



IOWA State Workforce
Development Board

March 20, 2020

CEO Office Hours

TODAY'S PRESENTER

Michelle McNertney

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PURPOSE OF OFFICE HOURS

- To provide an opportunity for Chief Elected Officials (CEOs) to
 - Ask questions and seek clarification regarding their tasks within the Iowa workforce system transformation
 - Engage in dialogue with other CEOs and Iowa Workforce Development
- To provide an opportunity for Iowa Workforce Development to
 - Provide guidance or explanation on policies



OBJECTIVES OF OFFICE HOURS

- ✓ Examine timeline and upcoming dates
- ✓ Review latest guidance issued by IWD
- ✓ Answer questions regarding CEO Transformation key tasks

INSTRUCTIONS FOR WEBINAR

- Information will be presented, then we will open for questions and answers

CEO KEY DELIVERABLES/ REVISED TIMELINE

Task	Deadline
Develop CEO Shared Liability Agreement	5/15/2020
Select a Chief Lead Elected Official	5/15/2020
Appoint the Local Workforce Development Board (LWDB)	5/15/2020
Select a Fiscal Agent	5/15/2020
Develop Local Workforce Development Board Bylaws	5/15/2020
Develop and approve LWDB budget*	9/1/2020
Select One Stop Operator and direct service provider after competitive procurement process*	12/31/2020

Latest Guidance Issued/ Announcements

ANNOUNCEMENTS

➤ Flexibility on Deadlines

- IWD has been granted flexibility from USDOL regarding bringing the system into compliance.
- Continue working on the necessary tasks. If additional time is needed, the CLEO should contact Michelle McNertney to discuss.

➤ Fiscal Agent support

- IWD is developing Fiscal Agent training and resources
- April 3 Office Hours session will be devoted to Fiscal Agent questions

CEO Questions & Answers

Topic- Fiscal Agents

FISCAL AGENT QUESTIONS

- The April 3 Office Hours session will focus primarily on answering Fiscal Agent questions.

IS THE SERVICE PROVIDER REQUIRED TO SUBMIT DOCUMENTATION OF EXPENSES ALONG WITH REQUESTS FOR REIMBURSEMENT?

- Yes. The LWDB through the fiscal agent will require itemized reporting and documentation from the service provider to ensure that funds are being spent properly.

➤ *IWD Policy 1.3.1.0 Local Fiscal Agent Required Functions*

DOES THE FISCAL AGENT SERVE AS EMPLOYER OF RECORD TO BOARD STAFF?

- IWD policy does not allow an entity to serve as both the fiscal agent and employer of record to the board staff. The employer of record for board staff would follow a similar invoicing process as the service provider.

➤ *IWD Policy 1.4.6.1 Firewalls*

MUST THE FISCAL AGENT BE LOCATED IN THE LOCAL WORKFORCE DEVELOPMENT AREA?

- No. There is no requirement for the fiscal agent to be located in the local workforce development area.
- Additionally, it is allowable for one entity to serve as the fiscal agent for more than one local workforce development area. Internal controls would be required to ensure the funds are tracked separately and reported on separately.

Topic- CEO Shared Liability Agreement

ARE CEO SHARED LIABILITY AGREEMENTS REQUIRED TO INCLUDE AN EXPIRATION DATE?

- The agreement can have an expiration date, or it can be on-going. Either way, it must be clearly stated. These are 28E Agreements and, as such, must meet requirements of that Iowa Code section.
- Additionally, CEOs are encouraged to seek input and review from their county attorneys regarding compliance with 28E code requirements.

Topic- LWDB Membership

Topic- LWDB By-Laws

WHOSE RESPONSIBILITY IS IT TO DRAFT THE BY-LAWS FOR THE LOCAL WORKFORCE BOARD?

- ➔ Per WIOA, it is the role of the Chief Elected Officials to draft the bylaws of the local workforce development board.
 - It is not appropriate for the current service provider or any other entity to draft the bylaws on behalf of the CEOs.

ARE SERVICE PROVIDERS REQUIRED MEMBERS OF THE LOCAL WORKFORCE DEVELOPMENT BOARD?

- Neither WIOA nor Iowa policy calls for services providers to serve on the local workforce development board.
 - In the event a person connected to a service provider is on a local workforce development board, it is expected said person would recuse herself/ himself from any votes, decisions, and action pertaining to the service provider to ensure there is no conflict of interest.

Topic- Open Meetings

ARE CEOs REQUIRED TO ADHERE TO OPEN MEETINGS WHEN CONDUCTING WIOA RELATED BUSINESS?

- Yes. CEOs must conduct WIOA related business and decision making within the context of applicable Sunshine Laws.

Wrap Up

NEXT STEPS

- Continue sending your questions to IWD
 - We will post questions and answers in this format at the State Workforce Board website
- April 3 session will focus on Fiscal Agent questions
- IWD staff is available to answer your questions and assist you as you work through these tasks
 - Linda Rouse, Ronee Slagle, Michael Witt, Michelle McNertney

CONTACT



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NEXT OFFICE HOURS

Friday, April 3

12:00 pm



THANK YOU!