

Workforce Services Policy – Interlocal and Partnership Agreement Policy

Executive Summary

1. What is the general purpose of this policy?

The chief executive officer of a county government can serve as the grant recipient and act as a Local Elected Official (LEO) or Chief Local Elected Official (CLEO). The county mayor is considered the LEO serving that area. Counties in Tennessee contain municipalities; however, the mayors of those municipalities are not considered to be LEOs and are ineligible to serve as WIOA grant recipients.

The Interlocal Agreement specifically outlines how each county will be responsible for the administration of WIOA funds within the LWDA. The Partnership Agreement details how the LEOs, CLEO, and Local Workforce Development Board (LWDB) will work together to jointly-administer the local governance activities of the LWDA.

2. What are the notable guidelines conveyed within this policy?

When a Local Workforce Development Area (LWDA) includes more than one (1) unit of government, the LEOs of each unit must execute a written agreement that specifies the responsibilities of each individual LEO. The Interlocal Agreement specifically outlines how each local government will be responsible for the administration of WIOA within the LWDA.

The Partnership Agreement between the CLEO, LEOs, and LWDB provides guidance on the nomination and appointment of members to the LWDB. This agreement clearly defines that the CLEO has the sole appointing authority and must solicit nominations in order to fill LWDB vacancies. It also defines the budget approval process and how meeting agendas will be set.

3. Have there been any changes since the last policy? If so, describe the modification(s).

The modifications to this policy are as follows:

- Interlocal and Partnership Agreements were formerly guidance, this document has changed it to a policy.
- This policy has been aligned with the Local Governance policy to remove redundancy and potential conflict of guidance.
- All policies must reflect the signature of the LWDB Chair, not the Executive Director.
- Clarified that the LEOs, Directors of Chambers of Commerce, and the Head of a nominee organization may nominate individuals to the board; however, the CLEO is still the final signatory.

- Clarified the difference between a LEO and a CLEO, in relation to WIOA. The CLEO aligns with the WIOA definition of Chief Executive Officer; the LEOs are county mayors, not city mayors.
- Solicitation for a nomination of a LWDB member from each county is now required.

4. What must the Local Workforce Development Board do to meet the requirements of this policy?

It requires the LWDB and the LEOs to design and govern the system regionally, aligning workforce policies and services with regional economies and supporting service delivery strategies tailored to those needs.

5. How does this policy affect the workforce system?

This policy is provided to the LEOs to ensure their LWDB meets all certification requirements. It also sets the agreement between all LEOs that will elect one individual to serve as the CLEO and signatory authority. Finally, it provides guidance to the LWDB Chair and CLEO detailing how the LWDB functions will be defined in a mutually-approved agreement.