

CLEO GUIDE

A GUIDE FOR CHIEF LOCAL
ELECTED OFFICIALS

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SECTION ONE

PUBLIC

WORKFORCE

SYSTEM

INTRODUCTION

Chief Local Elected Officials (CLEO) play a vital role in Missouri's workforce development system. The Workforce Innovation and Opportunity Act (WIOA) establishes specific roles and responsibilities to chief local elected officials that impact the local areas and the state's overall workforce development.

The CLEO is a critical voice in how the workforce development system operates and supports the community. This system is built upon the concept of local control which provides considerable authority to the CLEO. The position of an elected official is immersed in economic development activities and creating an environment conducive to business growth and expansion. WIOA and the workforce development system is a key component for building and empowering citizens to fill jobs in key industries.

The CLEO, in conjunction with the local workforce development board (WDB), must effectively leverage community partners and resources to ensure efficient and effective operations to provide WIOA services to the entire local area.

WORKFORCE INNOVATION AND OPPORTUNITY ACT

The Workforce Innovation and Opportunity Act (WIOA) was signed into law in 2014. WIOA is designed to help job seekers access employment, education, training and support services to succeed in the labor market. Priorities were developed to drive a strategic and comprehensive approach to workforce solutions.

1. Broader and Deeper Partnerships
2. Cross-Regional Collaboration
3. Service Value and Integration
4. Strategic State and Local Boards
5. Sector Strategies and Career Pathways
6. Focus on Competition and Quality



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MISSOURI'S PUBLIC WORKFORCE SYSTEM

Authorized by the Workforce Innovation and Opportunity Act (WIOA), the public workforce system, administered through the U.S. Department of Labor's, Employment and Training Administration (USDOL-ETA) various offices, is a network of federal, state, and local offices. USDOL-ETA provides oversight of programs delivered through the One-Stop system, including more than 3,000 One-Stop Centers (also known as American Job Center) nationwide.

WIOA authorizes six core programs:

- Title I: Adult, Dislocated Worker (DW), and Youth formula programs
- Title II: Adult Education and Literacy Act (AEL)
- Title III: Wagner-Peyser (WP) Act employment services
- Title IV: Vocational Rehabilitation (VR) programs



Adult Services Program:

Provides individualized career training services to job seekers above the age of 18, with priority given to low-income individuals receiving public assistance.



Dislocated Workers Program:

Provides career training, job search aid, and other assistance for workers that are about to be laid off or have been laid off.



Youth Services Program: Provides training and education to individuals between the ages of 14 and 24, focusing primarily on youth who are out of school and face barriers to employment.



Adult Education and Literacy Program:

Provides basic skills training to eligible adults (16 years and older) that have barriers to employment, including English language learners, immigrants and low-income individuals.



Wagner-Peyser/Labor Exchange Program:

Provides services to job seekers and employers free of charge to find jobs and new employees respectively.



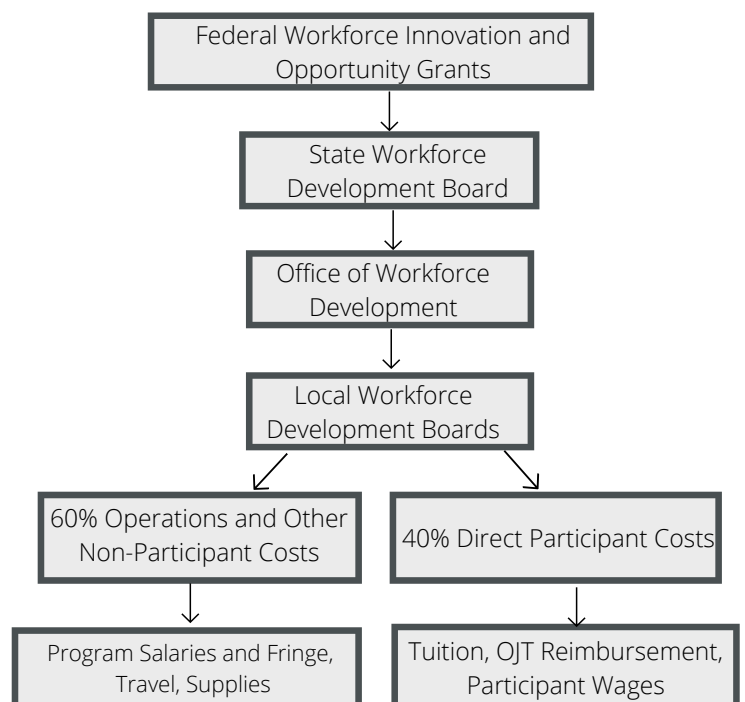
Rehabilitation Services Program:

Provides counseling, medical services and job training to individuals with physical or mental disabilities.

WIOA is a mandated formula grant program that is noncompetitively awarded to state and local agencies, which often operate as Workforce Development Boards (WDBs) or state or local labor departments.

The funding formula is based on factors such as the state's total population, unemployment rate, poverty level and the WIOA program resources required to serve residents.

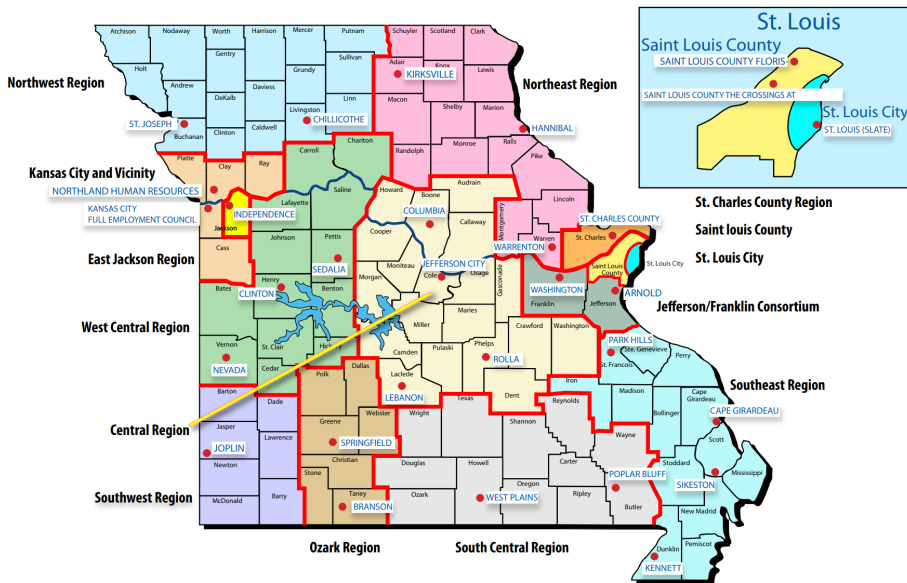
PUBLIC FUNDING



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LOCAL WORKFORCE DEVELOPMENT REGIONS

Missouri has 14 Local Workforce Development Regions. The workforce activities in each region are coordinated by a Local Workforce Development Board (WDB). WDBs are business-led, regional organizations whose mission is employment & training needs for businesses and for job seekers.



A comprehensive one-stop center is a physical location where job seeker and employer customers can access the programs, services, and activities of all required one-stop partners.

Within each of the 14 regions in Missouri, there is at least one (1) full-service One-Stop Job Center as well as other affiliate locations, and connection points. Local WDBs are responsible for providing operational oversight for daily activities conducted in the centers.

ONE-STOP SYSTEM

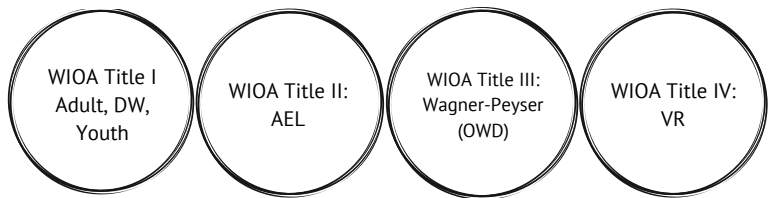
WIOA places a strong emphasis on planning across multiple partner programs to ensure alignment in service delivery. The one-stop system brings together workforce development, education, and human service-focused organizations into a seamless customer-focused network. The goal of the one-stop system is to enhance access to programs and improve long-term employment outcomes for individual customers.



Effective partnering is pivotal to maximize resources and to align services with career pathways and sector strategies.

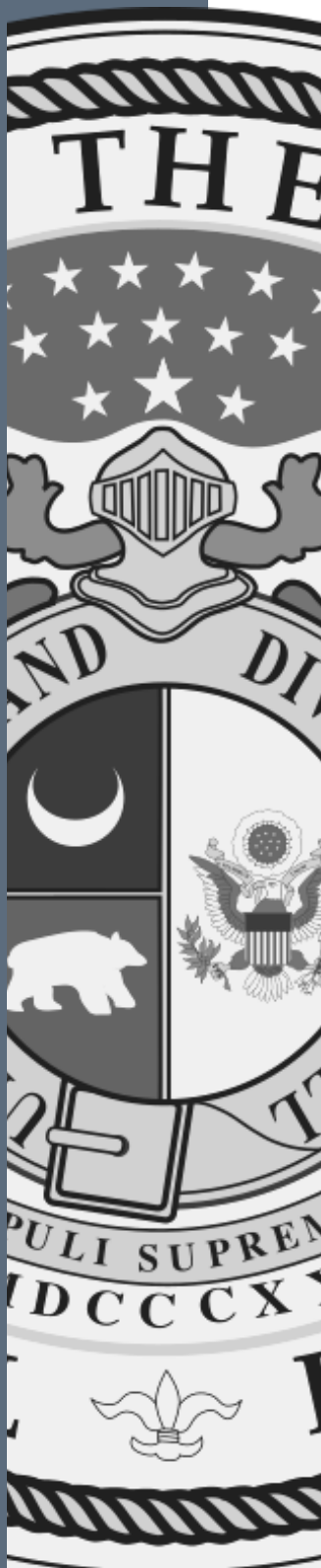
Management of the one-stop system is the shared responsibility of the LWDB, CLEO, and WIOA core program partners.

Core Partners



Required Partners





SECTION TWO

GOVERNANCE

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STATE WORKFORCE DEVELOPMENT BOARD

The Governor and the State Workforce Development Board (SWDB) have been assigned broad authority under WIOA to provide policy and guidance to local boards, local one-stop delivery systems, and one-stop partner programs.

State boards are appointed by the Governor in accordance with WIOA regulations. The SWDB serves as a convener of state, regional, and local workforce system partners to enhance the capacity and performance of the workforce development system; align and improve employment, training and education programs, and through these efforts promote economic growth.

Primary Functions of the SWDB:

- Identify planning regions and designate local areas
- Develop state strategic plan
- Develop and support statewide goals
- Develop accountability systems that measure performance and effectiveness of core programs
- Coordinate activities with local workforce partners (LWDBs, CLEOs, service providers)
- Develop strategies to improve access to services for job seekers and employers
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- Develop strategies to improve access to services for job seekers and employers

OFFICE OF WORKFORCE DEVELOPMENT

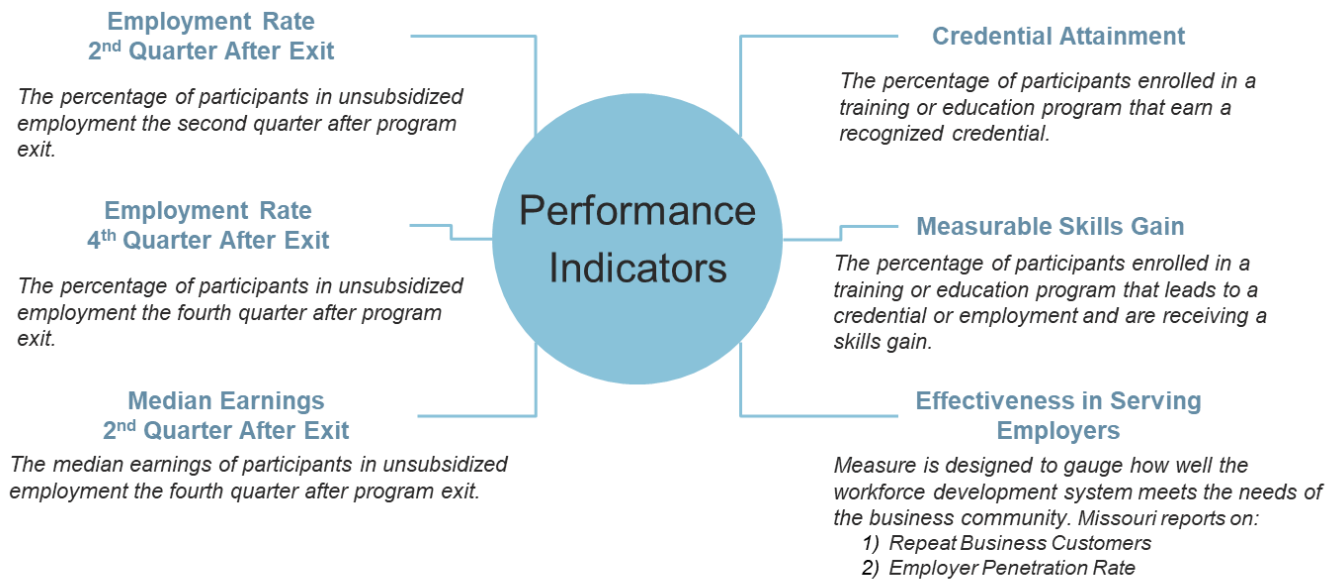
The Missouri Office of Workforce Development (OWD) serves as the state agency that administers the federal Workforce Innovation and Opportunity Act (WIOA). As the administering agency, OWD provides:

- State Workforce Development Board staff support
- Funding disbursement to local boards
- WIOA and program policy guidance
- Technical assistance
- Local programmatic and financial monitoring
- Federal performance data collection and reporting
- Job Center staffing for WIOA Title III, JVSG, and Trade Act programs

WIOA PERFORMANCE

WIOA establishes performance accountability indicators to assess the effectiveness of States and local areas. Performance is collected for all program participants and reported to the USDOL quarterly and annually. OWD reviews performance on a regular basis, as well, to determine if a local area is performing satisfactorily, and works with each local WDB when concerns arise. If a local WDB fails to meet performance outcomes, or other requirements, the local WDB may receive a sanction and could risk not receiving subsequent designation as a local workforce development area.

WIOA PERFORMANCE INDICATORS



Why is this important to CLEOs?
A local area who fails to meet local performance indicator may lead to reorganization of the local board, which may include a decertification, merger with another local area, or a sanction at the Governor’s discretion.

OWD TOOLS & RESOURCES

Annual Agreements:
OWD issues Annual Agreements at the beginning of every program year. These require signatures from the CLEO and Local Board Chair accepting the terms and conditions in order to receive WIOA funding. All funding associated with this Agreement is intended to support the Workforce Innovation and Opportunity Act (WIOA), 29 U.S.C. 3101 (2).

Monitoring:
OWD performs quarterly monitoring over program operations and issues a written report to each local WDB on an annual basis.

Events:
OWD provides regular technical assistance to CLEOs, local WDBs, and field staff through in-person and virtual events.

- OWD Summit
- CLEO & Local WDB Chair Symposium

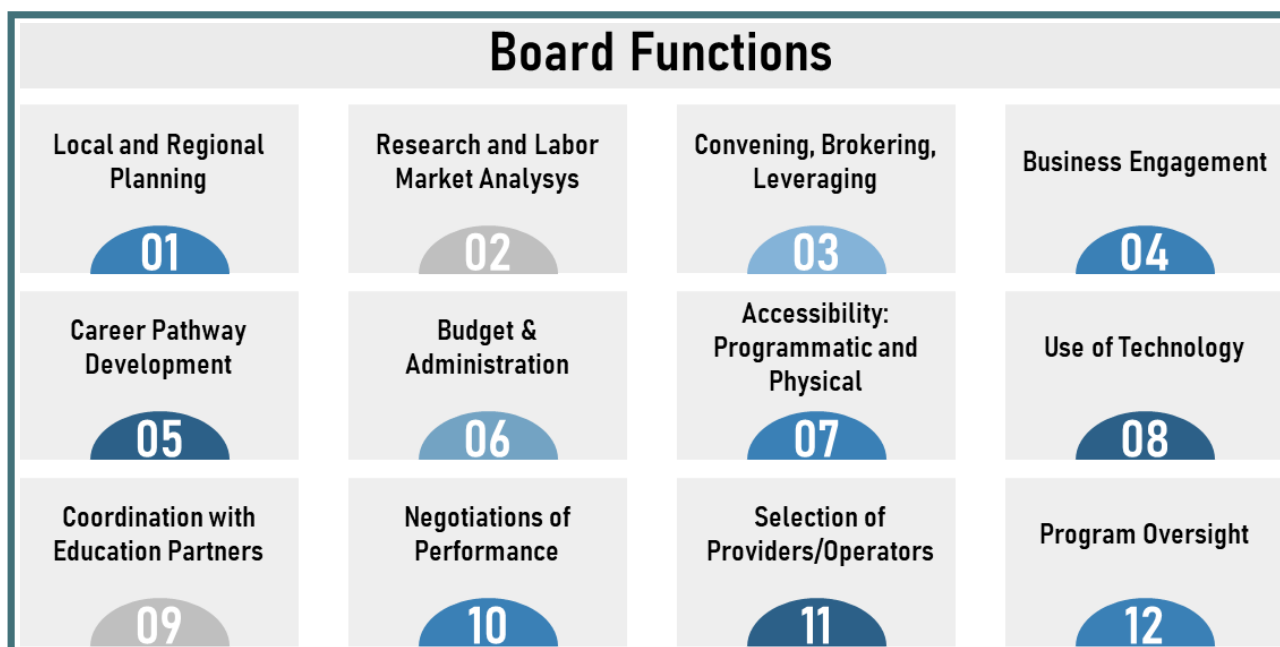
Quarterly Performance Review (QPR):
OWD issues performance reviews to each local WDB quarterly. The QPRs ensure the CLEO and the local WDB stay apprised of promising practices and potential issues in their area; and assist the LWDB in taking collective action to ensure better outcomes.

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LOCAL WORKFORCE DEVELOPMENT BOARDS

The local WDB's role is to develop strategic plans that set funding priorities for the local area. WDBs convene partnerships with community stakeholders and establish sector strategies driven by in-demand occupations and industries. The WDB works with employers and the workforce system to develop the local WIOA plan, policies, and investments that support strategies that drive regional economies, including sector partnerships, career pathways, and high quality customer-centered service delivery.

The mission and vision of local boards parallel the state board. Local boards may focus on their regional and community needs, while the state board will focus on the overarching needs of the state.



BOARD COMPOSITION

The Local Workforce Development Board, at a minimum, must have:

- Business Representatives (51%)
- Workforce Representatives (20%)
 - Union Representative
 - Apprenticeship Representative
- Other Representatives to include:
 - Adult Education and Literacy Provider
 - Higher Education
 - Economic and Community Development
 - Wagner-Peyser Employment Services
 - Vocational Rehabilitation
 - Others as determined appropriate by the CLEO





SECTION THREE

RESPONSIBILITIES

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BEING A CLEO

The Chief Local Elected Official is the chief elected executive officer of a unit of general local government. Most local workforce development regions are made up of more than one local elected official. In those cases, a Chief Local Elected Official is nominated to represent the workforce region.

The Chief Local Elected Official is responsible for providing leadership to the Local Workforce Development Board (local WDB); the CLEO's guidance must effectively leverage community partners and resources to take full advantage of WIOA funds. Together with the local WDB, the CLEO is charged with making policy decisions for their area to address the workforce needs of their citizens, employers, and residents.

PRIMARY RESPONSIBILITIES

Appointment of members to the local WDB

The CLEO appoints members to the local WDB in accordance with criteria established by the SWDB.

Submission of regional and local plans

The CLEO, in partnership with the local board, creates and submits a four-year local plan to develop, align, and integrate service delivery strategies in support of the State's vision and goals. Local plans are reviewed and modified every two years.

Act as the local grant recipient for funds allocated to the local area

The CLEO serves as the grant recipient for, and is liable for any misuse of, the funds allocated to the local area.

Appointment of the fiscal agent for the local WDA

The CLEO may serve as the fiscal agent, or may designate a fiscal agent. If the CLEO designates a Fiscal Agent, the CLEO must ensure this agent has clearly defined roles and responsibilities.

Approval of the selection of One-Stop Service Providers

The CLEO, in partnership with the local WDB, designates or procures One-Stop Operators (OSO) and other One-Stop service providers. This includes the OSO, local WDB support staff, career services provider, and youth services provider.

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Develop Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) with One-Stop Partners

The CLEO, in partnership with the local WDB, develops and enters into a MOU/IFA (between the local WDB, core and required partners, and all One-Stop Partners) concerning the operations and funding of the local job centers.

Oversee the One-Stop Service delivery system

Consistent with an approved state plan, the local WDB, with the agreement of the CLEO, conducts oversight with respect to the One-Stop Service delivery system in the local area.

Approve and oversee the local WDB budget

The CLEO approves the budget developed by the local WDB; this budget covers activities of the board and is consistent with the local plan and required duties.

Request local WDA designation

The CLEO submits a request for subsequent designation to continue operating as a local WDA every four years, following the SWDB timeline.

Establish the bylaws of the local WDB

The CLEO establishes by-laws, consistent with state policy for local board membership.

Negotiate and reach agreement on local performance measures

The CLEO, in conjunction with the local WDB, negotiates local performance accountability measures for the upcoming program year.

Establish agreements between all elected officials

When a local WDA is made up on more than one unit of government (example, multiple counties), a CLEO Agreement between all authorities is established. CLEOs review and update the agreement to ensure it reflects the current interests of the officials and the local WDA.



SECTION FOUR

APPENDICES

- Additional Resources

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ADDITIONAL RESOURCES

ISSUANCES

CLEO/Board Operational Guidance

- Issuance 04-2015: *Workforce Innovation and Opportunity Act (WIOA) Standing Youth Committees Requirements*
- Issuance 22-2015: *Policy on Designation of a Local Fiscal Agent by the Chief Elected Official*
- Issuance 19-2016: *Ethical Requirements for Chief Elected Officials and Local Workforce Development Boards*
- Issuance 01-2018: *Subsequent Designation of Local Workforce Development Areas**
- Issuance 01-2019: *One-Stop Center Memoranda of Understanding and Infrastructure Funding Agreements for Local Workforce Development Boards*
- Issuance 04-2019: *Missouri Comprehensive Job Center and Affiliate Job Center Certification Evaluation and Criteria*
- Issuance 09-2019: *Local and Regional Plan Guidelines for Local Workforce Development Boards**
- Issuance 15-2019: *Selection or Designation of Service Providers, including One-Stop Operators, Training Providers, and Youth Providers by Local Workforce Development Boards*
- Issuance 11-2020: *LWDB Membership and Orientation Requirements and Recertification Procedures**
- Issuance 13-2020: *WIOA Annual Agreement: Applicable Laws and Regulations*
- Issuance 15-2021: *Local and Regional Plan Modification Procedures*

*denotes issuances that will be updated within the next year. All OWD issuances may be found at <https://jobs.mo.gov/dwdissuances>

REGULATIONS

- 20 CFR 678—*Description of the One-Stop Delivery System under Title I of WIOA*
- 20 CFR 679, Subpart B—*WIOA Local Governance (Workforce Development Areas)*
- 20 CFR 679, Subpart C—*Local Workforce Development Boards*
- 20 CFR 679, Subpart D—*Regional and Local Plans*

TRAINING AND EMPLOYMENT GUIDANCE LETTERS (TEGL)

- TEGL 4-15—*Vision for the One-Stop Delivery System under the WIOA*
- TEGL 15-16—*Comprehensive Selection of One-Stop Operators*
- TEGL 16-16—*One-Stop Operations Guidance for the American Job Center Network*
- TEGL 19-16—*Guidance on Services Provided Through the Adult and Dislocated Worker Programs Under WIOA and Wagner-Peyser Employment Service*
- TEGL 21-16—*Third WIOA Title I Youth Formula Program Guidance*

MISSOURI WORKFORCE DEVELOPMENT RESOURCES

Website: <https://jobs.mo.gov/>

State Board Website: <https://jobs.mo.gov/community/mo-workforce-development-board>



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