

STAFF FUNCTIONS

The LWDA Staff performs a variety of functions for the **Workforce Development Board** and the County Councils that serve the Pee Dee Local Workforce Development Area. The following pages are designed to give you an idea of our responsibilities.

Planning

The LWDA is responsible for developing written plans for each component of the Workforce Innovation and Opportunity Act. The Workforce Development Board Chairman and the six County Council Chairmen of the Pee Dee Counties must study the plans and provide a signature of compliance. Plans are summarized and advertised on the Workforce Development Board's website and submitted for comment to local representatives in the legislature and various state and local agencies. Plans are submitted to the State Workforce Agency who sends them to the State Workforce Development Board. The State Board reviews and either approves or requests further information from the Local Workforce Development Area (LWDA). In addition, on behalf of the WDB, the LWDA will be responsible for collaborating with neighboring workforce areas to develop a regional workforce plan in accordance with Section 106 of the Workforce Innovation and Opportunity Act.

Grant Application Request (GAR)

The LWDA is responsible for developing grant application requests (GAR) and Request for Proposals (RFPs), which are written documents requesting businesses, public/private nonprofit groups, schools, etc. to submit applications/proposals to provide services based on the specifications of the request and available funding. The GAR describes the types of programs desired, counties of service, amount of funding available, administrative and performance requirements, etc. The Local Workforce Development Area staff uses the plans made by the WDB to develop the procurement documents. A procurement process is conducted for each funding source unless the WDB decides to extend its contractual relationships with existing providers. The staff organizes a WDB Executive (or other) Committee meeting to review the proposals. After the WDB or Executive Committee approves the funding recommendations, the LWDA staff notifies each bidder of the results. LWDA staff also meets with successful bidders to negotiate the terms of the new contract and budget.

WDB Relations

The LWDA represents the WDB as a member of area Chambers of Commerce and other community-based organizations. The LWDA raises public awareness about workforce development programs and achievements through media coverage, newsletters and appearances at civic club meetings. The LWDA is also available to Economic Development Offices to encourage prospective industry to locate in the Pee Dee. This involvement, however, is limited to disbursement of information, as the Workforce Innovation and Opportunity Act prohibit monetary commitments to visiting industries. County Councils and the Council of Governments' Board of Directors are kept informed of the progress of the programs.

SC Works Pee Dee

The Pee Dee Regional COG provides technical assistance and support to comprehensive, affiliate, and satellite workforce centers located in the Pee Dee Workforce Development Area. This function involves leading continuous improvement efforts of the centers processes; providing assistance with developing center policies and procedures to ensure seamless service delivery; development of partnerships, resource sharing agreements, and center staff development plans; ensuring accessibility of the centers to all customer groups included in the general population, to include individuals with disabilities, veterans, and limited-English speaking individuals; and, ensuring that each center meets the requirements established by the State Workforce Board for certification of the center.

Equal Opportunity

The LWDA is required to ensure that all provisions regarding equal opportunity are enforced in its delivery of services to customers. This involves ensuring that all procedures, processes, eligibility for services, etc. are planned and carried out in manner that do not violate a person's right to access a service he/she is otherwise eligible to receive.

Rapid Response

When a plant announces a closure or mass layoff, the LWDA staff participates with the State Business Services Unit and local staff of SC Department of Employment and Workforce (SCDEW) in meeting with plant management to explain the benefits of the Workforce Innovation and Opportunity Act Dislocated Worker Program. Usually, the management will agree to have the LWDA and SCDEW staff to provide program orientations to groups of affected employees on site at the company anticipating the closure or layoff. Sharing the opportunities offered by the dislocated worker program is a good tool for increasing morale among dislocated workers.

LWDA Financial Reporting

Each Workforce Development Area Grantee is required to submit monthly financial reports to the Local Workforce Development Area (LWDA) staff. These reports are used to develop the LWDA's report to the State Workforce Development Administrative Division. The reports are also used to evaluate the Region's spending patterns; to make projections regarding expenditures and available funding; to draw down funds from the State level; to ensure that each contractor, and the Region as a whole, is complying with cost limitations established by the governing legislation; to determine if the Region is in compliance with federal cash management directives; and to provide statistical reporting, such as total expenditures by County, to interested parties in the Region.

Audit Resolution

Each Workforce Innovation and Opportunity Act sub recipient is required by OMB Uniform Administrative Guidance to secure an independent audit of its federal funds received in excess of

\$750,000. The Local Workforce Development Area is charged with reviewing these sub recipient audits to determine if they were conducted in accordance with federal guidelines, to follow up on any findings that are relative to the LWDA's programs, and provide technical assistance in the resolution of audit findings. For those agencies who did not receive federal funding from the LWDA in excess of \$750,000, who do not have funding to pay for the required audit, or whose independent audit was considered sub-standard based on the LWDA's review, the LWDA is responsible for securing and paying for a limited-scope audit or conducting extensive review of the sub recipient's financial records and internal controls.

Monitoring

At least once during the operation of a program, each Workforce Innovation and Opportunity Act sub recipient is visited by the LWDA staff to conduct programmatic and financial monitoring. An on-site visit basically consists of a review of a sample of participant and financial records; interviews with program and financial staff; interviews with participants, instructors, and/or work site supervisors; and an evaluation of the systems the contractor has established to comply with the Act, regulations, and federal, state, and local requirements. Should a monitoring visit indicate significant problems in the administration of the programs, additional visits are scheduled for further review and technical assistance. An entrance conference, detailing the scope of the review, as well as an exit conference, detailing any findings noted, is conducted. A monitoring report is issued within thirty (30) days of the on-site visit. This report details the finding and a recommendation from LWDA staff, with written corrective action requested. Copies of the monitoring reports are distributed to WDB Executive Committee members.

Eligible Training Providers List

The Workforce Innovation and Opportunity Act requires that all institutions that are interested in providing training services to eligible participants be approved for placement on the Statewide List of Eligible Training Providers. For each training program to be placed on the list, the institution completes an online application detailing the nature of the training, the course length, cost, and performance data. Online applications are submitted directly to the SC Department of Employment and Workforce, which in turn, alerts the local area(s) in which the training provider wants to conduct training, in order to obtain local approval. Once approved by state and local staff, the data for the approved program is made available online. Career consultants and customers use this information to make informed decisions about where Individual Training Accounts will be used. Each local area approves applications for all institutions that wish to offer services within their respective areas.

SC Works Online Services (SCWOS)

South Carolina Works Online Services (SCWOS) is a real-time, on-line system for WIOA, Wagner-Peyser, and Trade intake, case management, tracking of services, follow-up and reporting. The WIOA tracking component is designed to help staff better serve WIOA customers and collect accurate information for reporting. Any individual with access to the Internet is able to use the system because it provides universal access to a broad range of employment, training, and educational services offered through the SC Works system. SCWOS includes a number of

helpful tools, such as internal messaging for individuals and staff, links to sign up for free e-mail, program management, monitoring capabilities and much, much more.

Inventory Management

The LWDA has developed a computerized database that tracks the procurement and location of LWDA and sub recipients' WIA/WIOA-funded equipment. This includes equipment in the comprehensive and satellite centers, as well as equipment placed at access points throughout the Region. This database can be updated to add, remove or transfer as changes occur. Property is inventoried, at least, annually.

Program Development

The LWDA develops program ideas and assembles individuals from various organizations to brainstorm ways that the LWDA may incorporate these ideas into existing programs or SC Works Center activities. If program ideas are legitimized by partner input, the LWDA may seek additional resources to fund the idea per grants, foundations, or the State WIOA Administrative Division's state-wide funds.

Business Services

One of the key aspects of the Board's mission involves engaging employers. LWDA staff facilitates the development of employer linkages and promotes economic development strategies in the Workforce Development Area. In collaboration with partner programs, the LWDA staff leads efforts to engage with a diverse range of employers to ensure that workforce development activities meet the needs of employers, leads efforts to develop and implement career pathways, and supports and participates in regional sector strategy initiatives.