

**AGREEMENT BETWEEN THE
COOSA VALLEY/NORTH GEORGIA
COUNCIL OF CHIEF ELECTED OFFICIALS,
THE WORKFORCE INVESTMENT BOARD of NORTHWEST GEORGIA, and
THE NORTHWEST GEORGIA REGIONAL COMMISSION**

PURPOSE

The purpose of the Agreement is to delineate the respective roles and responsibilities of the Coosa Valley/North Georgia Council of Chief Elected Officials, the Workforce Investment Board of the northwest Georgia area, and the Northwest Georgia Regional Commission and to formalize procedures for carrying out joint responsibilities required by the Workforce Investment Act (WIA) within the geographical area designated as Workforce Investment Area (WIA) 1, which consists of the following counties:

| | | |
|-----------|----------|-----------|
| Bartow | Floyd | Paulding |
| Catoosa | Gilmer | Pickens |
| Chattooga | Gordon | Polk |
| Dade | Haralson | Walker |
| Fannin | Murray | Whitfield |

The cities in WIA 1 are as follows:

| | | |
|------------------|----------------------|------------------|
| Adairsville, GA | Emerson, GA | Ranger, GA |
| Aragon, GA | Eton, GA | Resaca, GA |
| Blue Ridge, GA | Euharlee, GA | Ringgold, GA |
| Braswell, GA | Fairmount, GA | Rockmart, GA |
| Bremen, GA | Fort Oglethorpe, GA | Rome, GA |
| Buchanan, GA | Jasper, GA | Rossville, GA |
| Calhoun, GA | Hiram, GA | Summerville, GA |
| Cartersville, GA | Kingston, GA | Talking Rock, GA |
| Cave Spring, GA | LaFayette, GA | Tallapoosa, GA |
| Cedartown, GA | Lookout Mountain, GA | Taylorsville, GA |
| Chatsworth, GA | Lyerly, GA | Trenton, GA |
| Chickamauga, GA | McCaysville, GA | Trion, GA |
| Cohutta, GA | Menlo, GA | Tunnel Hill, GA |
| Dallas, GA | Mineral Bluff, GA | Varnell, GA |
| Dalton, GA | Morganton, GA | Waco, GA |
| East Ellijay, GA | Nelson, GA | White, GA |
| Ellijay, GA | Plainville, GA | |

I. **RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE OF THE COUNCIL OF CHIEF ELECTED OFFICIALS (CCEO)**

The Council of Chief Elected Officials has authorized its Executive Committee to carry out any and all duties and responsibilities required of the Elected Officials of the Coosa Valley/North Georgia Area. The Executive Committee of the CCEO consists of fifteen (15) members who are elected officials selected by majority vote consistent with the Chief Elected Officials Memorandum of Agreement. All actions by the Executive Committee of the CCEO shall be by majority vote consistent with the CCEO Memorandum of Agreement.

The Chairman of the Executive Committee of the Council of Chief Elected Officials is authorized to sign the CCEO/WIA Agreement or modification as approved by the Executive Committee on behalf of the CCEOs.

In exercising the powers granted herein, the Executive Committee of the Council of Chief Elected Officials shall carry out any and all duties and responsibilities required of Council of Chief Elected Officials including, but not necessarily limited to, the following:

- A. Act on behalf of the local elected officials in approving/disapproving the Workforce Investment Area's Workforce Investment Plan, concur with Workforce Investment Act contracts of the Workforce Investment Board, and perform any other duties necessary for the implementation and operation of the workforce investment program.
- B. The Workforce Investment Board (WIB) shall be appointed by the Executive Committee of the Council of Chief Elected Officials. The nominees will be selected and constitute the local workforce board as required pursuant to Sec. 117(2)(a) of the Workforce Investment Act of 1998. The Executive Committee shall appoint or reject the nominees in accordance with the provisions of the Act and the requirements of the state. The Executive Committee shall prepare and submit to the Governor information and supporting documentation of WIB composition and appointments in order for the WIB to be certified by the Governor.
- C. The Executive Committee is authorized to request assistance from the Northwest Georgia Regional Commission for preparation of the Certification Package and other support functions.
- D. It shall be the responsibility of the Executive Committee to convene the WIB and to negotiate the WIB/Local Chief Elected Official Agreement.
- E. **Youth Council:** The Executive Committee of the Council of Chief Elected Officials shall concur with the appointments made by the Workforce Investment Board in accordance with the provisions of the Workforce Investment Act of 1998.
- F. The parties acknowledge that the Executive Committee of the Council of Chief

Elected Officials together with the Workforce Investment Board shall mutually agree on the designated operator(s) of the One-Stop system.

- G. In accordance with the provisions of the Workforce Investment Act of 1998, the Executive Committee of the Council of Chief Elected Officials shall review and approve local performance measures developed by the Workforce Investment Board for consideration.
- H. In accordance with the terms of the act, the Chairman of the Council of Chief Elected Officials shall serve on the Workforce Investment Board as a liaison to the Council of Chief Elected Officials, to assure that the Local Elected Officials' partnership meets the required participation in and oversight of the one-stop system.
- I. The Executive Committee of the Council of Chief Elected Officials shall have the authority to designate a grant sub-recipient/fiscal agent/administrative entity under the Workforce Investment Act.

II. **WIB MEMBER APPOINTMENT PROCESS**

In the initial appointment process, members of the Private Industry Council may be considered. From the nominations described below, the applicable CEO(s) will make appointments, being careful to attempt to give adequate spread to diverse economic interests, as well as geographic dispersion.

- A. **Private Sector** representatives on the WIB shall be selected from among individuals nominated by Chambers of Commerce and other business organizations. Such nominations, and the individuals selected from such nominations, shall reasonably represent the industrial and demographic composition of the business community and to the extent possible, include representation of small businesses and minority businesses. A minimum of fifty-one percent of the WIB shall represent the private sector.
- B. The **Secondary Education** representatives on the Council shall be selected from among individuals nominated by local educational organizations including educational agencies, local school boards, adult education, and post-secondary education.
- C. The **Organized Labor** representatives on the Council shall be selected from individuals recommended by recognized State and local labor federations. If the State or local labor federation fails to nominate a sufficient number of individuals to meet the labor representation requirements, individual workers may be included on the Council to complete the labor representation.
- D. **Community-Based Organization (CBO)** representatives must be selected from Community Based Organizations, including organizations representing individuals

with disabilities and veterans if they are present in the area.

- E. **Economic Development** agency representatives shall be selected from organizations representing economic development including private sector economic development entities.
- F. The remaining members of the Council shall be selected from individuals recommended by interested organizations to represent entities administering One Stop services. The membership representing One Stop Partners shall be re-evaluated as new One Stop partners are certified. Additional representatives may be added as the need arises.

The Executive Committee, in making appointments to the WIB, shall make such initial appointments for five (5) year terms consistent with the five year strategic planning cycle. Unless stated otherwise herein, appointments begin on July 1 and end on June 30.

It shall be the duty of the Executive Committee to appoint members to fill all vacancies. A position on the Workforce Investment Board is considered vacant on the date the term expires, a member becomes ineligible, a member is removed, or a member resigns or dies. The vacancy shall be filled by the Executive Committee through reappointment or replacement within sixty (60) days of the creation of the vacancy. In the case of an appointment to fill a vacancy on the Workforce Investment Board, the replacement member's term shall begin on the date of concurrence by the Executive Committee of the Council of Chief Elected Officials as to the member's replacement, and shall end on the date designated for the original appointment for whom the replacement is selected.

III. COMPOSITION OF THE WORKFORCE INVESTMENT BOARD

- A. The Northwest Georgia Workforce Investment Board will consist of:
 - 1. Representatives of the Private Sector, who shall constitute a majority of the membership of the Council and who shall be owners of business concerns, chief executive or chief operation officers of non-governmental employers or other private sector executives who have substantial management or policy responsibilities in business that reflect the employment opportunities of the local area (a minimum of one Private Sector representative per county will be maintained).
 - 2. A minimum of two (2) representatives of organized labor or other representatives of employees;
 - 3. A minimum of two (2) representatives of local educational agencies, to include educational agencies, local school boards, adult education and post secondary schools including community colleges;
 - 4. A minimum of two (2) representatives of economic development agencies;
 - 5. A minimum of two (2) representatives of community-based organizations;
 - 6. A member of the Council of Chief Elected Officials; and
 - 7. Representatives of each of the One Stop Partners which shall initially

include the Georgia Department of Labor, Georgia Department of Family and Children Services, Georgia Division of Rehabilitative Services, HUD Employment and Training Programs, and the administrative entity to the Workforce Investment Act and Title V of the Older Americans Act (currently Northwest Georgia Regional Commission).

IV. **RESPONSIBILITIES OF THE WORKFORCE INVESTMENT BOARD (WIB)**

- A. Develop and submit a local plan in partnership with the local Chief Elected Official(s).
- A. Participate in the development of a regional plan if local area lies within a region.
- B. Designate or certify One Stop operators with the agreement of the local Chief Elected Official(s). Terminate the eligibility of such operators where necessary.
- C. Identify eligible youth providers through a competitive process.
- D. Identify eligible training providers and, where needed, identify providers of intensive services using a competitive process.
- E. Develop a budget to carry out required duties, subject to the approval of the local Chief Elected Official(s).
- F. Conduct program oversight of youth and adult local employment and training activities and the One Stop service delivery system in the local area.
- G. Negotiate with the local Chief Elected Official(s) and the Governor on local program performance measures.
- H. Assist the Governor in developing statewide employment statistics system.
- I. Ensure coordination of the Workforce Investment Activities with the area's economic development strategies and develop employer connections to such activities.
- J. Promote the participation of private employers in the statewide workforce development system and assist these employers in meeting hiring needs through the local workforce system.
- K. Establish, in cooperation with the local Chief Elected Official(s), a subcommittee that shall be known as a Youth Council. The Youth Council shall include board members with special interest or expertise in youth policy. In addition, it shall include representatives of:
 - 1. Youth services agencies
 - 2. Local public housing authorities
 - 3. Job Corps
 - 4. Parents of eligible youth customers
 - 5. and Individuals who have experience relating to youth activities (former

customers, representatives of organizations or others the local board chair and local elected official determine to be appropriate).

- L. Enter into an agreement with the Chief Elected Official(s) that describes respective roles and responsibilities of the board and CEOs (section 661.300 of the Federal Regulations).
- M. Coordinate with other workforce and economic development activities carried out in the region. Examples include the efforts of the Departments of Industry, Trade and Tourism, and Community Affairs; universities, colleges and technical institutes; empowerment zones; and similar efforts.
- N. Build on existing local youth service organizations in creating the Youth Council and select a member of the local Workforce Investment Board to chair the Youth Council.

V. **RESPONSIBILITIES OF THE NORTHWEST GEORGIA REGIONAL COMMISSION**

The Council of Chief Elected Officials shall designate the Northwest Georgia Regional Commission as the grant sub-recipient, fiscal agent/administrative agent and the Northwest Georgia Regional Commission shall serve as such.

- A. The Northwest Georgia Regional Commission will be responsible for the budgetary process and for requesting, receiving, distributing and accounting for all WIA funds for the WIB. It will also accept liability for all aspects of the program including any repayment of disallowed costs as described in the Memorandum of Agreement (Exhibit A).
- B. The Northwest Georgia Regional Commission will be responsible for the following:
 - 1. Planning, developing, maintaining and administering of the Plan;
 - 2. Developing Request for Proposals for services to be provided under the Plan if appropriate;
 - 3. Negotiating and contracting for services to be provided under the Plan if appropriate;
 - 4. Financial management of all WIA funded activities;
 - 5. Procurement and management of WIA funded property;
 - 6. Developing and implementing an Individual Training Account system if appropriate;
 - 7. Fiscal and program monitoring and evaluation of ITA's, supportive services, and training contracts if appropriate;
 - 8. Developing and maintaining the WIA Management Information System;
 - 9. Coordinating WIA services and initiatives with appropriate local, state and federal programs;
 - 10. Coordinating WIA services and initiatives with the initiatives of the Private Sector and Economic Development Organizations;
 - 11. Contractor and staff training on WIA policies and procedures;
 - 12. Developing News Releases concerning WIA activities;
 - 13. Proposing policies and procedures necessary for effectively administering

- activities funded through the Plan;
- 14. Establishing and maintaining a Grievance Procedure for programs and activities provided through the Plan; and
- 15. Performing other duties of an Administrative Entity as required by the State Agency.

VI. STATUTES AND REGULATIONS

All activities relating to this agreement and all related boards, councils, and members thereof shall comply with all applicable state and federal statutes and regulations, including, but not limited to, the Georgia Open Meetings and Records Act.

VII. TERM AND DURATION

This agreement shall remain in effect until modified as provided through the terms of this Agreement; terminated upon 90 days written notice by either party; or through the termination of the grant(s) authorizing workforce investment training activities.

VIII. MODIFICATION OF AGREEMENT

This Agreement may be amended, supplemented, or superseded only by an affirmative vote of a majority of the members of the Workforce Investment Board, the members of the Executive Committee of the Council of Chief Elected Officials and the Board of the Northwest Georgia Regional Commission. Members shall be given at least ten (10) days written notice of such proposed change.

Executed this _____ day of _____, 20_____

Signature _____ Title _____

Signature _____ Title _____

Signature _____ Title _____

Approved: _____

Adopted 10/25/00