECISIONS**

Decisions shall be approved by a majority of the local WIB members as specified in the by-laws with concurrence of the CLEO acting on behalf of the entire Board of Supervisors, except as otherwise established in this Agreement, by the State or from time to time by resolution of the CLEO and the Board of Supervisors.

In the event of a disagreement on approval of the Plan or for funding of a specific contract, program, project or activity, the local WIB will select representatives to meet with the CLEO to seek resolution of the disagreement. It is the intent of both representative parties to ensure that their joint responsibilities of developing an integrated service delivery system are fully carried out. Toward that end, both parties will work in good faith to resolve all differences. In the event that agreement cannot be reached, a hearing will be set at a regular session of the

Board of Supervisors. The Board of Supervisors may overrule the recommendation of the local WIB by a four-fifths vote.

**12. SEVERABILITY**

Should any part of this Agreement be invalidated otherwise rendered null and void, the remainder of this Agreement shall remain in full force and effect.

**13. AUTHORITY**

The undersigned officials are authorized to execute this Agreement on behalf of the parties.

***MERCED COUNTY***

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Title Chair, Merced County Board of Supervisors  
Date \_\_\_\_\_

***MERCED COUNTY WORKFORCE INVESTMENT BOARD***

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Title Chair  
Date \_\_\_\_\_