

June 16, 2017

Background

- The federal Workforce Innovation and Opportunity Act (WIOA) authorizes local workforce development boards (WDB), with the agreement of the chief elected official(s) (CEO), to designate or certify a one-stop operator for the local workforce development area.
- The U.S. Department of Labor (DOL) has interpreted WIOA section 121(d) to impose a federal requirement for the competitive selection of a one-stop operator.
- A WDB and CEO may authorize another entity to perform the designation or certification of a one-stop operator.
- In order to streamline the process, Iowa Workforce Development (IWD) advises WDBs and CEOs to authorize IWD to perform this function.

1. WDB Action

- 1.1. Vote to authorize IWD to designate or certify a one-stop operator for the local workforce development area or region in accordance with section 121(d) of the Workforce Innovation and Opportunity Act.

Sample WDB Motion:

I move to authorize Iowa Workforce Development to designate or certify a one-stop operator on behalf of the workforce development board, in accordance with section 121(d) of the federal Workforce Innovation and Opportunity Act.

- 1.2. The chairperson of the WDB should write a letter to IWD notifying the agency of the WDB's vote to give it the authority to select a one-stop operator on its behalf. Section 6 of this Guidance contains sample language for this letter. The chairperson should send this letter via email and U.S. Mail.

→ Email: Shelly.Evans@iwd.iowa.gov

→ U.S. Mail:

Beth Townsend
Iowa Workforce Development
1000 E. Grand Ave.
Des Moines, IA 50319

2. CEO Action

- 2.1. Because the WDB's authority to designate or certify a one-stop operator is contingent on CEO agreement, the CEO must also vote to authorize IWD to designate or certify a one-stop operator for the local workforce development area or region in accordance with section 121(d) of the Workforce Innovation and Opportunity Act.

Sample CEO Motion:

I move to authorize Iowa Workforce Development to designate or certify a one-stop operator on behalf of the workforce development board, in accordance with section 121(d) of the federal Workforce Innovation and Opportunity Act.

- 2.2. The chairperson of the CEO Board should write a letter to IWD notifying the agency of the WDB's vote to give it the authority to select a one-stop operator on its behalf. Section 7 of this Guidance contains template language for this letter. The chairperson should send this letter via email and U.S. Mail.

→ Email: Shelly.Evans@iwd.iowa.gov

→ U.S. Mail:

Beth Townsend
Iowa Workforce Development
1000 E. Grand Ave.
Des Moines, IA 50319

3. Deadline

- 3.1. The deadline for WDB and CEO Board action is: June 29, 2017.
- 3.2. If the WDB and CEO Board do not take action on or before June 29, 2017, IWD will move forward with the selection of a one-stop operator for the region.

4. Vote in a Public Meeting

The WDB and CEO votes must take place in open session of a public meeting. Such a meeting may take place by conference call if notice is posted at least 24 hours prior to the start of the meeting that includes:

- 1) Agenda, such as: “Vote to authorize Iowa Workforce Development to designate or certify a one-stop operator.”
- 2) Conference call information, including the phone number and access code; and
- 3) The physical location where members of the public may go to participate in the conference call, such as the local Iowa Works center.

5. Conference Calls with IWD

IWD will conduct three conference calls to answer any questions regarding this Guidance. They will occur on the below dates at the below times.

Conference Call No. 1	
Weekday:	Tuesday
Date:	June 20, 2017
Time:	Noon
Number:	866-685-1580
Code:	992-325-4296
Conference Call No. 2	
Weekday:	Wednesday
Date:	June 21, 2017
Time:	Noon
Number:	866-685-1580
Code:	992-325-4296
Conference Call No. 3	
Weekday:	Thursday
Date:	June 22, 2017
Time:	Noon
Number:	866-685-1580
Code:	992-325-4296

6. Questions.

You may also contact Ben Humphrey with questions:

Email: Benjamin.Humphrey@iwd.iowa.gov

Phone: 515-725-5682

7. Sample Letter: WDB Chairperson Letter

June [redacted], 2017

Beth Townsend, Director of Iowa Workforce Development
1000 East Grand Avenue
Des Moines, Iowa 50319

Re: Region [redacted] Workforce Development Board Authorization of IWD to Select One-Stop Operator

Director Townsend,

On June [redacted], 2017, the Region [redacted] Workforce Development Board voted to authorize IWD to select a one-stop operator on its behalf and will approve the minutes memorializing this action at the next meeting of the board.

Sincerely,

[Name]
Chairperson

8. Sample Letter: CEO Chairperson Letter

June [redacted], 2017

Beth Townsend, Director of Iowa Workforce Development
1000 East Grand Avenue
Des Moines, Iowa 50319

Re: Region [redacted] Workforce Development Board Authorization of IWD to Select One-Stop Operator

Director Townsend,

One June [redacted], 2017, the Region [redacted] Chief Elected Official Board voted to authorize IWD to select a one-stop operator on its behalf and will approve the minutes memorializing this action at the next meeting of the board.

Sincerely,

[Name]
Chairperson