

WIB Agenda Item: 1.1

**AGREEMENT ON THE ROLES AND RESPONSIBILITIES  
BETWEEN THE  
SAN MATEO COUNTY WORKFORCE INVESTMENT BOARD AND  
THE SAN MATEO COUNTY BOARD OF SUPERVISORS**

THIS AGREEMENT is made and entered into by and between the San Mateo County Workforce Investment Board, hereinafter referred to as SMC WIB, and the Board of Supervisors for San Mateo County, hereinafter referred to as SMC BOS.

WHEREAS, the Workforce Investment Act of 1998 (29 USC §§ 2801 et seq.), hereinafter referred to as the Act, authorizes expenditure of federal funds for job training programs in locally determined Workforce Investment Areas; and

WHEREAS, the State of California has designated all of the incorporated and unincorporated areas within San Mateo County as a Workforce Investment Area; and

WHEREAS, pursuant to the Act, the SMC BOS established a Workforce Investment Board to provide policy guidance for, and exercise oversight with respect to activities under the Strategic Local Plan for the Local Workforce Investment Area; and

WHEREAS, it is a joint authority and responsibility of both the SMC WIB and the SMC BOS to ensure effective programs which provide the most beneficial mix of services to eligible residents and private employers of the Workforce Investment Area; and

WHEREAS, it is further the shared responsibility and authority of SMC WIB and the SMC BOS to stimulate the active, effective participation of all sectors of the community in the provision of workforce development services; and

WHEREAS, the Act requires a partnership between the SMC WIB and the SMC BOS; and

WHEREAS, the Act authorizes the SMC WIB and the SMC BOS to define the scope of the partnership by means of an agreement;

NOW, THEREFORE, be it resolved that this Agreement, pursuant to the Act, be made and entered into by and between the SMC WIB and the SMC BOS.

#### **Roles and Responsibilities of the SMC WIB:**

1. **Local Plan** – In partnership with the SMC BOS, the SMC WIB shall develop and submit the Strategic Local Plan and subsequent modifications to the Governor. As part of that process, the SMC WIB shall identify and evaluate key economic development and labor market trends that impact the San Mateo County regional economy.
2. **Selection of One-Stop Operators** – With the agreement of the SMC BOS, the SMC WIB shall designate or certify one-stop operators and may terminate for cause the eligibility of such operators.
3. **Youth Council** – The SMC WIB shall appoint a Youth Council, as a subgroup of the SMC WIB, and coordinate youth plans and activities of this Council.
4. **Selection of Youth Providers** – The SMC WIB shall identify eligible providers of youth activities by awarding grants or contracts on a competitive basis, based on the recommendations of the Youth Council.
5. **Selection of Service Providers** – The SMC WIB shall establish criteria for the acceptance of proposals from groups which desire to submit such proposals to the SMC WIB for funding consideration. The SMC WIB shall evaluate proposals submitted for funding consideration and, with the agreement of the SMC BOS, may select service providers consistent with its adopted criteria.
6. **Budget** – The SMC WIB shall develop a budget for the purpose of carrying out its duties under the Act and it shall submit this budget to the SMC BOS for approval.
7. **Program Oversight** – In partnership with the SMC BOS, the SMC WIB will conduct oversight of the local programs of youth activities, local employment and training activities and the one-stop delivery system. The SMC WIB shall annually evaluate program effectiveness of programs funded by the Workforce Investment Area based on negotiated performance measures.
8. **Negotiation of Performance Measures** – The SMC WIB, the SMC BOS and the governor shall negotiate and reach agreement on local performance measures.
9. **Employer Linkages** – The SMC WIB shall coordinate the workforce investment activities with economic development strategies and develop other employer linkages with such activities.
10. **Connecting, Brokering and Coaching** – the SMC WIB shall promote the participation of private sector employers in the statewide workforce investment system and ensure the effective provision, through the system, of connecting, brokering, and coaching activities through intermediaries such as the one-stop operator or through other organizations to assist private employers in meeting hiring needs.

11. **Solicitation of Involvement** - The SMC WIB shall solicit direct involvement from private sector businesses, education, labor, government and public agencies relating to employment and training operations in order to increase the effectiveness of the employment and training programs; encourage active participation from these same sectors in regional and/or statewide workforce investment efforts.
12. **Dissemination of Information** – The SMC WIB shall disseminate information to the private sector on activities, including but not limited to, Targeted Jobs Tax Credit, On-the-Job Training, Supported Employment and other supportive services which can further increase the participation of the private sector in the employment and training activities for economically disadvantaged persons.
13. **SMC WIB Chairperson** – The SMC WIB shall elect a chairperson and vice chairperson from among those SMC WIB members representing the private sector.
14. **Public Participation** – The SMC WIB shall conduct public meetings and solicit input on appropriate issues related to the Strategic Local Plan and funding of programs.

**Roles and Responsibilities of the SMC BOS:**

1. **CLEO** – The SMC BOS shall serve as the Chief Local Elected Official for the Workforce Investment Area.
2. **Grant Recipient** – The SMC BOS shall serve as the local grant recipient for, and shall be liable for any misuse of, the grant funds allocated to the SMC WIB. In compliance with WIA Section 117(d), the SMC BOS shall be responsible for allocation of funds and the eligibility of those enrolled in its programs and have responsibility to take action against its subcontractors, subgrantees, and other recipients to eliminate abuse in the programs they are carrying out, and to prevent any misuse of funds by such subcontractors, subgrantees, and other recipients.
3. **Appointments** – The SMC BOS shall appoint members to the SMC WIB consistent with the local board composition requirements set forth in the Act;
4. **Staffing** – The SMC BOS shall provide an appropriate level of staff support to the SMC WIB so that it may carry out its designated functions and to ensure sound and cost-effective management of programs and program funds. The SMC BOS shall also approve the hiring of an executive director for the SMC WIB.
5. **Strategic Local Plan** - The SMC BOS will administer the activities described by the Strategic Local Plan, subject to the terms of this Agreement.

**Period of Agreement.**

This Agreement shall become effective July 1, 2013 and shall remain in full force and effect until June 30, 2016. It may be amended or extended in writing at any time upon mutual consent of the parties.

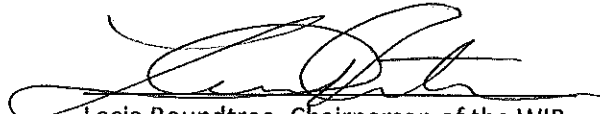
**Interpretation of Agreement.**

This Agreement has been reached in furtherance of the parties' respective obligations under the Workforce Investment Act and federally-adopted regulations enacted thereunder. The terms used herein shall be interpreted consistently with the definitions contained therein, in accordance with the purposes of said Act and regulations, as the same hereafter may be amended, which are hereby incorporated by this reference.

SMC BOARD OF SUPERVISORS

SMC WORKFORCE INVESTMENT BOARD

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Don Horsley, President of the BOS

  
Lecia Roundtree, Chairperson of the WIB