

**AN AGREEMENT
Between
THE CHIEF LOCAL ELECTED OFFICIALS
Of
THE CITY OF ALEXANDRIA AND ARLINGTON COUNTY
And
THE LOCAL WORKFORCE DEVELOPMENT BOARD
Under the
WORKFORCE INNOVATION AND OPPORTUNITY ACT (P.L. 113-128)**

The purpose of this agreement is to specify the relationships between the Chief Local Elected Officials of the City of Alexandria and Arlington County, Virginia and the Local Workforce Development Board pursuant to the Workforce Innovation and Opportunity Act of 2014 (Public Law No. 113-128, “the Act”). This agreement is undertaken between the Chief Local Elected Officials who have formed the Alexandria/Arlington Workforce Development Consortium (hereafter referred to as the Consortium). The Alexandria/Arlington Regional Workforce Council, is the Local Workforce Development Board serving the City of Alexandria and Arlington County formed pursuant to the Agreement.

WITNESSETH

WHEREAS, for the purposes of this agreement, the Consortium, under Section 107 of the Act, is the legal representative of the Chief Local Elected Officials for the City of Alexandria, a municipal corporation of the Commonwealth of Virginia, and Arlington County, a political subdivision of the Commonwealth of Virginia; and

WHEREAS, Arlington County has been designated as the local grant recipient and financial administrator, and the jurisdictions maintain responsibility for their portions of the Act funding; and

WHEREAS, the Consortium is the appointing authority for the Local Workforce Development Board under Section 107 of the Act; and

WHEREAS, it is the responsibility of the Local Workforce Development Board to develop the local workforce plan, coordinate and conduct oversight of the One-Stop System, and provide oversight of the Act’s Title I activities in this area in partnership with the Consortium; and

WHEREAS, the Consortium and the Local Workforce Development Board may enter into an agreement that describes the respective roles and responsibilities of the parties under the regulations governing the Act; and

WHEREAS, the use of the terms “in partnership with” and “in cooperation with” the Chief Local Elected Officials and the Local Workforce Development Board as referenced in the regulations are synonymous for purposes of this document.

NOW THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the Consortium and the Local Workforce Development Board do agree as follows:

SECTION 1: Responsibilities of the Consortium of Chief Local Elected Officials

Appoint the Local Workforce Development Board; and
Identify key roles and responsibilities of all parties, including the operation and function of the Board, and provisions regarding conflict of interest; and
Approve the budget.

SECTION 2: In conjunction with the Local Workforce Development Board, the Consortium of Chief Local Elected Officials shall:

Set the vision for the regional workforce system and develop and submit to the Governor a comprehensive local plan;
Negotiate and reach agreement on local performance measures with the Commonwealth of Virginia;
Select the One-Stop Operators; and
Conduct oversight of all Title I programs under the Act.

SECTION 3: In conjunction with the Consortium, the Local Workforce Development Board shall:

Develop a local plan;
Develop a budget for local activities consistent with the local plan and to carry out the duties of the Board;
Provide program oversight of all Title I programs under the Act, including progress in implementing the local plan and ongoing review of the performance of all Title I programs;
Negotiate local performance measures;
Select One-Stop operators and develop and execute MOUs with One-Stop partners as designated by the Act and the State;
Conduct workforce research and regional labor market analysis;
Convene, broker, and leverage local stakeholders to assist in writing plan and identify non-federal expertise and resources;
Engage a diverse range of employers to promote business representation and industry sector partnerships;
Lead efforts with representative of secondary and postsecondary education programs to develop and implement career pathways;
Coordinate activities with education and training providers;
Identify and promote promising practices to meet the needs of employers and workers with disabilities;
Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, and job seekers; and
Assess all local One-Stop centers for accessibility for individuals with disabilities.

SECTION 4: Local Workforce Development Board Operations

Public Comment. The Local Workforce Development Board shall adhere to required public review and comment provisions as specified in the Act and state regulations.

Reports. The Local Workforce Development Board shall develop and provide reports regarding progress on plan implementation, performance management, and the expenditure of funds.

Audit. The Local Workforce Development Board agrees to comply with federal single audit act provisions applicable to local governments to ensure the appropriate utilization of funds under the Act.

Records. The Local Workforce Development Board shall maintain copies of the records of their activities in all major areas, including all meeting agendas and minutes, contracts, fiscal records, and management documentation.

Conflict of Interest. The Local Workforce Development Board appointees shall comply with all applicable conflict of interest laws.

Bylaws. The Local Workforce Development Board may establish Bylaws and/or Operating Procedures that are consistent with the provisions of this or any other bilateral agreement between the affected parties. In the event that any such Bylaws or procedures shall be found to be in conflict with the provisions of this or any other bilateral agreement, the provisions of said agreement shall prevail.

Designees of Official Appointments. In the course of the Local Workforce Development Board's operation, designees may attend, participate, and vote at Local Workforce Development Board meetings; such designees may be selected by the individual Local Workforce Development Board member.

Nondiscrimination. During the term of this agreement the Local Workforce Development Board, Consortium, the Administrative Entities and Grant Recipients agree not to discriminate against any person, whether a recipient of services (actual or potential), an employee, or an applicant for employment on the basis of factors prohibited by federal or state law. The aforementioned shall, in all solicitations for employment placed on their behalf, state that the aforementioned are "Equal Opportunity Employers."

SECTION 5: Term of the Agreement

The term of this agreement shall commence upon execution and shall continue through the term of the Chief Local Elected Official's agreement.

SECTION 6: Amendment of Agreement

Either party may propose amendments to this agreement at any time, which must be approved by the Alexandria City Council and the Arlington County Board.

SECTION 7: Construction

Should any part, clause, paragraphs or sentence of this agreement be construed by a court of competent jurisdiction to be in violation of any federal or state law, rule or regulation, the remainder of the agreement shall remain in full force and effect unless amended in accord with the article.

SECTION 8: Ratification of the Agreement

In witness thereof, this agreement is approved:

The City of Alexandria, a municipal corporation of Virginia:

Mayor, City of Alexandria

Date

Arlington County, a political subdivision of Virginia:

Chairman, Arlington County Board

Date

Chair, Local Workforce Development Board

Date