

What is the Workforce Development Board (WDB)?

The Workforce Development Board is a **membership consortium** made up of business executives, community leaders and elected officials appointed by the Chief Local Elected Officials (CLEOs). *This organization acts as both the planner for the region on areas of workforce development AND the Board of Directors for the local workforce investment area.* The main duties of the NWPB WDB are outlined in the agreement of work between the WDB and the CLEOs. The WDB operates under Robert's Rules of Order.

The purpose of the WDB:

To focus on strategic planning, policy development, oversight of the workforce system, and establishment of the priorities for employers and job seekers.

Functions of the WDB Board under WIOA:

1. Local Plan
2. Workforce Research and Regional Labor Market Analysis
3. Convening, Brokering, Leveraging
4. Employer Engagement
5. Career Pathways Development
6. Proven and Promising Practices
7. Technology
8. Program Oversight
9. Negotiation of Local Performance Accountability Measures
10. Selection of Operators and Providers
11. Coordination with Education Providers
12. Budget and Administration
13. Accessibility for Individuals with Disabilities

Please see Section 9: "Functions of the Board" for Section 107 of the Workforce Innovation and Opportunity Act's definition of these functions.

Committees of the WDB

Board Committees:

Communications
Executive
Governance
Business Solutions
Fiscal/Monitoring
Workforce Solutions
Nominations
Youth

See Section 11: WDB Committee Structure for more information on each committee.

Roles of the WDB Committee Chairs:

1. Set the tone for committee work
2. Ensures that members have the information they need to make effective decisions
3. Oversees the logistics of committee operations, action plans and follows through on accountabilities
4. Reports to full board on committee decisions/recommendations through a written report
5. Works closely with the Director and other staff of PFP
6. Assigns work to committee members
7. Sets agenda and runs the meetings
8. Ensures distribution of meeting minutes
9. Meetings should preside two weeks in advance of board meetings

Are You a Good Board Member?

The *Harvard Business Review* suggests working to:

- Create a climate of trust and candor
- Foster open dissent
- Use a fluid portfolio of roles
- Ensure individual accountability
- Evaluate board performance

The *NonProfit Times* lists seven important qualities of board members:

- *Integrity*: Demonstrating a zero tolerance for unethical behavior, both for themselves and their colleagues
- *Independence*: Having no unique business, financial, or personal relationships – or hoped-for-relationships – that create even the perception of a conflict of interest
- *Mature Confidence*: Speaking out and actively participating in board and committee deliberations
- *Corporate Manners*: Recognizing the difference between productively participating in discussions and counter-productively dominating deliberations through the volume or length of comments. Must be able to work with other members to create workable compromises.
- *A Sense of Context*: Making relevant, informed comments focused on the specific aspect of the issue being considered. Must be able to stay on topic.
- *Courage*: Willingness to do the right thing/make the right decision even if it is difficult or unpopular (i.e., no fence sitting)
- *Commitment*: Understanding that being an effective board member requires the time, the heart, and the standards to make the enterprise successful

Good board members also:

- Regularly attend board and committee meetings
- Come prepared to discuss the agenda items
- Respect the opinions of others
- Respond to requests in a timely manner

Who are the Chief Local Elected Officials (CLEOs)?

A designated County Commissioner from each of the following counties:

- Clarion
- Crawford
- Forest
- Venango
- Warren

and County Executive of Erie County

Roles and Responsibilities

Roles of the CLEOs:

1. Approve funding per Local Plan and annual budget.
2. Designate organization to provide and support staffing to the WDB and serve as the board of that entity.

Responsibilities of the CLEOs:

1. Appoint members, (totaling no less than **19** people with at least 50% representing the private sector and at least 20% workforce representatives) to the Workforce Development Board to assist in carrying out the provisions of the Act.
2. Approve the annual budget for all WDB operations for the workforce system in collaboration with the WDB
3. Designate the Fiscal Agent for the region
4. Approve the local and regional plan in partnership with the WDB
5. In agreement with the WDB, approve the PA CareerLink[®] Operator Model for the region's PA CareerLink[®] sites

The County of Venango is the Fiscal Agent. However, the CLEOs are considered the grant recipient and are liable for any misuse of grant funds.

What is Partners for Performance (PFP)?

Partners for Performance (PFP) is the program oversight agency and staff to the WDB. No funding is received by PFP; all funds go to the fiscal agent.

PFP has five primary roles:

1. Provides programmatic oversight and compliance for the NWPA WIA and its programs in accordance with federal, state, and local laws and policies.
2. Serves as the intermediary that coordinates community outreach and private sector engagement
3. Measures performance and quality assurance of the PA CareerLink® system
4. Monitors the PA CareerLink® system's documentation and performance
5. Authors and submits grant applications, and oversees delivery of services through grant-funded programs in concert with service providers

PFP is prohibited by law to provide services and/or programmatic management of the workforce system. PFP is also prohibited to receive any funds.

Responsibilities of the Director of the Local Workforce Development Area

Per the agreement, the Director of PFP is charged with providing and coordinating staff support for the WDB, including:

1. Management of PFP and its personnel
2. Assist the WDB in developing its strategic vision and plans for the region
3. Oversee and manage the implementation of specific WDB initiatives
4. Develop and facilitate community partnerships that further the WDB goals
5. Maintain relationships with the federal, state, and local funding sources
6. Assure adequate flow of information, including performance indicators and outcomes to assist in WDB oversight
7. Develop working relationships with board members
8. Assist the WDB in oversight and decision making
9. Collaborates with the Fiscal Agent
10. Collaborates with the Operator Consortium
11. Reports to the governing board of Partners for Performance