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| Orientation Manual |

### *Transforming*

*Today’s Workforce*

 *for a*

*Better Job Tomorrow*


# Region VI

**Workforce Investment**

**Board**

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**WORKFORCE INVESTMENT ACT (WIA) OF 1998**

**Purpose of Title I of the Workforce Investment Act**

To provide workforce investment activities that increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants, which will improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation’s economy. (20 CFR 660.100)

**What is the Workforce Investment System**

Under Title I of WIA, the Workforce Investment System provides the framework for delivery of workforce investment activities at the state and local levels to individuals who need those services, including job seekers, dislocated workers, youth, incumbent workers, new entrants to the workforce, veterans, persons with disabilities, and employers. (20 CFR 661.100)

**Governance of the Workforce Investment System**

The State Workforce Investment Board governs the state Workforce Investment System. The Local Elected Officials (LEO) Board (also known as Chief Elected Official) and the Local Workforce Investment Board (LWIB) govern the local or regional system. Additionally within the LWIB is a subgroup, the Youth Council.

**Delivery of the Workforce Investment System**

The Workforce Investment System is delivered through a One-Stop system. This system is to create a seamless array of partner services in one area called a One-Stop Center.

**REGION VI WORKFORCE INVESTMENT AREA**

**Region VI Service Area**

The Region VI area is comprised of Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, and Upshur counties.

**Region VI Administrative Office**

The Region VI administrative office is located in White Hall, WV. The administrative office currently operates with five (5) staff members.

The Region VI administrative staff includes:

**Barbara J. DeMary,** Executive Director (bdemary@region6wv.org)

**Maria Larry,** Fiscal Officer/Administrative Assistant (mlarry@region6wv.org)

**Amy Hall,** Program Director (ahall@region6wv.org)

**Ginny Layton,** Program/One-Stop Director (glayton@region6wv.org

**Shelly McCauley**, Program Assistant/Follow-up specialist (sdmac04@yahoo.com)

 **Kathi Waters**, Office Assistant, (kwatersregion6wv@yahoo.com)

Contact Information:

Region VI Workforce Investment Board

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**REGION VI WORKFORCE INVESTMENT AREA (cont)**

**Region VI One-Stops**

The One-Stop (or WorkForce West Virginia) Centers are the foundation of the workforce development system under the Workforce Investment Act (WIA). One-Stops are the entry point for any person seeking job training and employment services throughout the state. The One-Stop concept replaces the previous system of services where an individual visited different state agencies at different locations.

The One-Stops throughout the state of West Virginia are known as **WorkForce West Virginia Centers**.

Region VI has comprehensive sites located in Elkins and Fairmont and satellite sites in Clarksburg and Morgantown. Affiliates sites are located in the remainder of the Region VI counties.

The following are the comprehensive, satellite, and affiliate sites:

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| *Serving Marion and Taylor counties*Comprehensive:Fairmont One-Stop CenterPO Box 1468Fairmont, WV 26554Phone: 304-363-0654Mary Spellman, ManagerAffiliates:Taylor – North central WV Community Action | *Serving Barbour, Randolph, Tucker, and Upshur counties*Comprehensive:Elkins One-Stop Center1 Pleasant Ave, Ste 2Elkins, WV 26241Phone: 637-0255Rick Bennett, ManagerAffiliates:Barbour – North Central WV Community ActionTucker – Tucker County Senior CenterUpshur – Mountain CAP of West Virginia |
| *Serving Braxton, Doddridge, Gilmer, Harrison, and Lewis counties*Satellite:Clarksburg One-Stop CenterPO Box 1960Clarksburg, WV 26301Phone: 3041-627-2125Sharon Cunningham, ManagerAffiliate:Braxton – Mountain CAP of West VirginiaDoddridge & Gilmer – Community Resources (CRI)Lewis – Weston Fire Department | *Serving Monongalia and Preston counties*Satellite:Morgantown One-Stop Center304 Scott AveMorgantown, WV 26505Phone: 285-3120Lori Turner, Manager Affiliate:TBD |

**LOCAL WORKFORCE INVESTMENT BOARD**

**What is the Local Workforce Investment Board (LWIB) (20 CFR 661.300)**

* The LWIB is appointed by the LEO in each local area in accordance with State criteria under WIA section 117(b), and is certified by the Governor every two years, in accordance with WIA section 117(c)(2).
* In partnership with the LEO(s), the LWIB sets policy for the portion of the statewide workforce investment system within the local area.
* The LWIB and the LEO(s) may enter into an agreement that describes the respective roles and responsibilities of the parties.
* The LWIB, in partnership with the LEO, develops the local workforce investment plan and performs the functions described in WIA section 117(d). (WIA sec. 117(d).)

**Required Members of the LWIB (Sec. 117(b)(2))**

1. Representatives of business in the local area, who:
	1. are owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policymaking or hiring authority;
	2. represent businesses with employment opportunities that reflect the employment opportunities of the local area; and
	3. are appointed from among individuals nominated by local business organizations and business trade associations;
2. Representatives of local educational entities, including representatives of local educational agencies, local school boards, entities providing adult education and literacy activities, and postsecondary educational institutions (including representatives of community colleges, where such entities exist), selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local education entities;
3. Representatives of labor organizations (for a local area in which employees are represented by labor organizations), nominated by local labor federations, or (for a local area in which no employees are represented by such organizations), other representatives of employees;
4. Representatives of community-based organizations (including organizations representing individuals with disabilities and veterans, for a local area in which such organizations are present);
5. Representatives of economic development agencies, including private sector economic development entities;
6. Representatives of each of the one-stop partners.

**LOCAL WORKFORCE INVESTMENT BOARD (cont)**

LWIB may include other individuals or representatives of entities as the LEO in the local area may determine to be appropriate.

Additional Notes (20 CFR 661.315):

* The LWIB must contain two (2) or more members representing each sector. The LWIB must contain at least one (1) member representing each One-Stop partner.
* Membership of LWIBs may include individuals or representatives of other appropriate entities, including entities representing individuals with multiple barriers to employment and other special populations, as determined by the LEO.
* Members who represent organizations, agencies or other entities must be individuals with optimum policy making authority within the entities they represent.
* A majority (51%) of the members of the LWIB must be representatives of business in the local area. Business representatives serving on LWIBs may also serve on the State Board.
* An individual may be appointed as a representative of more than one (1) entity if the individual meets all the criteria for representation.
* The chair of the LWIB must be a representative of the Business Sector.

**Role of the LWIB (20 CFR 661.305)**

The Local Board is responsible for:

* Developing a five-year local workforce investment plan and conducting oversight of the One-Stop system, youth activities and employment and training activities under title I of WIA, in partnership with the chief elected official;
* Selecting One-Stop operators with the agreement of the chief elected official;
* Selecting eligible youth service providers based on the recommendations of the youth council, and identifying eligible providers of adult and dislocated worker intensives services and training services, and maintaining a list of eligible providers with performance and cost information, as required in 20 CFR part 663, subpart E;
* Developing a budget for the purpose of carrying out the duties of the Local Board, subject to the approval of the chief elected official;
* Negotiating and reaching agreement on local performance measures with the chief elected official and the Governor;
* Assisting the Governor in developing a Statewide employment statistics system under the Wagner-Peyser Act;

**LOCAL WORKFORCE INVESTMENT BOARD (cont.)**

* Coordinating workforce investment activities with economic development strategies and developing employer linkages; and
* Promoting private sector involvement in the Statewide workforce investment system through effective connecting, brokering, and coaching activities through intermediaries such as the One-Stop operator in the local area or through other organizations, to assist employers in meeting hiring needs.

The Local Board, in cooperation with the chief elected official, appoints a youth council as a subgroup of the Local Board and coordinates workforce and youth plans and activities with the youth council, in accordance with WIA section 1117(h) and Sec. 661.335.

Local Boards which are part of a State designated region for regional planning must carry out the regional planning responsibilities required by the State in accordance with WIA section 116(c) and Sec. 661.290.

**LWIB Appointments and Re-Appointments**

All appointments and re-appointments must be completed and submitted on the Region VI WIB Nomination Form, which is attached.

All appointments and re-appointments must be submitted to the Region VI WIB administrative office.

**LWIB Appointment and Re-Appointment Process**

1. Region VI WIB Nomination Form is submitted to the Region VI Administrative Office.
	1. If a vacancy is available, the form will be forwarded to the LWIB.
	2. If a vacancy is not available, the individual will be notified and placed on a waiting list.
2. The LEO Board reviews the nomination form.
	1. If the appointment is approved, the county LEO and LEO chair will sign off on the form. The form will be sent to the Region VI Administrative Office to notify individual.
	2. If the appointment is not approved, the individual will be notified of status.
3. A formal letter will be sent to LWIB appointment and re-appointments. The documentation will be kept at the Region VI Administrative Office.

**LOCAL WORKFORCE INVESTMENT BOARD (cont)**

**LWIB Vacancies**

If a resignation or termination occurs of a LWIB member, their county LEO and LEO chair will be notified. Once notified, the same process (LWIB Appointment and Re-Appointment Process) will occur.

**LWIB Appointment Terms**

A LWIB member is appointed to three (3) year terms.

**LWIB Bylaws**

The LWIB bylaws are an attachment in this Orientation Manual. These are the operating principles in which the LWIB abides by. Please review for information regarding board attendance, quorum, etc.

**YOUTH COUNCIL**

**What is the Youth Council**

The Youth Council is considered a subgroup of the Local Workforce Investment Board (LWIB). Youth Council members who are not LWIB members, are considered voting members of the Youth Council and non-voting members of the LWIB.

The Youth Council provides expertise in youth policies and assists the LWIB with youth issues.

**Required Members of the Youth Council** (20 CFR 661.335 (b))

* Members of the Local Board, such as educators, which may include special education personnel, employers, and representatives of human service agencies, who have special interest or expertise in youth policy;
* Members who represent service agencies, such as juvenile justice and local law enforcement agencies;
* Members who represent local public housing authorities;
* Parents of eligible youth seeking assistance under subtitle B of title I of WIA;
* Individuals, including former participants, and members who represent organizations, that have experience relating to youth activities; and
* Members who represent the Job Corps, if a Job Corps Center is located in the local area represented by the council.

**Responsibilities of the Youth Council** (20 CFR 661.340)

* Coordinating youth activities in a local area;
* Developing portions of the local plan related to eligible youth, as determined by the chairperson of the Local Board;
* Recommending eligible youth service providers in accordance with WIA section 123, subject to the approval of the Local Board;
* Conducting oversight with respect to eligible providers of youth activities in the local area, subject to approval of the Local Board; and
* Carrying out other duties, as authorized by the chairperson of the Local Board, such as establishing linkages with educational agencies or other youth entities.

**Youth Council (cont)**

**Youth Council Appointment Terms**

A Youth Council member is appointed to three (3) year terms.

We would like to thank you for your participation on the Region VI WIB. It is your support and dedication that will encourage and promote success in our Region VI service area.

Once again, thank you for your participation on the Region VI WIB.

Barbara J. DeMary, Executive Director

**Region VI Workforce Investment Board**

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