

Area 20/21 Workforce Development Local Governance Agreement

- This AGREEMENT, made this ____ day of June, 2016 by and between the Fairfield County Board of Commissioners, Hocking County Board of Commissioners, Pickaway County Board of Commissioners, Ross County Board of Commissioners, and Vinton County Board of Commissioners (hereinafter "CEO Consortium" or "CEOs"), The Area 20/21 Workforce Development Board (hereinafter "WDB") and the Fairfield County Economic Development Department serving as both the Administrative and Fiscal Agent.
- WHEREAS, Fairfield, Hocking, Pickaway, Ross and Vinton counties have been designated as Ohio Local Area 20/21 (hereinafter "Area 20/21") for purposes of the allocation of funds under the Workforce Innovation and Opportunity Act (hereinafter "WIOA") in Ohio; and
- WHEREAS, the CEOs have been designated as the recipient of WIOA funds for AREA 20/21; and
- WHEREAS, the WDB has been appointed by the CEOs to provide guidance and support to the WDB's Director in the development and implementation of policies and programs designed to accomplish the goals of the WIOA; and
- WHEREAS, the Fairfield County Economic Development Department has been designated by the CEOs as the Administrative Entity, to be responsible for the administration and oversight of the activities of the WDB; and
- WHEREAS, Fairfield County Economic Development has been designated by the CEOs as the Fiscal Agent to be responsible for disbursement of the WIOA funds in Area 20/21; and
- WHEREAS, the WIOA requires that a local governance agreement be entered into to delineate the roles and responsibilities of the CEOs, WDB, Administrative Entity and Fiscal Agent.
- NOW THEREFORE, in order to establish clear roles and responsibilities for each entity involved in the workforce delivery systems it is hereby agreed as follows:
 - ESTABLISHMENT OF THE WORKFORCE DEVELOPMENT BOARD:
 - The local Workforce Development Board members will be appointed by the CEOs in compliance with WIOA section 107(c).
 - The membership of the WDB will comply with WIOA requirements as outlined in WIOA section 107(b)(2).
 - Bylaws for local WDB operations will be established and approved to ensure compliance and effectiveness in fulfilling its duties and responsibilities.
 - The CEOs will review the membership of the WDB as it relates to equitable geographical representation of Area 20 and will adjust the size of the board to meet a) the need for geographically balanced representation and b) the requirements of the WIOA regarding categories of board members.

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- CEOs may choose representatives to the Board through county resolutions and in accordance to bylaws.
 - WDB Members attendance and participation will be monitored and the CEOs can remove a member from the WDB due to a sufficient deficiency in accordance with the By-Laws.
 - The role of the CEOs is outlined in the Ohio Department of Job and Family Services, Workforce Innovation and Opportunity Act Office of Workforce Development WIOA Policy Letter (WIOAPL) No. 15-18 Section IV. Requirements. Subsection A. Chief Elected Official.
- LOCAL WORKFORCE DEVELOPMENT BOARD DIRECTOR
 - Per the resolutions from each of the five counties comprising Area 20/21 (see appendices), the administrative agent role for the Workforce Innovation and Opportunity Act Area 20/21 is under the Fairfield County Board of County Commissioners – Economic Development Department.
 - The director of the Fairfield County Economic Development Department will serve as the Executive Director of the Area 20 Workforce Development Board.
 - The responsibilities to the Board of the Director position will be established collaboratively between the WDB and the Fairfield County Board of Commissioners and will include objective qualifications, duties and responsibilities.
 - The WDB will, in collaboration with the CEOs, establish an appropriate and feasible method to evaluate the Director. Any action taken to remove the Director from WDB administrative responsibilities must be approved by both the WDB and the Area CEOs. The Board must pass a resolution by majority vote recommending to the CEOs the removal of the Director’s administrative duties. The CEOs then must, by majority vote, approve the WDB’s recommendation for those administrative duties to be removed.
 - The WDB shall, through the Director, procure contracts, obtain written agreements as appropriate, conduct financial monitoring of service providers, and ensure an independent audit is conducted of all employment and training programs.
 - The role of the WDB and the Director is outlined in the Ohio Department of Job and Family Services, Workforce Innovation and Opportunity Act Office of Workforce Development WIOA Policy Letter (WIOAPL) No. 15-18 Section IV. Requirements. Subsection A. Local Workforce Development Board.

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- **ROLE OF FISCAL AGENT**

- Per the resolutions from each of the five counties comprising Area 20/21 (see appendices), the fiscal role for the Workforce Innovation and Opportunity Act Area 20/21 is under the Fairfield County Board of County Commissioners – Economic Development Department.
- Fairfield County Economic Development, as Fiscal Agent, has been designated by the CEOs to perform accounting and funds management on behalf of the CEOs.
- WIOA formula allocations will be distributed within the five-county area based on county allocation amounts, and may be adjusted as needed to best align with actual customer needs.
- Fairfield County Economic Development, as Fiscal Agent, will comply with state and federal reporting requirements and timelines as defined by the Office of Workforce Development (OWD).
- Fairfield County Economic Development, as Fiscal Agent, will establish or maintain written fiscal policies relative to procurement, auditing, fiscal monitoring and overall fiscal administration.
- Fairfield County Economic Development, as Fiscal Agent, will comply with federal and state requirements applicable to all fiscal agreements i.e.; use of program funds, cost of allocation requirements, reporting requirements and audit requirement.
- The role of Fiscal Agent is outlined in the Ohio Department of Job and Family Services, Workforce Innovation and Opportunity Act Office of Workforce Development WIOA Policy Letter (WIOAPL) No. 15-18 Section IV. Requirements. Subsection A. Fiscal Agent.

- **MULTI-FUNCTION AGREEMENT CLAUSE**

- WIOA requires that a written agreement be entered into where one entity performs multiple functions. The Fairfield County Economic Development Department works separately from any Ohio Means Jobs Center or Youth Services organization and therefore does not perform any multiple functions utilizing WIOA funds.
- In performing as the Fiscal Agent for Area 20/21, Fairfield County Economic Development shall appoint personnel whose duties shall include responsibility for receipt of WIOA funds, payment for services and other authorized WIOA expenditures, ensuring sustained fiscal integrity and accountability for expenditure of such funds in accordance with the Office of Management and Budget (OMB) circulars, WIOA and corresponding federal regulations and state policies, responding to financial audit findings, maintain proper accounting records and adequate documentation, preparation of financial reports and providing technical assistance to sub

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recipients regarding fiscal issues. Individuals under this role shall not be permitted to engage in policy or service delivery issues or activities.

- **DISPUTE RESOLUTION**

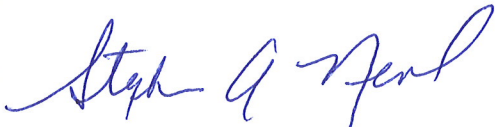
In the event of any dispute, claim, question, or disagreement arising out of or relating to this Agreement or the breach thereof, the parties hereto shall use their best efforts to settle such disputes, claims, questions, or disagreement. To this effect, they shall consult and negotiate with each other, in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration administered by Ohio Supreme Court's Commission on Dispute Resolution in accordance with all applicable federal and/or state law and/or rules.

- **DURATION AND MODIFICATION**

This Agreement shall be in effect for one (1) consecutive year from July 1, 2016 until June 30, 2017 and shall automatically be renewed for one (1) year periods unless a majority vote from the CEO Consortium acts to terminate this agreement. This Agreement shall only be modified with written consent of the majority of the CEO Consortium.

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Signature Page

Signature	Date	
		Dave Levacy, Fairfield County
		Sandra Ogle, Hocking County
		Jay Wippel, Pickaway County
	6/20/16	Steve Neal, Ross County
		Tim Eberts, Vinton County
		Michael Linton, Area 20 WDB Chair
		Rick Szabrak Area 20 WDB Director

A resolution clarifying resolution 2016-1.12.aa, regarding the approval of the fiscal and administrative agent for the Workforce Innovation and Opportunity Act Area 20/21

WHEREAS, Fairfield, Pickaway, Ross, Vinton and Hocking Counties Job & Family Services have established a County Workforce Area known as Area 20; and

WHEREAS, the Fairfield County Commissioners approved resolution 1.12.aa on January 12, 2016, approving the acceptance of the roles of fiscal and administrative agents, effective July 1, 2106, and March 1, 2016, respectively; and

WHEREAS, for clarity, there was a request from state personnel to amend the resolution to note that the acceptance from the Board of County Commissioners was an acceptance regarding the roles that would be served within the Economic Development Department, which is under the direction of the Board of County Commissioners,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, AND STATE OF OHIO:

Section 1. That resolution 2016-1.12.aa is clarified to indicate that the fiscal and administrative agent roles for the Workforce Innovation and Opportunity Act Area 20/21 are under the Board of County Commissioners – Economic Development Department.

Resolution No. 2016-03.15.e

A resolution clarifying resolution 2016-1.12.aa, regarding the approval of the fiscal and administrative agent for the Workforce Innovation and Opportunity Act Area 20/21

(Fairfield County Commissioners)

Upon the motion of Commissioner Steven A. Davis, seconded by Commissioner Mike Kiger, this resolution has been Adopted:

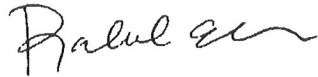
Voting:

David L. Levacy, President	Aye
Steven A. Davis, Vice President	Aye
Mike Kiger	Aye

Board of County Commissioners
Fairfield County, Ohio

CERTIFICATE OF CLERK

It is hereby certified that the foregoing is a true and correct transcript of a resolution acted upon by the Board of County Commissioners, Fairfield County, Ohio on the date noted above.



Rachel Elsea
Board of County Commissioners
Fairfield County, Ohio

RESOLUTION

A resolution approving the fiscal and administrative agent for the Workforce Development Area 20/21 under the Workforce Innovation and Opportunity Act

WHEREAS, the Workforce Innovation and Opportunity Act was signed into federal law on July 22, 2014, and the act emphasizes a broad vision of workforce development programs that respond to the needs of employers by preparing workers with the skills and resources needed to compete for in-demand jobs, and

WHEREAS, there is a transition process from the designation as a Workforce Investment Act local area to a Workforce Innovation and Opportunity Act local area, and

WHEREAS, the chief elected officials of each county of the Workforce Development Area 20/21 desire to transition to Fairfield County Economic Development, under the Fairfield County Board of Commissioners, serving as the fiscal and administrative agent for the Area, transitioning to the role of administrative agent on March 1, 2016, and transitioning the role of fiscal agent at the beginning of the new fiscal year on July 1, 2016, and


WHEREAS, the local area of Fairfield, Pickaway, Ross, Vinton and Hocking Counties Job & Family Services are approving this transition,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF HOCKING, AND STATE OF OHIO:

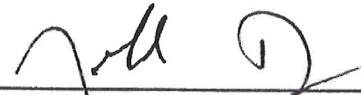
Section 1. That the Board of Fairfield County Commissioners approves the acceptance of the role of administrative agent for the Workforce Development Area 20/21 under the Workforce Innovation and Opportunity Act, effective March 1, 2016.

Section 2. That the Board of Fairfield County Commissioners approves the acceptance of the role of fiscal agent for the Workforce Development Area 20/21 under the Workforce Innovation and Opportunity Act, effective July 1, 2016.

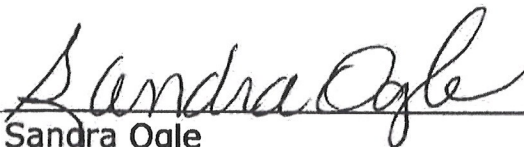
Adopted this 18 day of Feb 2016



Larry Dicken



Jeff Dickerson



Sandra Ogle

Commissioners:
Harold R. Henson
Brian S. Stewart
Jay H. Wippel

Administrator:
Brad Lutz
Clerk:
Patricia Webb

Pickaway County
Board of County Commissioners
139 West Franklin Street
Circleville, Ohio 43113
Telephone: 740-474-6093 FAX: 740-474-8988
1-800-472-6093

The Pickaway County Board of Commissioners met in Regular Session in their office located at 139 West Franklin Street, Circleville, Ohio, on Tuesday, March 15, 2016, with the following members present: Mr. Harold R. Henson; Mr. Brian S. Stewart, and Mr. Jay H. Wippel.

During business conducted while in session, Commissioner Stewart offered the motion, seconded by Commissioner Wippel, to adopt the following Resolution:

Resolution No.: PC-031516-1

A Resolution Approving the Fiscal and Administrative Agent for the Workforce Development Area 20/21 under the Workforce Innovation and Opportunity Act

WHEREAS, the Workforce Innovation and Opportunity Act was signed into federal law on July 22, 2013, and the act emphasizes a broad vision of workforce development programs that respond to the needs of employers by preparing workers with the skills and resources needed to compete for in-demand jobs; and,

WHEREAS, there is a transition process from the designation as a Workforce Investment Act local area to a Workforce Innovation and Opportunity Act local area; and,

WHEREAS, the chief elected officials of each county of the Workforce Development Area 20/21 desire to transition to Fairfield County Economic Development, under the Fairfield County Board of Commissioners, serving as the fiscal and administrative agent for the Area, transitioning to the role of administrative agent on March 1, 2016, and transitioning the role of fiscal agent at the beginning of the new fiscal year on July 1, 2016; and,

WHEREAS, the local area of Fairfield, Pickaway, Ross, Vinton and Hocking Counties Job & Family Services are approving this transition; then,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF PICKAWAY, AND STATE OF OHIO:

Section 1. That the Economic Development Department of the Fairfield County Commissioners approves the acceptance of the role of administrative agent for the Workforce Development Area 20/21 under the Workforce Innovation and Opportunity Act, effective March 1, 2016.

Section 2. That the Economic Development Department of the Fairfield County Commissioners approves the acceptance of the role of fiscal agent for the Workforce Development Area 20/21 under the Workforce Innovation and Opportunity Act, effective July 1, 2016.

Section 3. That the Board of County Commissioners recognizes the separation of duties that comes from the fiscal and administrative agent serving under the Board of Commissioners distinctly.

Section 4. That the Pickaway County Board of County Commissioners authorizes the Fairfield County Administrator to sign all necessary paperwork relating to WIOA processes as the administrative and/or fiscal agent once Fairfield County is serving the role of administrative and/or fiscal agent.

Voting on the motion was as follows: Commissioner Henson, yes; Commissioner Stewart, yes; Commissioner Wippel, yes. Voting No: None. Motion carried.

Attest: Patricia Webb
Patricia Webb, Clerk



Commissioners of Ross County

THE GREAT SEAL COUNTY OF OHIO • THE STATE'S FIRST CAPITAL

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James M. Caldwell, President
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Chillicothe, Ohio 45601
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271 Granite Cliff Drive
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Phone: 740-773-9279

Stephen A. Neal, Commissioner
72 Sharon Road
Chillicothe, Ohio 45601
Phone: 740-774-2460

RESOLUTION NO. 16-10

A RESOLUTION APPROVING THE FISCAL AND ADMINISTRATIVE AGENT FOR THE WORKFORCE DEVELOPMENT AREA 20/21 UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

WHEREAS, the Workforce Innovation and Opportunity Act was signed into federal law on July 22, 2014, and the act emphasizes a broad vision of workforce development programs that respond to the needs of employers by preparing workers with the skills and resources needed to compete for in-demand jobs; and

WHEREAS, there is a transition process from the designation as a Workforce Investment Act local area to a Workforce Innovation and Opportunity Act local area; and

WHEREAS, the chief elected officials of each county of the Workforce Development Area 20/21 desire to transition to Fairfield County Economic Development, under the Fairfield County Board of Commissioners, serving as the fiscal and administrative agent for the Area, transitioning to the role of administrative agent on March 1, 2016, and transitioning the role of fiscal agent at the beginning of the new fiscal year on July 1, 2016; and

WHEREAS, the local area of Fairfield, Pickaway, Ross, Vinton and Hocking Counties Job & Family Services are approving this transition; now, therefore, be it

RESOLVED, by the Board of County Commissioners, County of Ross, and State of Ohio:

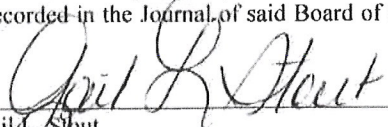
Section 1. That the Board of Fairfield County Commissioners approves the acceptance of the role of administrative agent for the Workforce Development Area 20/21 under the Workforce Innovation and Opportunity Act, effective March 1, 2016.

Section 2. That the Board of Fairfield County Commissioners approves the acceptance of the role of fiscal agent for the Workforce Development Area 20/21 under the Workforce Innovation and Opportunity Act, effective July 1, 2016.

Adopted this 7th day of March, 2016.

This is to certify that the foregoing is a true and correct copy of the resolution passed by the Board of County Commissioners of Ross County, Ohio, on the 7th day of March, 2016, which is recorded in the Journal of said Board of County Commissioners in Volume 19, Meeting #10, under date of March 7, 2016.

3/7/2016


Gail L. Stout
Clerk of County Commissioners
Ross County, Ohio

VINTON COUNTY COMMISSIONERS OFFICE

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100 East Main Street
McArthur, OH 45651

Phone: 740-596-4571
Fax: 740-596-9446
Cathi Mountjoy, Clerk

e-mail: commissioners@vintonco.com

Michael Bledsoe, President – Tim Eberts, Vice President – Jerry Zinn, Commissioner

FEBRUARY 22, 2016

RESOLUTION

A resolution approving the fiscal and administrative agent for the Workforce Development Area 20/21 under the Workforce Innovation and Opportunity Act

WHEREAS, the Workforce Innovation and Opportunity Act was signed into federal law on July 22, 2014, and the act emphasizes a broad vision of workforce development programs that respond to the needs of employers by preparing workers with the skills and resources needed to compete for in-demand jobs, and **WHEREAS**, there is a transition process from the designation as a Workforce Investment Act local area to a Workforce Innovation and Opportunity Act local area, and

WHEREAS, the chief elected officials of each county of the Workforce Development Area 20/21 desire to transition to Fairfield County Economic Development, under the Fairfield County Board of Commissioners, serving as the fiscal and administrative agent for the Area, transitioning to the role of administrative agent on March 1, 2016, and transitioning the role of fiscal agent at the beginning of the new fiscal year on July 1, 2016, and


WHEREAS, the local area of Fairfield, Pickaway, Ross, Vinton and Hocking Counties Job & Family Services are approving this transition,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COUNTY OF VINTON, AND STATE OF OHIO:


Section 1. That the Board of Fairfield County Commissioners approves the acceptance of the role of administrative agent for the Workforce Development Area 20/21 under the Workforce Innovation and Opportunity Act, effective March 1, 2016.

Section 2. That the Board of Fairfield County Commissioners approves the acceptance of the role of fiscal agent for the Workforce Development Area 20/21 under the Workforce Innovation and Opportunity Act, effective July 1, 2016.

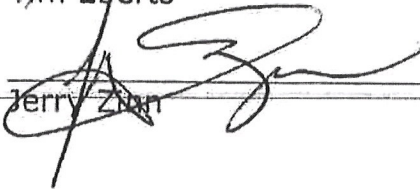
Adopted this 22 day of FEBRUARY 2016



Michael Bledsoe



Tim Eberts



Jerry Zinn
