



WORKFORCE SOLUTIONS of the Coastal Bend

CATEGORY:	Board Administration	No: 1.0.100.01
TITLE:	Responsibilities of the Local Workforce System	
SUPERSEDES:	1.0.100.00 dtd June 23, 2011	
EFFECTIVE:	June 27, 2014	
BOARD APPROVAL:	June 26, 2014	
DATE OF LAST REVIEW:	May 15, 2014	

I. PURPOSE

Texas legislation specifies the separation of responsibilities and activities within a Workforce Board area. This policy establishes and ensures responsibilities of each of the major entities within the Coastal Bend Workforce Area.

II. DEFINITIONS

Chief Elected Officials (CEO Council) – The region's twelve County Judges and the Mayor of Corpus Christi.

Coastal Bend Workforce Development Board (Workforce Solutions of the Coastal Bend)- Board of Directors (Board), President/CEO & Board Staff responsible for the planning, oversight and evaluation of the local workforce centers, operated by contracted service providers.

Contracted Service Provider- A business entity or person, except a state agency, who contracts with the Board to provide services, including workforce center services

III. POLICY STATEMENT

The responsibilities for the Board, consistent with the Partnership Agreement with the CEO Council are planning, oversight and evaluation of the local workforce centers, operated by contracted service providers.

Coastal Bend Workforce Development Board Responsibilities

As an organization, Workforce Solutions of the Coastal Bend operates a comprehensive workforce system to support employers and job seekers. The responsibilities include, but are not limited to the following:

- Set local workforce policy.
- Build links among workforce and economic development related activities.
- Convene industry-specific groups and general business organizations to identify occupational skill needs and discuss basic or employment skill requirements.
- Form strategic alliances, negotiate relationships, and broker resources.
- Identify training service providers and require they meet industry standards.
- Ensure training meets business and labor market needs.

- Designate, certify, and oversee workforce center operators.
- Set local performance measures.
- Establish systems for gathering and publicizing local employment statistics.
- Supply information on labor market needs through workforce centers.
- Create measures of customer satisfaction.
- Assess effectiveness of local workforce systems.
- Ensure the competencies of contracted Workforce Service Provider staff.

Board Member Responsibility

The Board Members shall be actively involved in the ongoing planning and decision making process. The responsibilities of Board members include, but are not limited to the following:

- Maintain a strategic focus on workforce issues in the community.
- Take a leadership role in setting local workforce policy.
- Stay abreast of and communicate the constantly changing needs of the business community.
- Build a service delivery plan based on the demands of the labor market.
- Develop expectations of performance outcomes and customer satisfaction.
- Design a network of services that effectively serve both employer and job seeker.
- Set performance measures for the local workforce system, including but not limited to legislative and federal performance targets.
- Direct the President/CEO to make adjustments, as appropriate to ensure quality of services and attainment of goals.

Board Staff

Professional, technical and support staff, employed by the Board responsible for carrying out planning, oversight and evaluation functions. Board staff shall be separate from and independent of any organization providing workforce education or workforce training in the assigned Workforce Development Area. The Board shall not operate as a service provider.

President/CEO- The President/CEO is charged with, and has full authority to determine and formulate policies and provide overall direction as the Board's authorized representative and agent and shall be responsible for the following:

- Carry out the Board's plan and ensure implementation of the plan by contracted providers
- Plan, direct, and coordinate operational activities at the highest level of management with the help of subordinate managers and staff
- Interpret and clarify laws and ensure compliance with laws
- Administrate, interpret, and explain policies, rules, regulations, and laws to organizations and individuals under the authority of the Board
- Administer and monitor all activities of the Board to ensure compliance with applicable laws, rules, and regulations
- Develop plans, organizing, and administering policies and procedures for the Board to ensure administrative and operational objectives are met
- Direct and coordinate activities of staff in order to ensure continuing operations, maximize utilization of resources, and increase productivity

- Negotiate contracts and agreements with federal and state agencies, and contracted providers
- Execution, oversight, management, and termination of contracts and agreements with federal and state agencies, and contracted providers
- Prepare budgets for funding and implementation of programs
- Authorize expenditures according to Board fiscal policy
- Implement corrective action plans to solve problems
- Review and analyze legislation, laws, and public policy and recommending changes to promote and support interests of customers in the Coastal Bend Workforce Development Board Area
- Develop, direct, and coordinate hiring, training, and evaluation of Board staff personnel
- Coordinate and maintain a comprehensive and current record keeping system of Board activities, membership, and operational procedures

Board Staff responsibilities are assigned by the President/CEO and may include, but are not limited to the following:

- Outreach to industry sectors and business organizations
- Inform the Board about current labor market trends and skill requirements
- Develop plans and budgets
- Negotiate, process, and manage contracts
- Measure performance and analyze outcomes
- Report information to the Board and the state such as status of services, programs, agreements, expenditures, and performance measures
- Ensure training provider curriculum aligns with skill requirements for local business and industry
- Recommend service improvement options

Contracted Service Providers

Contracted Service Providers are responsible for the delivery of services in accordance with applicable laws, rules, Board policy and the terms of the contract(s).

IV. PROCEDURES

N/A

V. RELATED POLICY INFORMATION

SB 642 (1993), HB 1863 (1995),
 Workforce Investment Act (1998),
 General Appropriations Act;
 Texas Administrative Code Title 40; Part 20; Chapter 801;
 Commission Rules,
 Financial Manual for Grants and Contracts (FMGC)
 Chief Elected Officials Membership Guide for Local Workforce Development Boards
 New Board Member Orientation Guide

VI. RESPONSIBILITIES

The President/CEO must ensure that CEO Council, Board Members, Board Staff and Contracted Service Providers are aware of and comply with this policy.

VII. FORMS AND INSTRUCTIONS

N/A

VII. DISTRIBUTION

Board of Directors
Staff

Board Staff

Contracted Service Provider

VIII. SIGNATURES

Reviewed by EO Officer

Date

President/CEO

Date