#### **JEFFERSON/FRANKLIN REGION**

#### **WORKFORCE DEVELOPMENT BOARD**

#### **ORIENTATION INFORMATION**

[**www.jeff-frankjobs.com**](http://www.jeff-frankjobs.com/)

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.

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**The Workforce Innovation and Opportunity Act**

The Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014, is the first legislative reform of the public workforce system in 15 years. The law supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

WIOA presents an extraordinary opportunity to improve job and career options for our nation’s workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. It supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work.

WIOA retains the nationwide system of one-stop centers, which directly provide an array of employment services and connect customers to work-related training and education. WIOA furthers a high quality one-stop center system by continuing to align investments in workforce, education, and economic development. The new law places greater emphasis on one-stops achieving results for jobseekers, workers, and businesses. WIOA reinforces the partnerships and strategies necessary for one stops to provide job seekers and workers with the high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports, including education and training for their current workforce.

**WIOA PROGRAMS**

WIOA authorizes the One-Stop Career Center (also known as American Job Center) service delivery system and six core programs. The core programs are: WIOA Title I (Adult, Dislocated Worker and Youth formula programs) administered by Department of Labor (DOL); Adult Education and Literacy Act programs administered by the Department of Education (DoED); Wagner-Peyser Act employment services administered by DOL; and Rehabilitation Act Title I programs administered by DoED.

WIOA also authorizes the Job Corps program, the Youth Build program, Native American programs, and Migrant and Seasonal Farmworker programs, as well as evaluation and multistate projects.

The law supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

**WHAT IS A WORKFORCE DEVELOPMENT BOARD?**

A Workforce Development Board (WDB) is expected to provide policy guidance and designate operators for their area One-Stop Career Centers (located in Arnold - Jefferson County and Washington - Franklin County), and oversee the job training activities within their local area. Boards are appointed by the chief elected official (s) in each local area and are certified by the Governor. Funding flows through the states from the federal government to the local regions. This criterion was established under the Workforce Investment Act (WIA) in 1998 and continues as part of the Workforce Innovation & Opportunity Act (WIOA) signed in to law on July 22, 2014.

The Office of Job Training, Inc. is a private not-for-profit corporation that is the administrative entity for the funds and is the staff to the WDB.

WDB members are comprised of representatives from private sector businesses, organized labor, community based organizations, local government agencies, and local education agencies.

WDB's define their vision, mission, and goals based on local community needs. A four-year strategic plan established the local One-Stop Service Delivery System and a system to serve youth. The WDB is also charged with integrating a workforce system that is flexible, seamless, and responsive to the needs of both job seekers and employers. The WDB also reviews the expenditures, services, and performance measures as outlined in the Workforce Innovation & Opportunity Act (WIOA) programs for youth and adults.

The purpose of the WDB in the Jefferson/Franklin Region is to create and maintain partnerships with education and training providers, and improvement of the economic vitality of the area.

**Mission Statement**

The mission of the Jefferson/Franklin Consortium is to assist in the development of a skilled workforce that responds to the area’s changing labor market needs.

**Vision Statement**

It is the vision of the Jefferson/Franklin Consortium to collaborate with partner agencies and other community entities to identify and secure resources to meet employer and job seeker education and training needs.

**BY-LAWS OF**

**JEFFERSON/FRANKLIN COUNTIES WORKFORCE DEVELOPMENT BOARD (WDB)**

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**ARTICLE I**

Name of Organization

Section 1 The name of this organization shall be “Jefferson/Franklin Counties Workforce Development Board”, hereinafter referred to as the “WDB” or the “Board”.

**ARTICLE II**

Purpose

Section 1 The purpose of the Board shall be consistent with the purposes which are identified for Workforce Development Boards under Workforce Innovation and Opportunity Act; Amendments thereof; and other purposes which are in accordance with WIOA sec. 107 (c) (4) (B) (i) that are bestowed upon the Board by the Governor of the State of Missouri.

**ARTICLE III**

Powers

Section 1 The powers of the Board shall be consistent with the purposes which are identified for Workforce Development Boards under Workforce Innovation and Opportunity Act; Amendments thereof; and other purposes which are in accordance with WIOA sec. 107 (c) (4) (B) (i) that are bestowed upon the Board by the Governor of the State of Missouri.

Section 2 The Board shall in accordance with the Workforce Innovation and Opportunity Act, carry out those duties and responsibilities as agreed to in the Multi-Jurisdictional Agreement between Jefferson and Franklin Counties and the Agreement between the WDB and Jefferson and Franklin Counties.

**ARTICLE IV**

Limitations on Powers

Section 1 The plans, powers and decisions of the Board shall be subject to limitations prescribed by the Act, as well as rules and regulations required by the Governor in accordance with the Act.

Section 2 The powers of the Board shall be subject to limitations prescribed by the Multi-Jurisdictional Agreement between Jefferson and Franklin Counties and the Agreement between the WDB and Jefferson and Franklin Counties.

**ARTICLE V**

Membership

Section 1 The Board membership shall be consistent with Section 107 of the

Workforce Innovation and Opportunity Act.

Section 2 The members shall be appointed in accordance with Section 107 of the

Workforce Innovation and Opportunity Act.

Section 3 The Chairperson may recommend to the Board that the Board replace certain members when it appears that such member is unable to fulfill his duties or when vacancies occur.

**ARTICLE VI**

Voting

Section 1 No member of the Board may cast a vote on any issue before the Board or its committees in which that member (or any organization which that member directly represents) would provide services or receive direct financial benefit as a result of Board/Committee action.

Section 2 A simple majority vote of those members who are present shall be sufficient for the approval of any motion brought before the Council or its committees, except as provided herein.

**ARTICLE VII**

Officers

Section 1 The officers of the Board shall be a Chairperson and Vice Chairperson.

The Chairperson and Vice Chairperson must be elected from among members of the Council who are representatives of the business sector.

Powers of the Officers

Section 1 The Chairperson shall preside at all meetings of the Board, shall call

(or cause to be called) all meetings of the Board, shall establish (or cause to be established) agenda and matters of business, shall appoint members of all committees and act as coordinator of committees to prevent duplication of effort and shall assume other duties normally undertaken by the chairperson of an organization.

The Vice Chairperson shall fulfill all duties of the Chairperson in the absence or as assigned by the Chairperson.

**ARTICLE IX**

Length of Term of Officers

Section 1 There shall be an election of officers annually.

**ARTICLE X**

Meetings

Section 1 The Board shall meet at those places and times which are established by the Chairperson. All members of the Board shall be informed in advance.

Section 2 All meetings of the Board and its committees shall be open to the public.

Meetings or segments of meetings may be closed to the general public by the Board Chairperson in compliance with exemptions granted by

public law.

Section 3 All meetings of the Board shall be publicly announced.

Section 4 Minutes of the Board’s meetings shall be taken (or recorded) by designated staff. Copies of the minutes shall be distributed to all Board members on or before the next regular meeting of the Board as deemed appropriate by the Chairperson.

Committees of the Board

Section 1 Special committees and their Chairpersons may be appointed by the Board Chairperson and shall perform those activities for which they are appointed.

**ARTICLE XII**

Amendments of the By-Laws

Section 1 The By-Laws may be amended at any regular meeting of the Board with previous written notice having been given to all members at least

thirty (30) days in advance. A simple majority vote of the members present is sufficient to approve any amendment.

**jefferson/franklin counties**

**EXECUTIVE BOARDs**

**Chief Local Elected Officials:**

Jefferson County Franklin County

Dennis Gannon, County Executive Tim Brinker, Presiding Commissioner

**Workforce Development Board**

Robert Francis, Chairperson

David Crump, Vice-Chairperson

**Youth Committee**

David Crump, Chairperson

**Fiscal Agent - Office of Job Training Programs**

Michael Ravenscraft, One Stop Coordinator



For an overview of the Missouri State Workforce Development Board and the Office of Workforce Development, please click [here](https://jobs.mo.gov/related-resources/node/9319) and select the “MoWDB and OWD Overview” presentation.

**HISTORY OF THE JEFFERSON FRANKLIN REGION**

Public Law 113-128 Workforce Innovation & Opportunity Act was signed by President Obama on July 22, 2014. It succeeds Public Law 105-200 Workforce Investment Act (WIA) of 1998 signed into law by President Clinton on August 7, 1998 successor legislation to Public Law 97-300 Job Training Partnership Act (JTPA) of 1982 and Public Law 93-203 Comprehensive Employment and Training Act of 1973. It continues the Federal commitment to assist economically disadvantaged individuals facing employment barriers in becoming productive members of the labor force.

The Office of Workforce Development, designated as the administrative agency for Missouri workforce programs, performed functions such as local plan approval and oversight, previously performed by the Department of Labor.

On May 27, 1983, Jefferson and Franklin Counties were designated by the Governor as Service Delivery Area (SDA) 15 as part of the State's inclusive plan for the provision of job training services.

In accordance with the guidelines, the Chief Elected Officials (CEOs) appointed a Workforce Development Board (WIB), formerly a Private Industry Council (PIC), to ensure that job training is responsible to the requirements of local business and industry. Assisted by the Washington Area Chamber of Commerce (Washington, MO) and the Twin City Area Chamber of Commerce (Festus-Crystal City, MO) nominations were solicited from the private sector with consideration being given to small and minority businesses, educational agencies, organized labor, rehabilitation agencies, community based organizations, economic development agencies, and Employment Security.

Jefferson and Franklin Counties, both located within the St. Louis SMSA and being contiguous counties, agreed to join in a multi-jurisdictional agreement for the operation of programs under the Workforce Investment Act of 1998.

Jefferson and Franklin Counties have been cooperatively operating employment and training programs since May 1969. In May 1974, Jefferson and Franklin Counties entered into a multi­ jurisdictional agreement, formed a two-county consortium and was designated a Prime Sponsor under the Comprehensive Employment and Training Act. The counties organized the Office of Manpower Programs, Jefferson/Franklin Counties, Inc., (a not-for-profit corporation under the laws of the State of Missouri).

In February 1983 Jefferson and Franklin Counties cooperatively agreed again to continue jointly operating employment and training programs and were designated a Service Delivery Area under the Job Training Partnership Act (JTPA) of 1982. The Office of Manpower Programs, Jefferson/Franklin Counties, Inc., (renamed the Office of Job Training Programs, Jefferson/Franklin Counties, Inc., in May 1992).

**job center locations**

Jefferson County Franklin County

ARNOLD JOB CENTER WASHINGTON JOB CENTER

3675 W. Outer Rd., Suite 102 1108 Washington Square Center

Arnold, MO 63010 Washington, MO 63090

636-865-6060 636-583-9670

arnold@dhewd.mo.gov washington@dhewd.mo.gov

MON-FRI 8:00am-5:00pm MON-FRI 8:00am-5:00pm

Current WIOA Service Providers

Adult & Dislocated Workers & Youth- MERS Goodwill

Jefferson & East Central Colleges

**RESPONSIBILITIES & FUNCTIONS**

The Workforce Development Legislation created a balanced role for local public and private leaders in program planning and management. The WDB, in partnership with local governments, has overall policy and oversight responsibility for local programs. Agreement between the WDB and CHIEF ELECTED OFFICIALS is required on most major policy issues including:

**Workforce Development Board & CEO Responsibilities/Functions**

* + - * Serve as the region's workforce broker - bringing employers and qualified applicants together.
			* Promote life-long learning by providing access to training in today's market.
			* Set in place systems, policies, priorities, and budgets.
			* Coordinate youth program activities through the Youth Committee.
			* Prepare youth for the world of work through Area Technical School programs, apprenticeships, and youth work experience programs.
			* Lead the effort to move welfare recipients toward self-sufficiency.
			* Provide assistance to companies that find themselves in the unfortunate situation of reducing their workforce, and assisting companies to develop strategies that may avert layoffs.
			* Provide access to current workforce data and labor market information.
			* Oversee the performance and accountability system.

The law encourages the Board and local governments to share responsibility for program planning, management, and operation. However, the Board is also authorized to perform certain functions independent of the agreement(s) with the Chief Elected Officials. Other authorities the Board can exercise independently include:

Procedures for Plan Development

The procedures should spell out who will develop a job-training plan and what planning process will be used.

Selection of Grant Recipient

The Grant Recipient is the legal entity, which receives the funds from the State. It is ultimately held liable for the expenditure and disposition of those funds.

Selection of Program Administrator

The Program Administrator is the entity responsible for the day-to-day administrative functions of local programs. It can be the same entity as the Grant Recipient or a separate entity.

Final Program Plan and Budget

Outlines operating budget and program activities.

In addition, the Act authorizes the Workforce Development Board to incorporate - this decision "Is a matter for the sole determination of the Board";

Board members can be removed before their terms are up only in accordance with procedures adopted by the Board;

The Chief Elected Officials will initially determine membership structure of the Board, but thereafter it is a Board decision;

The Board Chair must come from business members on the Board and should be elected by the Board rather than chosen by local government officials;

The Board can solicit and accept contributions and grants from public and private sources independent of any agreements;

The Board is to develop guidelines for the level of skill to be provided in all skills training programs funded locally; and

The Board - - - and the Board alone - - - is authorized to initiate requests for waivers to the strict spending limits on wage and support services to trainees.

**WORKFORCE SERVICES**

|  |  |  |
| --- | --- | --- |
| WIOA TITLE I | Youth Employment & Training | Supports targeted youth in the attainment of a high school diploma or its recognized equivalent, entry into postsecondary education, and individualized delivery of career readiness opportunities. Local areas must expend at least 75% of grant funds on out-of-school youth, 16-24 years of age. |
|  |  |  |
| WIOA TITLE I | Adult Employment & Training | Supports the delivery of adult program services including career services, training services, and job placement assistance. Priority is given to recipients of public assistance. Oher low-income individuals, veterans, and individuals who are basic skills deficient. |
|  |  |  |
| WIOA TITLE I | Dislocated WorkerEmployment & Training | Supports the delivery of services to dislocated workers who lost jobs due to plant closures company downsizing, or some other significant change in market conditions. Eligible workers must be unlikely to return to their occupation and eligible for or already exhausted unemployment compensation. |
|  |  |  |
| WIOA TITLE II | Basic Education for Adults | Directs local areas to select eligible training providers to offer services, including adult education, literacy, English language learning, civics education, and other workplace preparation activities. |
|  |  |  |
| WIOA TITLE III | Wagner-PeyserEmployment Services | Directs the Division of Workforce Development to provide access to employment services to all job seekers including job search preparation and placement assistance services. Employers may receive general or specialized recruitment services through self-service or staff assisted job orders. |
|  |  |  |
| WIOA TITLE IV | Vocational Rehabilitation Services | Directs the Department of Elementary and Secondary Education to offer vocational rehabilitation and training services to help eligible individuals with disabilities become employed. The priority is competitive, fulltime employment. Depending on the individuals-disability and functional limitations, other outcomes such as part-time employment, self-employment, or supported employment are also appropriate. |

**THE LOCAL PLAN**

**The Jefferson Franklin Local Plan can be found** [**here**](http://jeff-frankjobs.com/node/146)**.**

The Local Plan is to primarily describe activities to meet the purpose of the Act. The Plan must go about meeting this purpose by operational strategy that specifies:

1. Who will be the "banker" and "business office" (the Administrative Grant Recipient and the Administrative Entity)?
2. Whom should we serve and what training programs will we offer, and how to avoid duplication?
3. How will we recruit, assess and refer trainees?
4. What performance goals do we expect to attain?
5. If we don't directly deliver services ourselves, how will we go about selecting good venders to do the training, placement, and other services we request?
6. How will we budget the funds allocated for the next 2 years within the requirements of the Act?
7. How will we meet any special requirements set by the Governor and Congress?
8. In major labor market areas, i.e. St. Louis, how will we coordinate our work with other WDB's?
9. What kind of fiscal control system will we use to manage our liability?
10. What are our goals for training and placement?
11. How will we prepare our annual report to the Governor describing our successes and failures in meeting the plan?

**PROGRAM DESIGN**

Workforce Development Area program operator must at a minimum:

* complete an eligibility assessment on every applicant
* conduct an objective assessment of skill levels and service needs
* develop service strategies and employment goals
* regularly review participant progress
* provide training, counseling and supportive services
* on completion, do a post program follow-up

Operating Requirements:

Each eligible applicant/participant must receive information on available services

Each eligible applicant/participant must receive referral to other appropriate programs

WIOA must ensure appropriate referral of individuals among its service providers/partners

Work experience, skills training, and job search assistance must be accompanied by services which increase basic education or occupational skills of the participant

**HOW IS FUNDING DETERMINED**

**Congress $$$$**

**Dept. of Labor $$$$**

**The State of Missouri $$$$**

**Local Workforce Development Board**

The State of Missouri uses the prescribed formula allocation outlined in the WIOA law to allocate funds to local areas.

The State of Missouri receives Wagner Peyser funds to support state staff and operational costs of America’s Job Centers.

**PROGRAM FACT SHEET**

Title IPrograms

Eligibility, Objective Assessment, and Individual Employment Plan

Individuals who apply to participate in a program under Title I shall be evaluated for eligibility based on age, economic disadvantage, and unemployment status.

All individuals desiring to enter any WIOA program must fully complete a WIOA application form. Information reported on the application shall be verified.

By verification, it is meant that either through documentary evidence or in some cases, collateral contact, the information on applications shall be substantiated.

All WIOA eligibility determinations and documentation must be in accordance with the Title I Eligibility Documentation technical assistance guide developed by the U.S. Department of Labor.

Applicants may be tested for reading and math skill levels, i.e. work key assessment, TABE, etc.

A sufficient number of eligibility assessments must be conducted to provide enrollment in all programs.

In addition, during the intake process, personal data on individuals are collected and a preliminary determination regarding suitability for Title I service is made.

This pre-enrollment evaluation includes whether the applicant is included in any hard-to-serve categories. Further, eligible applicants shall be provided information on the full array of services available, including information for women about opportunities for non-traditional training and employment.

Individuals who are eligible and suitable, as appropriate, shall undergo an objective assessment and the development of an Individual Service Strategy (ISS) or Individual Employment Plan (IEP).

Objective assessment means an examination of the capabilities, needs, and vocational potential of a participant and is to be used to develop a service strategy and employment goal. Such assessment is to be client-centered and a diagnostic evaluation of a participant's employment barriers taking into account the participant's family situation, work history, education, occupational skills, interest, aptitudes (including interests and aptitudes for nontraditional occupations), attitude towards work, motivation, behavior patterns affecting employment potential, financial resources and needs, supportive service needs, and personal employment information as it relates to the local labor market.

Individual Service Strategy (ISS) or Individual Employment Plan (IEP) means an individual plan for participant. This plan shall include an employment goal including, for women; consideration of nontraditional employment, appropriate achievement objectives, and the appropriate combination of services for the participant based on the objective assessments conducted.

Work Experience

Work experience means a short-term or part-time work assignment with a public or private nonprofit employing agency for a participant who needs assistance in becoming accustomed to basic work requirements.

Work experience is designed to promote the development of good work habits and basic work skills for individuals who have never worked or who have been out of the labor force for an extended period including, but not limited to, students, summer youth, school dropouts, individuals with disabilities, and older workers.

Participation in work experience shall be for a reasonable length of time, based on the needs of the participant, which shall be documented in the participant's ISS. Generally, work experience for adults/youth may not exceed the later of 6 months or 499 hours if working part time. The IEP/ISS shall include a justification in each case where work experience is authorized more than these limits for adults/youth.

Work experience conducted shall be accompanied either concurrently or sequentially, by other services designed to increase the basic education and/or occupational skills of the participant, as documented in the IEP/ISS.

Basic Skills Training

Partnership with the Adult Education & Literacy program is designed to upgrade basic skills and prepare the individual for further training, future employment, or retention in present employment. Includes remedial reading, writing, mathematics, literacy training, study skill, English for non-English speakers, bilingual training, high school equivalency preparation (HISET), and includes computer assisted instruction, basic skills youth employment competency training, and school to post-secondary education transition.

On the Job Training

The On-the-Job Training (OJT) Program is designed to provide individuals who do not possess a marketable skill with training in the private sector (for-profit businesses, corporations, and industries). In addition, some positions may be developed in the public sector (municipalities, school districts, not-for­ profit agencies). Training is to occur while the participant is engaged in productive work, which is to provide the knowledge and skills essential to the full performance of the job.

Employers who hire and train \VIA eligible individuals may be reimbursed for the costs associated with the training at a flat, fixed rate, up to 50 percent of the participant's wage, during the training period. The employer retains the right to make the final selection from among those referred to OJT program.

Positions developed in the past have ranged from production machine operators to machinists, from welders to sheet metal workers, and from file clerks to executive secretaries.

Participation in OJT by an individual who has previously been employed by the same employer is not permitted. OJT positions must not be jobs in which there is an excessive rate of turnovers.

Applications with directly related experience shall not be referred to the OJT position unless there are no other employment opportunities.

Summer Employment Opportunity Program

The Summer Employment Opportunity Program shall provide work experience and exposure to the World of Work at approved non-profit and public agency worksites. This youth program shall enhance the employability of participants through the development of good work habits and basic work skills.

Summer Employment Opportunity program must include employment opportunities that link academic and occupational learning as part of the menu of service offered.

Supportive Services

Supportive services may be provided in-kind, through cash assistance, or by arrangement with another human service agency when necessary to enable an individual eligible for training under a WIOA-assisted program, but who cannot afford to pay for such services, to participate in such WIOA-assisted program.

Necessary supportive services shall be specified in a participant's Individual Service Strategy (ISS) under Title I, or a participant’s Individual Employment Plan (IEP) under the Dislocated Worker Program.

Financial assistance shall only be used to pay for specific necessary services and shall be limited to needs based payments which are necessary for participation in a program funded under this Act.

Institutional Skill Training

Jefferson College, East Central College, other public and private schools approved by the State of Missouri

Institutional skill training (also referred to as vocational or occupational skill training) is:

Occupation-specific training provided by a public or private vendor with demonstrated training capability. Training may be purchased by class-size training or by individual training slots, or may be negotiated with a vendor to customize a special program to train for an identified demand occupational skill.

Training is designed to provide individuals with technical skills and information required to perform a specific job or group of jobs. Included in institutional training on a regularly scheduled basis will be job counseling, remedial and basic education, high school equivalency preparation, job development and job placement assistance.

Individual Training Accounts: After individual assessment of aptitudes and abilities, a participant receives training provided by a public or private training vendor. Individual training slots are purchased for this activity.

Class Size Groups: Training provided by a public or private training vendor is purchased or established by class-size. Training activities are pre-approved by Department of Elementary and Secondary Education.

Institutional skill training job placements should be training related.

Area Vocational Technical School -In School Youth (AVTS-ISY)

Four Rivers, Jefferson College The AVTS-ISY Training program is designed to train WIOA eligible in-school youth enrolled in local Area Vocational Technical Schools (AVTS) above the maintenance of effort level. AVTS-ISY will be conducted during the regularly scheduled session on a semester basis and provide vocational training.

In addition, youth shall receive employability enhancement training and may also be enrolled in a work experience component.

Dislocated Worker Programs

The Dislocated Worker Program shall establish and maintain programs of early intervention assistance, training and employment related activities and services for eligible dislocated workers by providing: rapid response assistance; basic readjustment services; retraining services; needs related payments and supportive services; and coordination with unemployment compensation. The focus of this program will be unsubsidized re-employment of dislocated workers facilitated by retraining services according to assess individual needs. The key to provision of these services is the principle that dislocated workers should be prepared for employment in occupations of industries with long term potential. An array of services will be offered in combination or sequence based upon the individual assessed needs of dislocated workers.

EMPLOYMENT TRANSITION TEAM

Employment Transition Team (ETT) Regional Workforce Coordinators assist companies with pending lay-offs by conducting employee assistance meetings, Trade Act information, Unemployment Insurance information, and other related resources. ETT informational meetings assist employees by connecting them with current job openings, find employment services, and understand unemployment benefits.

Coordination with Unemployment Compensation

The Dislocated Worker/Rapid Response Programs shall be closely coordinated with both the unemployment compensation system and the trade adjustment assistance program to ensure the efficient use of these programs and to provide maximum benefit to dislocated worker individuals.

## CONFLICT OF INTEREST

Referencing Workforce Innovation and Opportunity Act, Section 188, Department of Labor Employment & Training Administration requires the Chief Elected Officials and the Local Workforce Development Board of Jefferson and Franklin Counties adopt a Code of Conduct. The Chief Elected Officials and the Local Workforce Development Board, in carrying out this code, has adopted the following resolution:

1. Each subrecipient shall ensure that no individual in a decision-making capacity including WDB members (whether compensated or not) shall engage in any activity, including participation in the selection, award, or administration of a contract supported by WIOA funds if a conflict of interest, real or apparent, would

 be involved. Such a conflict would arise when:

 a) The individual,

 b) Any member of the individual’s immediate family,

 c) The individual’s partner, or

d) An organization which employs, or is about to employ, any of the above has a financial or other interest in the firm or organization selected for award.

2. The officers, employees, or agents of the agency making the award will neither solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. States and subrecipients may set minimum rules where the financial interest is not

 substantial or the gift is an unsolicited item of nominal intrinsic value.

3. WDB conflict of interest:

a) A WDB member shall not cast a vote on, nor participate in, any decision-making capacity on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member.

b) Neither membership on the WDB nor the receipt of WIOA funds to provide training and related services shall be construed, by themselves, to violate provisions of the Act.

4. To the extent permitted by State or local law or regulation, such standards of conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the awarding agency’s officers, employees, or agents, or by contractors or their agents.

**STATEWIDE/LOCAL WIOA PERFORMANCE MEASURES**

**EMPLOYMENT RATE** (2ND and 4TH quarters after exit-applies to WIOA Adult, DW, Youth and WP)

The number of participants who exited during the reporting period who are found to be employed, either through

direct UI wage record match, Federal or military employment records, or supplemental wage information, in the

second quarter after the exit quarter DIVIDED by the number of participants who exited during the

reporting period.

**MEDIAN EARNINGS** (2ND Quarter after exit-applies to WIOA Adult, DW, Youth and WP)

The median earnings of program participants who are in unsubsidized employment during the second quarter

after exit from the program, as established through direct UI wage record match, Federal or military

employment records, or supplemental wage information.

**CREDENTIAL ATTAINMENT** (after exit- applies to WIOA Adult, DW, and Youth)

The percentage of those participants enrolled in an education or training program (excluding those in OJT and

customized training) who attained a recognized postsecondary credential or a secondary school diploma, or its

recognized equivalent, during participation in or within one year after exit from the program.

**MEASURABLE SKILL GAINS** (during participation- applies to WIOA Adult, DW, and Youth)

The percentage of participants who, during a program year, are in an education or training program that leads to

a recognized postsecondary credential or employment and who are achieving documented academic, technical,

occupational, or other forms of progress, towards such a credential or employment.

**EFFECTIVENESS IN SERVING EMPLOYERS** (statewide only)

**Repeat Business Customers** (Percentage of repeat employers using services within the previous three years) – This approach tracks the percentage of employers who receive services that use core program services more than once. This approach is useful in determining whether employers who receive services from the core programs are satisfied with those services and become repeat customers. This approach also assesses the workforce system’s ability to develop and maintain strong relationships with employers over extended periods of time.

**Employer Penetration Rate** (Percentage of employers using services out of all employers in the State) – This approach tracks the percentage of employers who are using the core program services out of all employers represented in an area or State served by the public workforce system (i.e., employers served). States are required to track data elements E1 – E4 in Attachment 4, Table A (“Effectiveness in Serving Employers Specifications”) of the WIOA joint reporting requirements for employer penetration rate and repeat business customer measures. American Job Centers will keep track of the number of establishments served within a program year, and States will collect that data and compare it to the aggregate number of employers in a given State and/or county.