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Meeting Materials for the Yavapai County Workforce Development Board Executive Committee Meeting
Thursday, July 9, 2020

WDB Budget PY2020-2021

Title I Budgets PY2020-2021

SGA Addendum Review/Approval

Scope of Work Memorandum

Yavapai County Service Delivery Organizational Chart

Roles and Responsibilities

Link to the 2020-2023 Workforce Development Plan is on the Agenda

**Yavapai County
Workforce Development Board Budget**

Draft

DATE: 7/1/2020

PROVIDER	TITLE: <u>WDB Budget</u>
NACOG-EWD	
221 NORTH MARINA STREET	
SUITE 201	
PRESCOTT, ARIZONA 86301	
	PROGRAM CONTRACT TERM:
	<u>July 1, 2020 - June 30, 2021</u>
	TOTAL AMOUNT: \$ <u>460,467.00</u>

1.0 ADMINISTRATION

1.1 Salaries	\$ 71,136.00
1.2 Fringe at 35%	\$ 24,898.00
1.3 Indirect Costs 7.3%	\$ 7,010.00
1.4 Professional & Outside	\$ 10,000.00
1.5 Travel	\$ 5,000.00
1.6 Other	\$ 3,550.00
1.7 Career Services Adult, Youth, DW, RR	\$ 338,873.00
TOTAL ADMINISTRATION	\$ 460,467.00

Funded through WIOA Allocated funds

Note: There is no current resource for this budget outside of WIOA Admin/Program funds and \$17,061 of Title II on a cost reimbursement basis for Title II outreach and orientations. WIOA funds are restricted to rules as stated in current IGA and according to the NPRM and final rules of the ACT. Board members who are WIOA Partners are responsible for making sure this budget is met according to these rules.

- 1.1 & 1.2 Salaries & Fringe Increased by 24 hrs/wk X 52 wks - WDB Staff
- 1.3 Indirect Costs- IDC 7.3%
- 1.4 Professional & Outside Services- consultants/legal
- 1.5 Board approved travel.
- 1.6 Other includes space rent, marketing & advertisement, and WDB materials & supplies.
- 1.7 Career Services (Considered Core Services) -

WAC Policy #1 Local Governance Policy "The LWDB Budget is for all of the activities of the LWDB including the Title I budget amounts to be allocated for youth (Section 133) and adult and dislocated worker (Section 128) career services. The LWDB determines how much of the budget to allocate to required partners for these services and how to procure these services."

§ 678.735 (a) Local WDBs must provide to the Governor appropriate and relevant materials and documents used in the negotiations under the local funding mechanism, including but not limited to: The local WIOA plan, the cost allocation method or methods proposed by the partners to be used in determining proportionate share, the proposed amounts or budget to fund infrastructure, the amount of total partner funds included, the type of funds or non-cash contributions, proposed one-stop center budgets, and any agreed upon or proposed MOUs.

WDB Approval YES / NO

Date: _____

**AZ @ WORK -- Title 1
Program Budget Summary
PY20 FY21**

DRAFT

DATE: 7/1/2020

PROVIDER NACOG-EWD 221 NORTH MARINA STREET SUITE 201 PRESCOTT, ARIZONA 86301	TITLE: <u>Adult</u> CONTRACT # _____ PROGRAM CONTRACT TERM: <u>July 1, 2020 - June 30, 2022</u> AMENDMENT # _____ TITLE AMOUNT: \$ <u>611,602.00</u>	Inc/(Decr) 30% \$139,804.00
---	--	--

1.0 ADMINISTRATION	20% (+10%)		Inc/(Decr)
1.1 Salaries	\$ 15,102.00	\$	296.00
1.2 Fringe at 35%	\$ 5,285.00	\$	103.00
1.3 Capital Purchases	\$ -		
1.4 Other Admin	\$ 100,445.00	\$	74,733.00
1.5 Indirect Costs 7.3%	\$ 1,488.00	\$	9.00
TOTAL ADMINISTRATION	\$ 122,320.00	\$	75,141.00

2.0 TRAINING	78%		
2.1 Salaries	\$ 130,522.00	\$	2,559.00
2.2 Fringe at 35%	\$ 45,683.00	\$	896.00
2.3 Indirect Costs 7.3%	\$ 12,863.00	\$	288.00
2.4 Capital Purchases	\$ -	\$	-
2.5 Other Training	\$ -	\$	-
2.6 On-the-Job Training	\$ 156,711.00	\$	50,183.00
2.7 OCC/VOC Training	\$ 49,776.00	\$	20,000.00
2.8 Customized Training	\$ 17,115.00	\$	10,000.00
2.9 Work Experience	\$ 60,000.00	\$	11,885.00
2.10 Summer Youth	\$ -		
2.11 WEX IDC	\$ 4,380.00	\$	879.00
TOTAL TRAINING	\$ 477,050.00	\$	96,690.00

WDB Approval YES / NO
Date: _____

3.0 PARTICIPANT	2%		Inc/(Decr)
3.1 Salaries	\$ -		
3.2 Fringe at 35%	\$ -		
3.3 Capital Purchases	\$ -		
3.4 Other Participant Supp	\$ -		
3.5 Financial Assistance	\$ -		
3.5.1 Needs-Based Pmt	\$ 4,732.00		\$4,732.00
3.5.2 Support Services	\$ 7,500.00	\$	-
3.6 Employ Generating Ser	\$ -		
3.7 Work Experience	\$ -		
3.8 Exemplary Youth	\$ -		
3.9 Indirect Costs 8.2%	\$ -		
TOTAL PARTICIPANT SUPPO	\$ 12,232.00		\$4,732.00
TOTAL ALLOCATION	\$ 611,602.00		

Notes:
 Admin + 10%=20%
 S/F + 2% COLA
 IDC 7.3%
 Other - transfer 100% training to Amden = flexibility
 Training - 78% -
 S/F + 2% COLA
 IDC 7.3%
 OJT - 48 w/average of \$3,500 ea.
 Occ/Voc - 17 w/average of \$3,000 ea.
 Custom training - 3 employees, potential 50-100 trainees at \$5,000 ea.
 WEX - 17 at \$12/hr = \$3,500 ea.
 Support - 22 NBP - \$9/hr X 20 hrs = \$220 ea.
 SS - 30 w/average \$250 ea.

**AZ @ WORK -- Title 1
Program Budget Summary
PY20 FY21**

Draft

DATE: 7/1/2020

PROVIDER	TITLE: <u>Dislocated Worker</u>	Inc/(Decr)
<i>NACOG-EWD</i>	CONTRACT # _____	8%
<i>221 NORTH MARINA STREET</i>	PROGRAM CONTRACT TERM:	
<i>SUITE 201</i>	<u>July 1, 2020- June 30, 2022</u>	
<i>PRESCOTT, ARIZONA 86301</i>	AMENDMENT # _____	
	TITLE AMOUNT: \$ <u>657,162.00</u>	\$ 48,145.00

1.0 ADMINISTRATION	10%		Inc/(Decr)
1.1 Salaries	\$ 69,216.00	\$	50,000.00
1.2 Fringe at 35%	\$ 24,226.00	\$	17,500.00
1.3 Capital Purchases	\$ -		
1.4 Other Admin	\$ 31,169.00	\$	(1,871.00)
1.5 Indirect Costs 7.3%	\$ 6,821.00	\$	4,901.00
TOTAL ADMINISTRATION	\$ 131,432.00	\$	70,530.00

2.0 TRAINING	77%		Inc/(Decr)
2.1 Salaries	\$ 126,339.00	\$	(46,602.00)
2.2 Fringe at 35%	\$ 44,219.00	\$	(16,311.00)
2.3 Indirect Costs 7.3%	\$ 12,451.00	\$	(4,826.00)
2.4 Capital Purchases	\$ -		
2.5 Other Training	\$ 89,709.00	\$	-
2.6 On-the-Job Training	\$ 132,117.00	\$	22,380.00
2.7 OCC/VOC Training	\$ 25,000.00	\$	5,259.00
2.8 Customized Training	\$ 25,000.00	\$	5,000.00
2.9 Work Experience	\$ 48,120.00	\$	-
2.10 Summer Youth	\$ -		
2.11 WEX IDC	\$ 3,060.00	\$	-
	\$ -		
	\$ -		
TOTAL TRAINING	\$ 506,015.00	\$	(35,100.00)

3.0 PARTICIPANT	3%		Inc/(Decr)
3.1 Salaries	\$ -		
3.2 Fringe at 35%	\$ -		
3.3 Capital Purchases	\$ -		
3.4 Other Participant Supp	\$ -		
3.5 Financial Assistance	\$ -		
3.5.1 Needs-Based Pmt	\$ 10,715.00		\$10,715.00
3.5.2 Support Services	\$ 9,000.00		\$2,000.00
3.6 Employ Generating Ser	\$ -		
3.7 Work Experience	\$ -		
3.8 Exemplary Youth	\$ -		
3.9 Indirect Costs 8.2%	\$ -		
TOTAL PARTICIPANT SUPPC	\$ 19,715.00		\$ 12,715.00
TOTAL ALLOCATION	\$ 657,162.00		\$ 48,145.00

Notes:

Admin - 10%+ = \$70,530

S/F 2% moved \$62,913 S/F from Training to free up training

IDC - 7.3% moved

Training - 77%

S/F 2% moved \$62,913 to admin

Other Training - no change

OJT - 38 @ \$3,500 ea

Occ/Voc - 10 @ 4@,500 ea

Customized Training - \$5,000 per employer, 3-5 employers

10-100 trainees

Support - 43 @ \$250 ea.

NBP - 36@\$250 ea.

WDB Approval YES / NO

Date: _____

AZ @ Work -- Title 1
Program Budget Summary
 PY20 FY21

Draft

DATE: 7/1/2020

PROVIDER	TITLE: <u>Youth</u>	Inc/(Decr)
<i>NACOG-EWD</i>	CONTRACT #	23%
<i>221 NORTH MARINA STREET</i>	PROGRAM CONTRACT TERM:	
<i>SUITE 201</i>	<u>July 1, 2020- June 30, 2022</u>	
<i>PRESCOTT, ARIZONA 86301</i>	AMENDMENT #	
	TITLE AMOUNT:	\$ 558,000.00
		\$ 104,836.00

		Inc/(Decr)			Inc/(Decr)
1.0 ADMINISTRATION	20%		3.0 PARTICIPANT	1%	
1.1 Salaries	\$ 14,244.00	\$ 678.00	3.1 Salaries	\$ -	
1.2 Fringe at 35%	\$ 4,985.00	\$ 762.00	3.2 Fringe at 35%	\$ -	
1.3 Capital Purchases	\$ -	\$ -	3.3 Capital Purchases	\$ -	
1.4 Other Admin	\$ 90,967.00	\$ 64,869.00	3.4 Other Participant Support	\$ -	
1.5 Indirect Costs 7.3%	\$ 1,404.00	\$ 25.00	3.5 Financial Assistance	\$ -	
TOTAL ADMINISTRATION	\$ 111,600.00	\$ 66,334.00	3.5.1 Needs-Based Pmt	\$ 4,160.00	\$4,160.00
			3.5.2 Support Services	\$ 7,000.00	\$3,000.00
			3.6 Employ Generating Serv	\$ -	
			3.7 Work Experience	\$ -	
			3.8 Exemplary Youth	\$ -	
			3.9 Indirect Costs 8.2%	\$ -	
			TOTAL PARTICIPANT SUPPORT	\$ 11,160.00	\$ 7,160.00
2.0 TRAINING	78%		TOTAL ALLOCATION	\$ 558,000.00	\$ 104,836.00
2.1 Salaries	\$ 124,729.00	\$ 2,445.00			
2.2 Fringe at 35%	\$ 43,655.00	\$ 856.00			
2.3 Indirect Costs 7.3%	\$ 12,292.00	\$ 76.00			
2.4 Capital Purchases	\$ -	\$ -			
2.5 Other Training	\$ 26,583.00	\$ -			
2.6 On-the-Job Training	\$ 49,296.00	\$ 6,707.00			
2.7 OCC/VOC Training	\$ 23,069.00	\$ 5,730.00			
2.8 Customized Training	\$ -	\$ -			
2.9 Work Experience	\$ 77,117.00	\$ 10,000.00			
2.10 Summer Youth	\$ 67,912.00	\$ -			
2.11 WEX IDC	\$ 10,587.00	\$ 5,778.00			
	\$ -	\$ -			
	\$ -	\$ -			
TOTAL TRAINING	\$ 435,240.00	\$ 31,592.00			

WDB Approval YES / NO
 Date: _____

Note:

Notes:

Admin 20%
S/F 2% COLA
Other - 64 + flex spending
IDC 7.3%
Training - 78%
S/F 2% COLA
Other - no change
OJT 14 - \$3,500 ea.
Occ/Voc - 6 @ \$4,000 ea
WEX - 22 @ \$12/hr.
SY - 18 @ \$3,800 ea.
IDC 7.3%
Support - 1%
NBP - 17 @ \$250 ea.
SS - 28 @ \$250 ea.

**Program Budget Summary
PY20 FY21**

DRAFT

Transfer 150K from DW to A

DATE: 7/1/2020

PROVIDER	TITLE: Adult	Inc/(Decr)
NACOG-EWD	CONTRACT #	30%
221 NORTH MARINA STREET	PROGRAM CONTRACT TERM:	
SUITE 201	July 1, 2020 - June 30, 2022	
PRESCOTT, ARIZONA 86301	AMENDMENT # 1	
	TITLE AMOUNT: \$ 761,602.00	\$150,000.00

1.0 ADMINISTRATION	20% (+10%)	Inc/(Decr)
1.1 Salaries	\$ 15,102.00	
1.2 Fringe at 35%	\$ 5,285.00	
1.3 Capital Purchases	\$ -	
1.4 Other Admin	\$ 100,445.00	
1.5 Indirect Costs 7.3%	\$ 1,488.00	
TOTAL ADMINISTRATION	\$ 122,320.00	\$ -

2.0 TRAINING	78%	
2.1 Salaries	\$ 130,522.00	
2.2 Fringe at 35%	\$ 45,683.00	
2.3 Indirect Costs 7.3%	\$ 12,863.00	
2.4 Capital Purchases	\$ -	
2.5 Other Training	\$ 8,860.00	\$ 8,860.00
2.6 On-the-Job Training	\$ 231,711.00	\$ 75,000.00
2.7 OCC/VOC Training	\$ 75,916.00	\$ 26,140.00
2.8 Customized Training	\$ 17,115.00	
2.9 Work Experience	\$ 100,000.00	\$ 40,000.00
2.10 Summer Youth	\$ -	
2.11 WEX IDC	\$ 4,380.00	\$ -
TOTAL TRAINING	\$ 627,050.00	\$ 150,000.00

3.0 PARTICIPANT	2%	Inc/(Decr)
3.1 Salaries	\$ -	
3.2 Fringe at 35%	\$ -	
3.3 Capital Purchases	\$ -	
3.4 Other Participant Support	\$ -	
3.5 Financial Assistance	\$ -	
3.5.1 Needs-Based Pmt	\$ 4,732.00	
3.5.2 Support Services	\$ 7,500.00	
3.6 Employ Generating Serv	\$ -	
3.7 Work Experience	\$ -	
3.8 Exemplary Youth	\$ -	
3.9 Indirect Costs 8.2%	\$ -	
TOTAL PARTICIPANT SUPPORT	\$ 12,232.00	\$4,732.00
TOTAL ALLOCATION	\$ 761,602.00	

Notes:

WDB Approval YES / NO
Date: _____

**AZ @ WORK -- Title 1
Program Budget Summary
FY20 FY21**

Draft

Transfer \$150K from DW to A

DATE: 7/1/2020

Inc/(Deer)

PROVIDER	TITLE: <u>Dislocated Worker</u>	8%
<i>NACOG-EWD</i>	CONTRACT # _____	
<i>221 NORTH MARINA STREET</i>	PROGRAM CONTRACT TERM:	
<i>SUITE 201</i>	<u>July 1, 2020- June 30, 2022</u>	
<i>PRESCOTT, ARIZONA 86301</i>	AMENDMENT # 1	
	TITLE AMOUNT: <u>\$ 507,162.00</u>	\$ (150,000.00)

1.0 ADMINISTRATION	10%	Inc/(Deer)
1.1 Salaries	\$ 69,216.00	
1.2 Fringe at 35%	\$ 24,226.00	
1.3 Capital Purchases	\$ -	
1.4 Other Admin	\$ 31,169.00	
1.5 Indirect Costs 7.4%	\$ 6,821.00	
TOTAL ADMINISTRATION	\$ 131,432.00	\$ -

2.0 TRAINING	77%	
2.1 Salaries	\$ 126,339.00	
2.2 Fringe at 35%	\$ 44,219.00	
2.3 Indirect Costs 7.3%	\$ 12,451.00	
2.4 Capital Purchases	\$ -	
2.5 Other Training	\$ 83,849.00	\$ (5,860.00)
2.6 On-the-Job Training	\$ 55,117.00	\$ (77,000.00)
2.7 OCC/VOC Training	\$ (1,140.00)	\$ (26,140.00)
2.8 Customized Training	\$ 5,000.00	\$ (20,000.00)
2.9 Work Experience	\$ 27,120.00	\$ (21,000.00)
2.10 Summer Youth	\$ -	
2.11 WEX IDC	\$ 3,060.00	
	\$ -	
	\$ -	
TOTAL TRAINING	\$ 356,015.00	\$ (150,000.00)

3.0 PARTICIPANT	3%	Inc/(Deer)
3.1 Salaries	\$ -	
3.2 Fringe at 35%	\$ -	
3.3 Capital Purchases	\$ -	
3.4 Other Participant Support	\$ -	
3.5 Financial Assistance	\$ -	
3.5.1 Needs-Based Pmt	\$ 10,715.00	
3.5.2 Support Services	\$ 9,000.00	
3.6 Employ Generating Serv	\$ -	
3.7 Work Experience	\$ -	
3.8 Exemplary Youth	\$ -	
3.9 Indirect Costs 8.2%	\$ -	
TOTAL PARTICIPANT SUPPORT	\$ 19,715.00	\$ -
TOTAL ALLOCATION	\$ 507,162.00	\$ (150,000.00)

Notes: _____

WDB Approval YES / NO
Date: _____

YAVAPAI COUNTY

SCOPE OF WORK MEMORANDUM AGREEMENT BETWEEN THE BOARD OF SUPERVISORS, WORKFORCE DEVELOPMENT BOARD AND THE NORTHERN ARIZONA COUNCIL OF GOVERNMENTS

THIS MEMORANDUM, effective July 1, 2020, sets forth the understandings of the Yavapai County Board of Supervisors (the Board), the Yavapai County Workforce Development Board (WDB) and the Northern Arizona Council of Governments (NACOG) with respect to the local workforce development activities in Yavapai County, Arizona pursuant to Public Law 113-128, or any amendment made hereto the Workforce Innovation and Opportunity Act (the Act).

Statement of Purpose. The purpose of this Memorandum is to specify roles, procedures and responsibilities attendant to the designation of NACOG as the “Administrative Entity Program Operator (PO) (Direct Service Provider of Title I-B) and One Stop Operator” (OSO) assigned through a competitive procurement process as required by the Workforce Innovation and Opportunity Act (WIOA) in order to provide staff and other resources as required to establish and maintain the programs and services required by the Act. The Parties understand that the Board has entered into an Intergovernmental Agreement (see Attachment 1) with the Arizona Department of Economic Security (DES) dated August 8, 2018 with an effective date of July 1, 2018 whereby the Board has assumed direct responsibility for local workforce development activities and for receipt and disbursement of funds to NACOG as required to carry out such activities as defined in WIOA. The Parties intend that NACOG, to the greatest feasible extent, will assume financial and programmatic responsibility for local workforce development activities while the Board and their designated staff will maintain general oversight of the activities and will establish and maintain such fiscal and operational controls as it deems necessary to ensure efficient and effective service delivery.

The scope of work, roles and responsibilities of the Parties shall be as set forth herein:

- 1. WIOA Service Delivery.** The relationship of the various entities participating in the delivery of funds and services pursuant to the Act is depicted in the WIOA Service Delivery Organization Chart, attached hereto as Attachment 2, and incorporated by reference herein.
- 2. Roles and Responsibilities; General.** The general roles and responsibilities of the Parties to this memorandum are set forth in the Yavapai County WIOA Roles, Responsibilities and Duties Summary attached hereto as Attachment 3 and incorporated by reference herein.
- 3. Roles, Responsibilities and Duties; Yavapai County – Department of Economic Security Intergovernmental Agreement.** Except as expressly provided herein, the Northern Arizona Council of Governments (NACOG), as the designated AE PO/OSO, shall discharge under the authority of the NACOG Executive Director all direct service duties and responsibilities assigned to the Board pursuant to the Intergovernmental Agreement between the Board and the Arizona Department of Economic Security (DES) dated July 1, 2018 or renewals thereof.

4. Performance of Duties and Responsibilities. The Parties understand that the designation of NACOG as the **AE PO/OSO** is conditioned on NACOG's satisfactory performance of the duties and responsibilities as set forth in the Memorandum and attachments thereto. In the event that the Board and/or the WDB determines that such duties and responsibilities are not being provided in a satisfactory manner, i.e., meeting WIOA negotiated performance rules, the Board and/or the WDB may provide written notice of deficient performance to NACOG specifying the particular deficiencies noted and the corrective action required. In the event that the deficiencies noted are not corrected within 30 days of transmittal of such notice, the Board may direct that NACOG's designation as **AE PO/OSO** be revoked.

APPROVED AND ACCEPTED
Yavapai County Board of Supervisors

Craig Brown, Chairman

Date _____

Attest:

Kim Kapin, Clerk of the Board

Date _____

Yavapai County Workforce Development Board

By _____

Title Chairman _____

Date _____

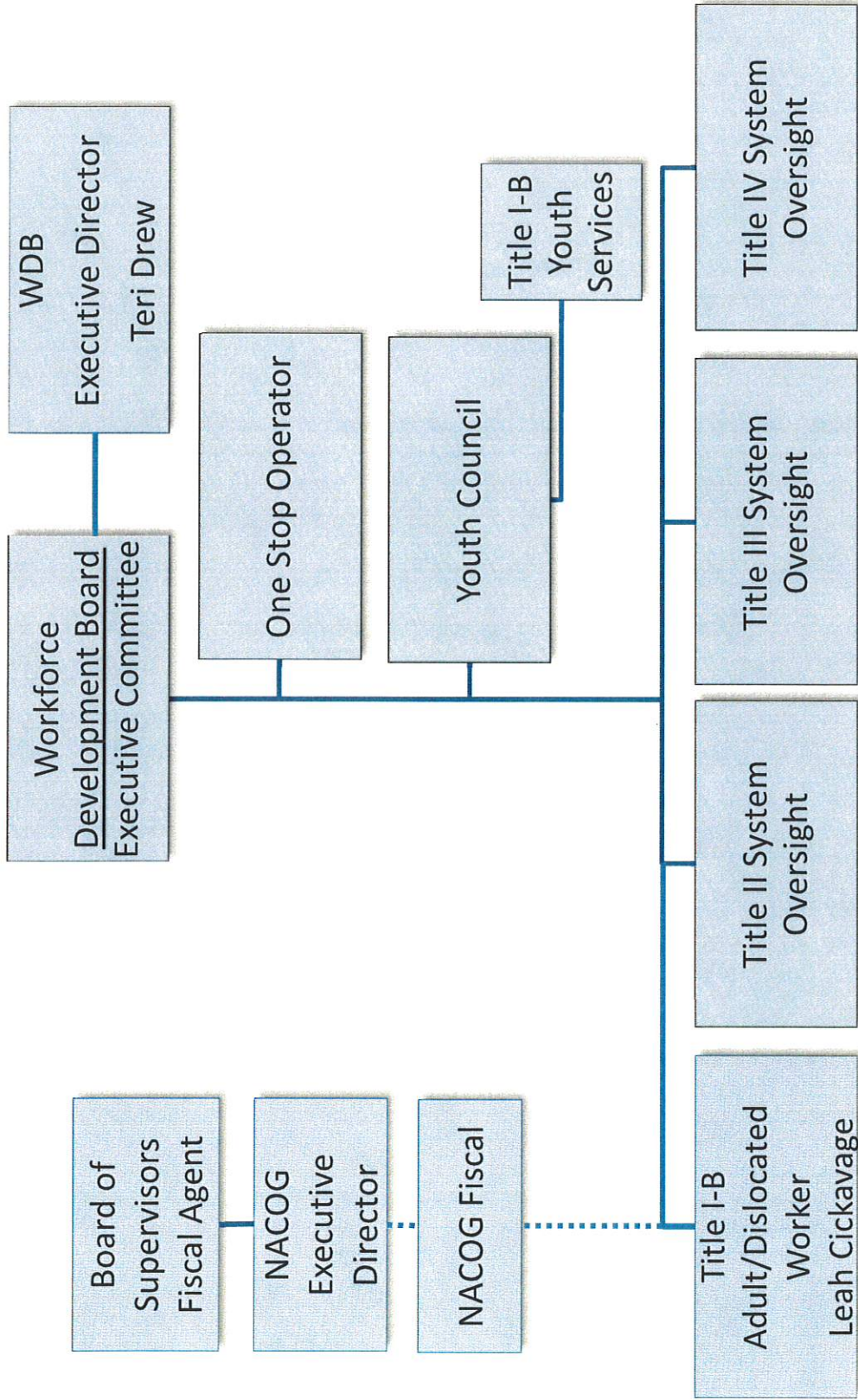
Northern Arizona Council of Governments

By _____

Title Executive Director _____

Date _____

Yavapai County Service Delivery Organizational Chart



Attachment #3

WORKFORCE DEVELOPMENT BOARD (WDB) COMPOSITION ROLE AND RESPONSIBILITIES:

BOARD OF SUPERVISORS (BOS):

- 1) Per WIOA Section 107(c) (1) the BOS is authorized to appoint the members of the WDB in accordance with the criteria established by the Governor in partnership with the State Board (WIOA 107(b) (1).
- 2) The WDB will establish by-laws for BOS approval, consistent with all State policy for WDB membership Establish Composition of the WDB.
- 3) The BOS will be in agreement on the Memorandum of Understanding (MOU) and Infrastructure Funding Agreement between the workforce system partners and the WDB.
- 4) Approve an annual budget developed by the WDB consistent with the local plan and the duties of the WDB under WIOA sec 107(d), for the purpose of carrying out the duties of the WDB. Such a budget will be made based on the annual WIOA allocation received by Yavapai County. The WDB will approve in a joint meeting with the BOS such a budget and submit to the BOS for approval as identified in WIOA 107(d) (12)(A).
- 5) The BOS delegates to the WDB the development of the WIOA 4-year local plan for the local area, and modifications of the plan as may be required by WIOA Sec. 108 and applicable state policies. The WDB will vote to approve such plan and forward to the BOS for approval.
- 6) As stated in WIOA 107(d) and 20 CFR 679.370, the BOS and the WDB share governance responsibility for WDB functions such as local planning, program oversight, negotiating local performance accountability measures, selection of One Stop Operators and providers, and approving a budget for WDB activities.
- 7) The WDB will negotiate with BOS and required partners on the methods for funding the infrastructure costs of one-stop centers in the LWDA in accordance with § 678.715 and State Workforce Policy #5 MOU and Infrastructure Costs policy.

WORKFORCE DEVELOPMENT BOARD:

EXECUTIVE COMMITTEE

The Executive Committee will consist of five (5) private sector members including officers of the Board plus one (1) voice of the public sector, including labor representatives. These members will be appointed by the Board of Supervisors and represent business as optimum policy makers within their respective business. The Executive Committee will report directly to the Board of Supervisors. This can also be accomplished between the staff of the Board and the WDB, as described below:

- 1) Oversight/development of the One Stop System.
- 2) Assist the Governor in developing a statewide employment statistics system under the Wagner-Peyser Act.
- 3) Coordinate Workforce activities with Economic Development Regions and develop employer linkages as well as mutual planning as required by the Act.
- 4) Promote private sector involvement in the statewide workforce development system.
- 5) Appointment of the Youth Council members and any other committees at the discretion of the Chair.
- 6) Work within the confines of the Open Meeting Law and WIOA to accomplish mutual goals.
- 7) Identify, review and evaluate two comprehensive One Stop Centers for the County and, as applicable, satellite or affiliate sites.

WORKFORCE DEVELOPMENT BOARD

- 1) Exercise authority to designate staff to the WDB and negotiate appropriate compensation/performance evaluation through the Title I and WDB budgets with the WDB Executive Director as staff to the Board.
- 2) Develop and maintain the WIOA required Plan.
- 3) Oversee and approve the annual WIOA/Board budgets.
- 4) Select training providers for Youth, Adult, Dislocated workers per WIOA regulations.
- 5) Negotiate local performance standards with staff assistance and in partnership with the Board of Supervisors.
- 6) Develop a competitive process for One Stop Operator and make recommendation to the Board of Supervisors.
- 7) Not entertain and make report of any lobbying efforts of any individual group or organization.
- 8) Manage branding and marketing for Yavapai County designated One Stop locations.

ONE STOP OPERATOR

The One Stop Operator manages the operations and administrations of Yavapai County's Comprehensive One Stop Centers with oversight from the Workforce Development Board (WDB) Executive Staff. Roles and responsibilities will be as follows:

- 1) The One Stop Comprehensive Center Operator must coordinate across one-stop partners and service providers.
- 2) Convene meetings to discuss customer services.