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Phoenix Business and Workforce Development Board	<i>Date Approved:</i> 08/10/2018	<i>Subject # & Title:</i> .901 Shared Local Governance Agreement Policy	

I. APPLICABILITY/SCOPE

This policy applies to the Phoenix Business and Workforce Development (PBWD) Board, the Chief Elected Official (City of Phoenix Mayor and Phoenix City Council), and any City of Phoenix staff as governed by the PBWD Board. This policy describes entities involved with the shared governance of the local workforce area within the State of Arizona and responsibilities defined in the final agreement.

II. PURPOSE

The PBWD Board, in partnership with the City of Phoenix Mayor and Phoenix City Council, provides oversight for all activities specific to the workforce investment programs for the local workforce development area, ARIZONA@WORK City of Phoenix, in accordance with the Workforce Innovation and Opportunity Act (WIOA). The purpose of the agreement is to define the roles and responsibilities of the entities addressed in the Shared Local Governance Agreement as they relate to the local governance structure and fiscal responsibilities defined under the WIOA, its amendments and all successor legislation required to implement WIOA programs.

III. BACKGROUND

As stated in WIOA 107(d) and 20 CFR 679.370, the chief elected official(s) and the Local Board share governance responsibility for Local Board functions such as local planning, program oversight, negotiating local performance accountability measures, selection of operators and providers, and approving a budget for Local Board activities. As per WIOA 107 (d) the Local Board and the chief elected official(s) must enter into a written partnership agreement that describes how the parties will carry out their shared governance functions and meet other Local Board requirements such as membership criteria, setting local policy, and communicating with elected officials and the public. The State Workforce Development Board, as the designated representative of the Governor, provides additional guidance on the agreement through Workforce Arizona Council Policy 01-2016 Workforce Innovation and Opportunity Act Local Governance Policy.


The Shared Local Governance Agreement between the City of Phoenix Chief Elected Official and Phoenix Business and Workforce Development Board in performance of Workforce Innovation and Opportunity Act program activities is authorized by Phoenix City Ordinance G-6021 and S-43764 authorizing the City Manager formal action of the City Council dated June 28, 2017.

IV. DEFINITIONS

Chief Elected Official means the chief elected executive officer of a unit of general local government in a local area.

V. POLICY

The PBWD Board, applicable PBWD Board governance staff and the Chief Elected Official (City of Phoenix Mayor and Phoenix City Council) shall ensure that the Shared Local Governance Agreement between the City of Phoenix Chief Elected Official and Phoenix Business and Workforce Development Board in performance of Workforce Innovation and Opportunity Act program activities is reviewed and completed by all entities as described below:

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1. **Authorized Signatures.** The agreement shall be signed by the current Chief Elected Official and by the Local Workforce Development Board Chair at the time of the signing.
2. **Amendments, Change, or Election.** Any amendment or change to the agreement, notice of an election of a new CEO, or notice of an election of a new LWDB Chair must be maintained by the PBWD Board governance staff and available for monitoring. If a new Chief Elected Official, or PBWD Board Chair, is elected within the local workforce development area, the agreement must be updated within sixty (60) days of election of a new Chief Elected Official, or PBWD Board Chair, and the newly elected individual must submit to the PBWD Board a written statement acknowledging that he or she:
 - a. Has read, understands, and will comply with the current agreement; and,
 - b. Reserves the option to request negotiations to amend the agreement at any time during the individual’s tenure.
 - c. The agreement must include requirements for informing the CEO and PBWD Board on a regular basis regarding activities, performance outcomes, and budgets.

VI. POLICY MANAGEMENT REQUIREMENTS

Administrative revisions to the policy may be made by the Phoenix Business and Workforce Development (PBWD) Board Executive Director, with notice to the PBWD Board’s Executive Leadership Committee. All other substantive revisions will go to the PBWD Board’s Executive Leadership Committee for review and recommendation to the PBWD Board for approval.

VII. ATTACHMENTS AND LINKS

Attachment: Shared Local Governance Agreement between the City of Phoenix CEO and PBWD Board

Link: [Workforce Arizona Council Policy 01-2016 Workforce Innovation and Opportunity Act Local Governance Policy](#)

Link: [Phoenix City Ordinance S-43764](#)