

MISSISSIPPI VALLEY WORKFORCE AREA

CHIEF ELECTED OFFICIAL SHARED LIABILITY AGREEMENT

This Agreement is entered into by the County Elected Officials of Des Moines, Lee, Henry, Louisa, Clinton, Jackson, Scott, and Muscatine counties, hereinafter collectively referred to as Chief Elected Officials (CEOs). The purpose of this Agreement is to describe how CEOs will organize themselves and act to fulfill their responsibilities for Workforce Innovation and Opportunity Act (WIOA) services provided in the Mississippi Valley Workforce Area (MVWA) a Local Workforce Development Area approved by Iowa Workforce Development under WIOA.

A. GENERAL PROVISIONS

1. The name of the Agreement shall be the Mississippi Valley Workforce Area Chief Elected Officials Shared Liability Agreement.
2. This Agreement reflects the unanimous decisions of all eight county CEOs holding office at the time of signing.

B. CEO DESIGNATION AND ORGANIZATION

1. Each CEO signing this Agreement shall assume the roles and responsibilities assigned collectively to the CEOs under WIOA.
2. Each CEO may appoint a member of the county board of that county to act in his or her place under this Agreement.
3. Should any member of the Agreement have a conflict of interest pertaining to any issue coming before the CEOs, or if there is an appearance of a conflict of interest, that member shall declare any such conflict prior to any discussion on the issue and shall refrain from voting on said issue.
4. The CEOs shall comply with the Iowa Open Meetings Act and shall operate under Robert's Rules of Order.
5. It is the intent of all CEOs that WIOA services be provided to all counties within this Local Area on an equitable and fair basis, taking into account the total funds available and the proportional need for services of each county.

C. PROCESS FOR SELECTION OF CLEO AND CEO REQUIREMENTS

1. The CEOs shall select by majority vote from among their members a Chief Lead Elected Official (CLEO), and Vice-CLEO to be elected annually at the first meeting of each calendar year. The CLEO has signatory authority for CEOs as may be required to provide for the continuous provision of WIOA services in MVWA. The CLEO will collaborate

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with the Vice-CLEO on WIOA services and shall grant the Vice-CLEO signing authority in the CLEO's absence. The CLEO and Vice-CLEO shall be elected at the first meeting of each calendar year upon the approval of this Agreement and shall serve for a term of one year and may serve multiple terms by a majority vote of the CEOs. An election of the CLEO and Vice-CLEO shall be held annually thereafter.

2. The CLEO shall preside over each meeting.
3. The CLEO shall provide an agenda prior to each meeting. Any member may request an item be added to the agenda.
4. The CEOs shall meet on a regular basis to conduct the business required of them under WIOA. These meetings shall be held not less frequently than bi-monthly.
5. Five members or more shall represent a quorum at meetings.
6. Following the last meeting of each calendar year a letter will be sent to each County Board of Supervisors reporting the CEOs attendance for that calendar year.
7. CEOs who have three (3) consecutive unexcused absences will be contacted by the CLEO and a letter will be written to that CEOs County Board of Supervisors. An absence will be deemed to be excused if prior notice is given to the CLEO or board staff that the individual is unable to attend a meeting prior to the start time of the meeting.
8. The CLEO will not for the term as CLEO serve as the highest-ranking officer on any board or other entity that governs the fiscal agent or a direct service provider.
9. The CLEO will serve as the signatory for the group of CEOs when needed. The CLEO will act on behalf of the CEOs and will collaborate with the Mississippi Valley Workforce Development Board (MVWDB) chair on a number of issues and tasks.

D. NOMINATION AND APPOINTMENTS TO THE MVWDB

The CEOs have the exclusive responsibility to appoint members to the MVWDB from individuals recommended or nominated by each class of membership.

1. The CEOs shall ensure that private sector MVWDB members are nominated timely to expedite approval of these nominees by the state.
2. The CLEO will contact appropriate businesses, workforce, or educational entities, including chambers of commerce, labor representatives, and local educational entities serving the local service delivery area, to request nominations for MVWDB membership.
3. The CEOs shall appoint members to ensure that at all times a majority of MVWDB membership (minimum 51%) are business representatives who represent business

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owners, chief executive officers, and other executives with optimum policy-making or hiring authority and provide employment in in-demand industry sectors or occupations in the Local Area. At least two of the business representatives must represent small businesses as defined by the Small Business Administration. CEOs shall seek business nominations from local business organizations and trade associations.

4. The CEOs shall appoint members to ensure that at all times not less than 20% of the MVWDB membership are workforce representatives who represent labor organizations, joint labor management, or union-affiliated registered apprenticeship programs, nominated by labor organizations by local labor federations or by other representatives of employees. Other additional positions can be filled by community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of veterans or individuals with disabilities, and representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, and education needs of eligible youth, including out-of-school youth.
5. The CEOs shall appoint members to ensure that at all times there is a representative from adult education and a representative from higher education providing workforce investment activities including community colleges. Additional positions may include representatives of local educational agencies and community-based organizations with expertise in serving individuals with barriers to employment.
6. When there is more than one local area provider of adult education services or multiple higher education institutions providing workforce activities, nominations will be solicited from those providers and institutions. This requirement provides for a representative selection process for these membership categories.
7. The CEOs shall appoint members to ensure that at all times there is a representative from economic and community development entities, a member from the state employment service under the Wagner-Peyser Act, and a representative from Vocational Rehabilitation. Additional positions may include a member from agencies running transportation, housing, or public assistance programs or members from philanthropic organizations.
8. CEOs will ensure that overall members of the MVWDB, excluding the Wagner Peyser Act and Vocational Rehabilitation representatives, will be balanced by gender and political affiliation. After applying the exclusions, no more than one-half plus one of the remaining board members will be composed of any one gender or political party.
9. An individual may be appointed as a representative of more than one entity if the individual meets all the criteria for representation, including the criteria described above.
10. Each CEO, or designee, is responsible for appointing private sector members from the CEO's county. These members must reside or work within the county of appointment.

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11. A CEO may appoint a member who lives or works in a different county if that appointee meets all the requirements and is approved by the CEO from whom the appointment would normally come.
12. The CEOs will determine if any additional members shall be appointed beyond those minimally required by WIOA or the state. The 51% business representative membership and 20% labor representative membership requirement shall be maintained if any such appointments are made.
13. The CEOs shall have a majority vote to appoint nominations to the MVWDB.
14. Appointments shall be for three-year terms with one-third of the membership to be appointed each year.
15. When nominating an individual to serve on the MVWDB, all nominating organizations will complete and submit the following nomination documentation to the CLEO for member selection and appointment.
 - a. Signed Conflict of Interest Form
 - b. Signed Member Nomination Form
16. Completed appointment documentation for MVWDB membership will be submitted to IWD for review, and the appointee will not be appointed to the MVWDB until the CLEO has received confirmation from IWD that the appointment has been affirmed.
17. CEOs shall perform an annual assessment of the Board's membership and performance to ensure that the Board is performing adequately and in accordance with the direction and guidance CEOs provide.

E. REAPPOINTMENT OF MEMBERS

1. The CLEO is responsible for all reappointments. New nominations are required for all appointments from nominating organizations.
2. The CLEO must process reappointments within sixty (60) business days from the effective date of the term expiration. During the sixty (60) day period, the MVWDB will be able to legally act as a board and conduct business. If the CLEO fails to reappoint an MVWDB member in a required category within sixty (60) business days, the MVWDB will be out of compliance with membership composition requirements, and any business conducted shall not be considered legal unless the MVWDB has a waiver in place in accordance with Vacancies.
3. The CLEO must indicate both the official beginning date of the reappointment and the official term expiration date on the nomination form.

F. CHANGE IN STATUS

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1. Members may continue to serve on the MVWDB until:
 - a. Their term of office expires; however, the member may continue to serve until the replacement nominees' required documents are approved and confirmed in writing by the state.
 - b. The classification under which they were appointed changes.
 - c. The appointment is revoked by the appointing CEO.
 - d. The member becomes incapacitated or otherwise unable to complete their term of office.
 - e. The member resigns.
2. MVWDB members who no longer hold the position or status that made them eligible to represent a specific sector on the MVWDB must resign or be removed by the CLEO immediately as a representative of that entity. A resignation is not effective until it has been accepted by the CLEO.
3. Any changes to the membership of the MVWDB must be reported to IWD within ten (10) business days from the date of the change. The notification shall include:
 - a. The name of the MVWDB member
 - b. The nature of the change (addition, removal, etc.)
 - c. The organization represented
 - d. Job title
 - e. Category of inclusion (business, workforce, education & training, government/economic, and community development, other)

G. VACANCIES

CEOs will ensure that MVWDB vacancies are filled within sixty (60) business days from the time the vacancy was created or a written request for a waiver has been completed and submitted to IWD.

H. MID-TERM APPOINTMENT

MVWDB members replacing outgoing members mid-term will serve the remainder of the outgoing member's term.

I. REMOVAL

1. The CLEO will remove MVWDB members in the event any of the following occurs:
 - a. Documented violation of conflict of interest
 - b. Failure to meet MVWDB member representation requirements, as defined in WIOA and in accordance with Local Board Membership Requirements
 - c. Documented proof of fraud and/or abuse
 - d. MVWDB members may be removed for other factors outlined in the board by-laws

J. DESIGNATION OF LOCAL GRANT RECIPIENT/FISCAL AGENT

WIOA requires the CLEO to serve as the local grant recipient for all WIOA Title I funds unless CEOs designate an alternative entity to serve in this capacity. The local grant recipient enters into a grant relationship with the State on behalf of the CEOs. Under a majority decision CEOs may also elect to authorize the local grant recipient to subcontract fiscal agent services to administer these funds. Even if CEOs designate a grant recipient and fiscal agent, they remain liable for any misused funds and for expenditures that are determined unallowable under WIOA.

In accordance with the flexibility of CEOs under WIOA, the CEOs:

1. The CEO's process for selecting the Local grant recipient will consist of an in-depth analysis of the qualified organizations to perform the required roles and responsibilities outlined under WIOA. The local grant recipient will be selected by a majority vote of the CEOs. CEOs can base the selection on a variety of factors including but not limited to cost, the organization's experience, staff availability and qualifications, and past performance in handling federal funds. The CEOs may select the local grant recipient through any means including appointment as identified under WIOA or any type of procurement option approved by the CEOs.
2. The CEOs expect the local grant recipient to comply with all federal and state rules and regulations pertaining to the responsibilities of the grant recipient as defined under WIOA law, regulations, and State of Iowa policy.
3. A local grant recipient operates as a supporting organization to equip the local WDB to fulfill its rightful role by filling the gap that exists between the board's vision and executing strategy. In its role, the local grant recipient provides an administrative structure either in-house or by contracting out certain services to support the work of the board. The entity serving as the local grant recipient has several duties, both programmatic and fiscal in nature. They include but are not limited to the following:
 - a. Human resources management
 - b. Information technology support
 - c. Grant management
 - d. Fiscal and accounting operations
 - e. Executing contracts
 - f. Monitoring service providers and one-stop operators
 - g. Procuring services and contracts at the direction of the WDB.
 - h. Determine eligibility of program participants
 - i. Managing performance measures
 - j. Programmatic decision making
 - k. Adherence to program requirements
 - l. Fulfilling fiscal responsibilities, either directly or through a contracted fiscal agent. These responsibilities include:
 - i. Receive funds
 - ii. Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with the Office of Management and Budget circulars, the Workforce Innovation and Opportunity Act, and the corresponding Federal Regulations and State policies
 - iii. Respond to audit financial findings

- iv. Maintain proper accounting records and adequate documentation.
- v. Prepare financial reports
- vi. Provide technical assistance to subrecipients regarding fiscal issues
- vii. At the direction of the MVWDB, the fiscal agent may also:
 - 1. Conduct financial monitoring on service providers and
 - 2. Ensure independent audit of all employment and training programs

K. MISSPENT FUNDS OR DISALLOWED COSTS

- 1. The CEOs recognize that the designation of a local grant recipient and the fiscal agent does not absolve CEOs of their collective liability for misspent WIOA funds. In the event, WIOA expenditures are disallowed, and CEOs are unsuccessful at obtaining repayment from the fiscal agent each county shall be responsible for a portion of any such liability. The apportionment will be divided equally between the eight counties in the LWDA.
- 2. The CEOs recognize that the required payment of disallowed costs must be made from non-federal funding sources.

L. CEO PARTNERSHIP WITH THE LOCAL WORKFORCE DEVELOPMENT BOARD

- 1. The CEOs and MVWDB shall develop and submit a local plan to IWD that meets local workforce development needs and the requirements of WIOA. The completed local plan shall be approved by CEOs at a scheduled CEO meeting. The CEOs and MVWDB must be in agreement on the local plan before the plan can be submitted to IWD. The local plan must be consistent with the state plan.
- 2. In partnership with the MVWDB, the CEOs shall conduct oversight for WIOA Title I programs and the American Job Center (AJC) in the local area. They will ensure the appropriate use and management of the funds provided in the local area and ensure the appropriate use and management, and investment of funds to maximize performance outcomes.
- 3. To fulfill our oversight responsibilities under WIOA, the CEOs shall receive from its designated local grant recipient and fiscal agent (if applicable) the following information for review prior to each meeting:
 - a. Reports and other documents that summarize the current financial conditions of all WIOA grants awarded to MVWA, including income, expenditures, fund balances, comparison to the approved budget, and other financial metrics the CEOs may identify in conjunction with the execution of their responsibilities under this Agreement.
 - b. Reports and other documents that summarize known compliance issues or concerns along with an explanation of any out-of-compliance notices received for any program for which the CEOs retain ultimate financial liability.
- 4. The MVWDB, with the approval of the CEOs shall designate a one-stop operator through a competitive process and may terminate for cause the eligibility of such operators pursuant to WIOA section 107(d)(10).

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5. The MVWDB shall develop a board budget, with the approval of the CEOs. The MVWDB shall develop a budget consistent with the local plan for its activities and submit the budget to the CEOs for their approval. The local grant recipient and/or fiscal agent must distribute grant funds as approved by the CEOs provided that the disbursement does not violate WIOA or any other applicable law.
6. The CEOs shall approve additional one-stop partners as deemed appropriate and necessary to provide quality services.
7. The MVWDB, with approval from the CEOs, shall develop and enter into a Memorandum of Understanding (MOU) concerning the operation of the one-stop delivery system in the local area with the One-Stop Partners. The completed MOUs shall be subject to CEO approval and shall be reviewed and approved by the CEOs at scheduled meetings.

M. CONSULTATION WITH IOWA WORKFORCE DEVELOPMENT

1. The MVWDB, the CEOs, and IWD shall negotiate and reach an agreement on local performance accountability measures.
2. The CEOs will consult with IWD in the development of a reorganization plan, following the decertification of the MVWDB for fraud, abuse, failure to carry out functions, or non-performance.
3. In conjunction with IWD the CEOs will carry out statewide Rapid Response activities using funds reserved by IWD, including additional assistance to local service delivery areas that experience disasters, mass layoffs, plant closings, or other events that precipitate substantial increases in the number of unemployed individuals.
4. The CEOs, in coordination with IWD, and the MVWDB, shall establish and operate a fiscal and management accountability information system based on guidelines established by the Secretary after consultation with IWD, CEOs, and the one-stop partners (such guidelines shall promote efficient collection and use of fiscal and management information for reports and monitoring the use of funds made available and for preparing the annual report).
5. The CEOs will consult with the Secretary of Labor or IWD regarding any federal or state-funded activity in the Local Area.

N. CEO DISPUTES

It is agreed that CEO decisions required under this Agreement shall be made in a democratic manner and that each CEO shall have an equal vote in all deliberations. A simple majority vote shall be required to approve or deny any action required to fulfill the CEO responsibilities covered by this Agreement.

O. AMENDMENTS

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This Agreement may be amended or modified at any time by the affirmative vote of 75% of (6 members) of the eight-county CEOs holding office at the time of modification.

P. SELECTION OF NEW CLEO

When a new CLEO is selected in accordance with the CEO Agreement, the newly selected CLEO must submit to the MVWDB and IWD a written statement acknowledging that he/she has read, understands, and will comply with the current CEO Agreement, and will apprise IWD of the change in CLEO designation.

Q. ELECTION OF NEW CEO

When a new CEO is elected within the MVWA, the newly elected official must submit to the MVWDB a written statement acknowledging that he or she has read, understands, and will comply with the current CEO Agreement and reserves the option to request negotiations to amend the CEO Agreement at any time during the official's tenure as a CEO.

R. CEOS INFORMATION

County	Name	Email
Jackson	Don Schwenker	dschwenker@jacksoncounty.iowa.gov
Clinton	Jim Irwin	jirwin@clintoncounty-ia.gov
Scott	Jean Dickson	Jean.dickson@scottcountyiowa.gov
Muscatine	Danny Chick	Danny.chick@muscatinecountyiowa.gov
Louisa	Shawn Maine	Smaine@louisacountyia.gov
Lee	Charles Holmes	cmholmes@mchsi.com
Des Moines	Shane McCampbell	mccampbells@dmcounty.com
Henry	Chad White	cwhite@henrycountyiowa.us

S. DURATION

This Agreement shall be effective upon the approval of the Board of Supervisors of each of the member counties. The Agreement shall continue until WIOA is rescinded or MVWDB as currently designated is changed by the Governor or upon the CEO's request to amend this Agreement at any regularly scheduled meeting.

SIGNATURE PAGE

By signing below, I acknowledge that I have read and agree to the MVWA Chief Elected Official Shared Liability Agreement as amended at the June 20th, 2023, CEO meeting. Multiple signature pages will constitute a fully executed MVWA CEO Shared Liability Agreement. Upon receipt of all signature pages, this Agreement will become effective.

Signature

County

Date

.....	Clinton County
.....	Jackson County
.....	Muscatine County
.....	Scott County
.....	Louisa County
.....	Lee County
.....	Des Moines County
.....	Henry County

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS
July 20, 2023

A RESOLUTION APPROVING THE MODIFIED THE
MISSISSIPPI VALLEY WORKFORCE AREA
CHIEF ELECTED OFFICIAL SHARED LIABILITY AGREEMENT

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the modified Mississippi Valley Workforce Area Chief Elected Official Shared Liability Agreement is approved.

- Section 2. This resolution shall take effect immediately.