

PARTNERSHIP AGREEMENT
BY AND BETWEEN
THE CONSORTIUM OF LOCAL ELECTED OFFICIALS,
THE NORTHEAST TENNESSEE LOCAL WORKFORCE DEVELOPMENT BOARD, AND
THE ALLIANCE FOR BUSINESS AND TRAINING
FOR
IMPLEMENTATION OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT,
AS AMENDED FOR THE
NORTHEAST TENNESSEE LOCAL WORKFORCE DEVELOPMENT AREA
JULY 1, 2020 – JUNE 30, 2022

This Agreement is entered into by and between the Consortium of Local Elected Officials of Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi and Washington Counties (The Consortium), the Northeast Tennessee Local Workforce Development Board (NETLWDB), and the Alliance for Business and Training (AB&T), pursuant to the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128.

A. Purpose of the Agreement

The signatory Local Elected Officials of the units of local government of the Northeast Tennessee Local Workforce Development Area (hereinafter referred to as the NETLWDA), serving as the Consortium of Local Elected Officials (hereinafter referred to as the Consortium), the membership of the Northeast Tennessee Local Workforce Development Board (hereinafter referred to as the NETLWDB), and the Alliance for Business and Training (hereinafter referred to as AB&T), serving as Grant Recipient, Fiscal Agent, Administrative Entity and Staff to the NETLWDB, do hereby agree to participate in the implementation of the Workforce Innovation and Opportunity Act of 2014. For purposes of this agreement, the Northeast Tennessee Local Workforce Development Board shall be composed of representatives of the NETLWDA, which is composed of Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi and Washington Counties.

The purpose of this agreement is to fulfill the responsibilities of the Workforce Innovation and Opportunity Act of 2014 (hereinafter referred to as WIOA).

The NETLWDB is the body certified as such by the Governor of the State of Tennessee. This agreement recognizes the responsibility of the NETLWDB to provide policy guidance, planning, and general oversight with respect to activities conducted under §107 of the WIOA, in partnership with the Consortium.

The term of this agreement shall begin July 1, 2020 and shall continue in effect not to exceed two (2) years or until otherwise amended and shall be enacted according to provisions of the Workforce Innovation and Opportunity Act. Further, this agreement may be amended to ensure ongoing compliance with the WIOA law and any regulations, amendment and/or guidance received from the U. S. Department of Labor or from the Tennessee Department of Labor and Workforce Development and at the request and vote of a simple majority of the NETLWDA Consortium of Local Elected Officials (LEOs). The effective date of this agreement shall begin July 1, 2020 and shall end June 30, 2022.

B. LWDB Membership

The Northeast Tennessee Local Workforce Development Board (NETLWDB) is established to provide collaborative leadership in governance, policy development, strategic planning, determination of appropriate labor market strategies to meet regional employer needs, development of effective job seeker strategies, leveraging of community resources, and implementation of innovative partnership strategies to ensure economic growth and sustainability in the region. Further the NETLWDB designates and provides oversight of the region's American Job Centers. These key functions will be exercised in conjunction with the NETLWDA's LEO Consortium.

The CLEO accepts responsibility for the appointment of members to the Northeast Tennessee Local Workforce Development Board, according to §107 (c)(1)(B)(i)(1), as stated in the criteria for appointment in §107 (b) of WIOA.

1. As it pertains to appointments to the majority membership (private sector) of the Local Board, according to §107 (b)(4), each individual unit of government within the Consortium shall have opportunity to recommend members according to the unit's pro-rata share of population within the Northeast Tennessee Local Workforce Development Area. LEOs, Directors of Chambers of Commerce, and the Head of a nominee's organization may nominate individuals to the board. Authority to appoint members to the LWDB through their role as the signatory for the LEOs, lies solely with the Chief Local Elected Official (CLEO), according to §107 (c)(1)(A).

Nomination for membership for private sector representation shall adhere to §107 (b)(2)(A). Said private sector nominations shall be made by local business organizations or business trade organizations. Appointment documentation will be submitted to the CLEO for review and signature. In addition, said nominator (or designee) shall complete documentation which acknowledges the nominee's policy making role in the organization and shall submit supporting documentation of that role, e.g., CV, resume, or other supporting documentation of the individual's qualifications. The nominee shall provide a fully executed Conflict of Interest statement upon appointment to the NETLWDB. The nomination documentation must contain the required signature of the nominating official. Said appointments shall be communicated to the CLEO for review and consent, in accordance with §107 (b)(2) of WIOA.

2. For those non-private sector members, the Chief Executive Officer (CEO) of the nominating organization, e. g., the Commissioner of the State department/division (or his/her designee) or the Chair of the Board of the nominating organization (or his/her designee), of a proposed NETLWDB member, shall sign a letter or complete the appropriate form to identify the individual being nominated by his/her organization. In addition, said CEO (or designee) shall complete documentation which acknowledges the nominee's policy making role in the organization, and shall submit supporting documentation of that role, e.g., CV, resume, or other supporting documentation of the individual's qualifications. The nominee shall provide a fully executed Conflict of Interest statement upon appointment to the NETLWDB. The nomination documentation must contain the required signature of the nominating official. Said appointments shall be communicated to the CLEO for review and consent, in accordance with §107 (b)(2) of WIOA. Appointment documentation will be submitted for signature of the CLEO. Special Note: Representation of said non-private sector organizations may be vested in one individual who can lawfully represent more than

- one entity.
3. The CLEO shall receive and sign the required appointment of any NETLWDB nominee. Further, the CLEO may remove any NETLWDB member who does not resign if that member becomes ineligible to serve on the Board.
 4. The CLEO is authorized to and must make all reappointments of Board members by one full quarter prior to the expiration of that member's term of membership.
 5. Should a member of the NETLWDB experience a change in status that impacts his/her eligibility to remain on the Board, the nomination/appointment process previously described shall pertain.
 6. NETLWDB vacancies will be filled as expeditiously as possible and within a reasonable amount of time. Filling of vacancies will follow nomination/appointment process described above. For new members who are appointed to replace an individual who is no longer eligible to represent the original organization, the new member shall initially be appointed to the Board for the period necessary to complete the prior member's term.
 7. NETLWDB membership requires adherence to all elements described in §107 of WIOA, as well as adherence to approved conflict of interest policies, fraud and/or abuse policies, attendance requirements and other requirements as described in the NETLWDB Bylaws. Failure to do so may result in removal of the individual from service on the NETLWDB. Removal of NETLWDB members shall also follow the guidelines as outlined in the NETLWDB Bylaws, as adopted and/or amended.
 8. The NETLWDB shall create and utilize sub-committees, both standing and ad hoc, as are appropriate to conduct the work of the Board. Chairs of said standing committees, in addition to the Chair, Vice Chair and Secretary/Treasurer, shall be designated as the Executive Committee of the NETLWDB. The Executive Committee shall have the authority for decision making and policy enactment, with ratification from the membership at large, as shall be necessary for the conduct of NETLWDB business, in accordance with statutes and regulations.
 9. The NETLWDB may utilize a Committee structure for the conduct of Board business. Current NETLWDB Committees are:
 - a. Youth/Young Adult Committee
 - i. The NETLWDB shall elect the Chair of this Committee from among the Board's private sector membership
 - ii. The NETLWDB shall approve all appointments to the Youth/Young Adult Committee
 - b. Integrated Planning and Operations Committee
 - i. The NETLWDB shall elect the Chair of this Committee from among the Board's private sector membership
 - ii. The NETLWDB shall approve all appointments to the Integrated Planning and Operations Committee
 - c. Committee on Individuals with Disabilities and Targeted Populations
 - i. The NETLWDB shall elect the Chair of this Committee from among the Board's private sector membership
 - ii. The NETLWDB shall approve all appointments to the Committee on Individuals with Disabilities and Targeted Populations
 10. All required nomination and executed appointment paperwork and documentation shall be submitted to AB&T serving in its role as Administrative Entity/Staff to the Board.
 11. Terms: the terms of NETLWDB members, including mid-term appointments, filing of vacancies and removal shall conform to the NETLWDB Bylaws, as approved.

The number of the members of the Board shall be not less than the minimum number required under the Act as set forth in the Workforce Innovation and Opportunity Act of 2014, as amended from time to time. The number of members may be increased or decreased from time to time by the Local Elected Officials of the counties within the LWDA, but no decrease shall have the effect of shortening the term of an incumbent officer or member or reducing the number of members below the minimum number required under the Act.

The Local Elected Official of each of the counties encompassed within the Northeast Tennessee Local Workforce Development Area shall have input into the appointment of the members of the Board in accordance with the criteria established by WIOA and by the Governor of the State of Tennessee as described in Workforce Services Policy - Local Governance, as amended from time to time. Solicitation for a nomination of a LWDB member from each county is required.

Nominations for each nominee to the Board shall include a signed appointment form and a signed letter which identifies the individual being nominated from his or her organization. This letter must acknowledge the nominee's optimum policy making authority and include a CV, resume or work history supporting the qualifications of the nominee. This information is submitted to the CLEO for appointment. Membership of the Board should reflect demographic make-up of the Local Area.

The Chief Local Elected Official has sole authority to appoint members of the Local Workforce Development Board, hereinafter referred to as the Northeast Tennessee Local Workforce Development Board or NETLWDB. Additionally, the Consortium members may provide input into the nomination of members to the Northeast Tennessee Local Workforce Development Board, according to §107 (c)(1)(A) and (B), as stated in the criteria for appointment in §107 (b). Nomination for membership for private sector representation shall adhere to §107 (b)(2)(A). Northeast Tennessee Local Workforce Board membership may, to the extent possible, represent the eight (8) counties equitably and on a pro-rata basis determined by population ratio of the counties, and should, to the extent possible, represent appropriate economic and labor market sectors of the region. Northeast Tennessee Local Workforce Board members' term of service shall be in accordance with the NETLWDB Bylaws, as may be amended from time to time.

The names and qualifications of NETLWDB candidates will be submitted to the Governor for certification, according to §107 (a) of the WIOA. Said representation should reflect appropriate economic sector distribution of the local workforce area to ensure consideration of regional labor market needs and adherence to applicable laws and regulations.

Subsequent to certification as above, the Consortium will execute an Agreement with the Northeast Tennessee Local Workforce Development Board. Said Agreement shall outline roles and responsibilities of each party and shall include policies and procedures for replacement or removal of WDB members, in accordance with the NETLWDB By-laws.

A majority of the members of the local Board shall be representatives of the private sector as described in §107 (2)(A) of the WIOA. The local elected officials within the LWDA may execute an agreement that specifies the respective roles of the individual local elected officials (a) in the appointment of the members in accordance with the criteria established as provided

below; and (b) in carrying out any other responsibilities assigned to such officials under the Workforce Innovation and Opportunity Act of 2014.

The Governor, in partnership with the State Board, may establish criteria for use by the Chief Local Elected Official for appointment of members of the Board. Such criteria shall require that, at a minimum-

A. Representatives of Business - A minimum of 51% of the members of each local Board shall be representatives of business in the local area, who--

- (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
- (ii) represent businesses, including small businesses (at minimum 2 members), or organizations representing businesses that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and
- (iii) are appointed from among individuals nominated by local business organizations and business trade associations;

B. Labor Organization Representatives - A minimum of 20% of the membership shall be representatives of the workforce within the local area, who--

- (i) shall include representatives of labor organizations nominated by local labor federations in local areas where employers are represented by labor organizations, or (for a local area in which no employees are represented by such organizations) other representatives of employees;
- (ii) shall include a representative, who shall be a member of a labor organization or a training director, from a Joint labor management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;
- (iii) may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
- (iv) may include (optional) representatives of organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of WIOA eligible youth, including representatives of organizations that serve out of school youth.

C. Representatives of Education & Training - Each local Board shall include representatives of entities administering education and training activities in the local area, who--

- (i) shall include a representative of eligible providers administering adult education and literacy activities under WIOA title II;
- (ii) shall include a representative of institutions of higher education

- (iii) providing workforce investment activities (including community colleges); may include (optional) representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment;

D. Representatives of Government, Economic and Community

Development - Each local Board shall include representatives of governmental and economic and community development entities serving the local area, who--

- (i.) shall include a representative of economic and community development entities;
- (ii.) shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area;
- (iii.) shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than §112 or part C of that title (29 U.S.C. 732, 741), serving the local area;
- (iv.) may include (optional) representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and
- (v.) may include (optional) representatives of philanthropic organizations serving the local area; and

E. Discretionary Representatives - each local Board may include such other individuals or representatives of entities as the Chief Local Elected Official may determine to be appropriate, contingent upon maintenance of sector representation ratios described above and in accordance with the Bylaws enacted by the Northeast Tennessee Local Workforce Development Board.

Employees of entities serving as the fiscal agent, LWDB staff, OSO, and AJC career service providers are prohibited from serving on the LWDB.

C. Terms

As of the execution of this Interlocal Agreement, members are appointed for a term of four (4) years, in accordance with the NETLWDB Bylaws. A member may be reappointed at the conclusion of his/her four (4) year term, and the maximum number of terms a member may be limited to four (4) reappointments. Reappointment of members shall follow the same process as the original appointment. Terms of membership will be staggered such that no more than 1/3 of membership shall be considered for re-nomination/reappointment in any given year. In the event of a vacancy which arises as a result of a member's leaving the Board, members who are appointed representing the same organization shall complete the term of service of said member. Should the member organization not wish to, or be unable to, replace the member, the standard appointment process for new organizations will apply. The NETLWDB membership requires adherence to all elements described in §107 of WIOA, as well as adherence to approved conflict of interest policies, fraud and/or abuse policies, attendance requirements and other requirements as described in the NETLWDB Bylaws. Failure to do so may result in removal of the individual from service on the NETLWDB. Removal of NETLWDB members shall also follow the guidelines as outlined in the NETLWDB Bylaws, as adopted and/or amended. LWDB members

may be removed for other factors outlined in the LWDB Bylaws. The agreement must define the specific criteria that will be used to establish just cause for such removal and the process required to document proof, including the steps to file an appeal or petition for arbitration. Should the member organization not wish to, or be unable to, replace the member, the standard appointment process for new organizations will apply.

D. Change in Status

Any vacancy in the membership of the Board shall be filled in the statutorily prescribed manner described above. Should a member's status change such that said member is no longer eligible to serve on the Board, or should a member resign, the statutorily prescribed procedure will be followed. When a new member is appointed to fill the unexpired term of another member, the term of that new member shall be determined in accordance with statutorily prescribed procedures and in accordance with Bylaws enacted by the NETLWDB. Vacancies will be filled within one full quarter of the term of expiration or resignation. Members may be removed for documented violation of conflict of interest policy requirements; documented proof of fraud and/or abuse; and/or other factors described in the NETLWDB Bylaws. Removal of a member shall be taken through action of the Executive Committee of the NETLWDB.

E. Mid-Term Appointment

LWDB members replacing out-going members' mid-term will serve the remainder of the outgoing member term. Should the member organization not wish to, or be unable to, replace the member, the standard appointment process for new organizations will apply. LWDB vacancies must be filled, by the CLEO, within the subsequent calendar quarter from the last official day that the member served on the LWDB.

Any action taken by an LWDB, with a vacancy or term expiration beyond the time period described in the LWDB Bylaws, shall be void unless the LWDB has an approved waiver from the TDLWD prior to the LWDB meeting. Waivers are to be requested in writing to the Assistant Commissioner of Workforce Services with an explanation of why a vacancy was not filled in the defined timeframe and a description of the process underway to fill the vacancy.

F. Removal

LWDB members must be removed by the CLEO if any of the following occurs:

- Documented violation of conflict of interest;
- Failure to meet LWDB member representation requirements defined in WIOA and this policy;
or
- Documented proof of fraud and/or abuse.

LWDB members may be removed for other factors outlined in section V.16 of the NETLWDB Bylaws.

G. Relationship between CLEO, LEOs, and the LWDB

Consortium of Local Elected Officials

- a. The County Mayors of the NETLWDA, in their role as Local Elected Officials (LEOs) shall serve as the Consortium of Local Elected Officials. This Consortium, in exercise of

its statutory and regulatory role as an independent body, in collaboration with the NETLWDB, and in exercise of its role as members of the corporate Board of Directors of the Alliance for Business and Training (AB&T) shall approve the administration of funds allocated through the Workforce Innovation and Opportunity Act (WIOA) and shall review and approve the annual budget for use of said funds. The Consortium members, through the fully executed Interlocal Agreement, have designated AB&T to serve as the Grant Recipient, Fiscal Agent, Administrative Entity and Staff to the NETLWDB. In accordance with §107 of WIOA, AB&T serves as staff to the NETLWDB and shall be designated to provide targeted WIOA services, as aligned with the functions of the Board described in the WIOA legislation.

- b. The Consortium shall:
 - i. Provide oversight for expenditure of WIOA funds, as determined on a pro-rata calculation described in the Interlocal Agreement. AB&T, serving as Grant Recipient and Fiscal Agent, agrees to carry liability insurance in the amount of \$3 Million which names the members of the Consortium as additional insureds for the purposes of said oversight.
 - ii. Approve the selection of the NETLWDB and designate, in conjunction with the NETLWDB, the One-Stop Operator of the American Job Center American Job Centers (AJCs) for the NETLWDA. In accordance with the fully executed Interlocal Agreement, the CLEO may act on behalf of the Consortium in this regard.
 - iii. Approve the NETLWDA strategic plan, as developed by the NETLWDB.
 - iv. Approve the budget for delivery of services as approved in the NETLWDA local strategic plan.
 - v. In conjunction with the NETLWDB, review and provide oversight of AB&T.
 - vi. The LEOs have entered into a fully executed Interlocal Agreement which more specifically identifies the requirements for deployment of these responsibilities.

Northeast Tennessee Local Workforce Development Board

Purpose: The NETLWDB, in conjunction with the Consortium of Local Elected Officials and with AB&T serving as Grant Recipient, Fiscal Agent, Administrative Entity and Staff to the Board, shall implement a system for comprehensive workforce service delivery for NETLWDA. To effectuate its responsibilities, a structure of standing and ad hoc committees shall be tasked with execution of the duties of the NETLWDB.

Process for Northeast Tennessee Local Workforce Board nomination and appointment: WIOA §107 (c)(1)(A) authorizes LEOs to appoint the members of the Local Workforce Development Board in accordance with criteria established under §107 (b) of WIOA. Authority to appoint members, including re-appointments or appointments to fill vacancies on the NETLWDB, lies solely with the Chief Local Elected Official (CLEO). The process for CLEO appointment of Local Workforce Board members shall follow TEGl 27-14 and TN Department of Labor and Workforce Development guidance concerning Local Workforce Development Board member nomination process, as may be amended from time to time.

Elements for which the NETLWDB shall be responsible are:

1. Development and approval of a budget which guides deployment of WIOA and other leveraged resources through the NETLWDA. AB&T, in its role of Grant Recipient,

Fiscal Agent and staff to the NETLWDB, may develop the budget to be reviewed and approved by the NETLWDB. The budget of the NETLWDB will be reviewed in detail and approved by the LEO Consortium. Consortium members will be responsible for provision of input, including support or opposition, for the budget. The budget will be approved by majority vote of the Consortium members.

2. Establishment of monitoring and oversight of programs administered by the NETLWDB, as well as methodology for reporting of programmatic outcomes, performance and budgetary results for workforce system partners and stakeholders. AB&T, in its role as Grant Recipient, Fiscal Agent and Staff to the NETLWDB, may recommend mechanisms for achieving this objective to be reviewed and approved by the NETLWDB. The results of said activities shall be reported to the LEO Consortium and to the NETLWDB.
3. Development of a strategic planning process:
 - a. Including creation of budgetary documents which result in an official NETLWDB Strategic Plan which describes and communicates the mission, vision and strategic goals, as well as tactical approaches for goal attainment, performance management, and involvement of key stakeholders.
 - b. The Consortium of Local Elected Officials will meet at least annually with the NETLWDB. This joint meeting will include detailed statistical analysis of the region's workforce development needs and will include determination of how workforce services will be delivered in the region and in each of the eight (8) counties. The results of this analysis will be reflected in the strategic plan described above.
 - c. The primary responsibility for the NETLWDB in carrying out this function shall be the Integrated Planning and Operations Committee.
 - d. The strategic plan will identify priorities for use of WIOA resources, including identification of the functions of the NETLWDB membership and staff, in accordance with §679.370 of WIOA regulations.
 - e. Meeting agendas for standard meetings of the NETLWDB will be set by the NETLWDB Chair, in collaboration with the Executive Director of the Grant Recipient/Fiscal Agent, AB&T, and may include reports of the work of the NETLWDB Committees, as well as special topics reflective of updates by WIOA partner entities and local/regional economic development entities. Meeting agendas for joint meetings of the LEO Consortium and the NETLWDB will be jointly set by the NETLWDB Chair and the CLEO. Input into meeting agendas may also be provided by other NETLWDB members and other stakeholders. In addition, the NETLWDB, in collaboration with the Consortium and/or partners, may convene targeted regional meetings to identify emerging workforce needs and to provide mechanisms for attaining stakeholder input and for deploying methodologies to meet said workforce needs. The Consortium, NETLWDB and AB&T may also, from time to time, conduct or participate in additional targeted regional meetings and/or events, such as workforce summits, specialized planning sessions, joint sessions to review and address data analytics related to emerging workforce needs, joint participation in the creation of career pathways, overview of regional economic and labor market "reconnaissance" information obtained by the workforce system's Business Services Team, etc.
4. Develop and deploy policies and guidance for the execution of WIOA activities. The NETLWDB Integrated Planning and Operations Committee shall have initial authority for the implementation of policy and guidance documents which shall govern the

implementation of WIOA in NETLWDA. Said policies may be amended as needed. Actions of the Integrated Planning and Operations Committee shall be approved by the NETLWDB or its Executive Committee, as previously described. NETLWDB policies shall be congruent with WIOA law and regulations thereto, as well as policy and guidance documents from the U.S. Department of Labor and the Tennessee Department of Labor and Workforce Development.

5. Select and provide oversight of the One-Stop Operator for the American Job Center system in NETLWDA.
6. Select eligible youth service providers in accordance with WIOA and applicable Federal, State and local procurement requirements.
7. Evaluate and select eligible training providers, in accordance with WIOA and with policies and related guidance/directives of the U. S. Department of Labor and the TN Department of Labor and Workforce Development.
8. Provide oversight of the activities of the American Job Center workforce delivery system in NETLWDA, including as appropriate, partner agencies.
9. Participate in negotiation of local performance measures.
10. Appoint standing committees according to established guidance and NETLWDB Bylaws and select chairs of said committees.
11. The NETLWDB shall also carry out the following duties and responsibilities, including, but not limited to:
 - i. Execute official Bylaws;
 - ii. Elect a private sector Chair;
 - iii. Promote the activities and programs of the network of Comprehensive and Affiliate sites for the American Job Centers in NETLWDA;
 - iv. Develop and submit a local plan in partnership with the Local Elected Officials;
 - v. Create an annual report which details the work of the NETLWDA, including, but not limited to, a scorecard for all partners in the American Job Center system; promotion of the workforce system goals, objectives and results of action plans, including best practices and success stories; identification of system stakeholders; reports from local and regional economic development representatives and/or other stakeholders which impact workforce development strategies; reports of results of the work of the Regional Planning Council, etc.
 - vi. Conduct workforce research and regional labor market analysis;
 - vii. Convene local workforce development system stakeholders;
 - viii. Lead efforts to engage a diverse range of employers to promote business; develop linkages with employers; ensure that workforce investment activities meet the needs of employers; and develop strategies for meeting employment and skill needs of workers and employers, including sector partnerships;
 - ix. Work with representatives of secondary and postsecondary programs to lead efforts to develop career pathways;
 - x. Lead efforts to promote proven and promising strategies for meeting needs of employers, workers, job seekers and disseminate information;
 - xi. Develop strategies for using technology to maximize accessibility and effectiveness of the local workforce development system;
 - xii. Facilitate connections among American Job Center partner programs;
 - xiii. Increase access to services provided through the American Job Center system;

- xiv. Leverage resources and capacity within the workforce system;
- xv. Conduct oversight of youth, adult and dislocated worker workforce development activities and maintain oversight of the entire American Job Center delivery system in the local area. The NETLWDA will produce a scorecard which reflects programmatic, budgetary and performance outcomes of the NETLWDA system. In addition, staff to the Board/Grant Recipient/Fiscal Agent shall conduct periodic, routine internal monitoring of all sub-recipients and sub-contractors. Said staff shall also provide technical assistance to all sub-recipients and/or sub-contractors to address issues identified by monitoring results and to ensure detailed understanding of the WIOA law, regulations thereto, as well as in accordance with guidance issued by the U. S. Department of Labor and/or the TN Department of Labor and Workforce Development. Final monitoring reports will be provided to the NETLWDB and to the LEO Consortium. In addition, any report card information provided by TDLWD will be reviewed in detail by the NETLWDB and the Consortium, along with quarterly reports of negotiated performance measures in comparison to actual performance levels.
- xvi. Ensure appropriate use and management of funds provided under WIOA;
- xvii. Maximize performance outcomes;
- xviii. Negotiate local performance measures;
- xix. Negotiate methods for funding the infrastructure costs of the American Job Centers;
- xx. Select providers for Youth services, Training services, Career services, and American Job Center One-Stop Operators in accordance with WIOA and regulations thereto;
- xxi. Maximize consumer choice through training providers;
- xxii. Coordinate activities with education and training providers through the Eligible Training Provider process;
- xxiii. Develop budget for activities of the NETLWDB, in collaboration with the Chief Local Elected Official (CLEO);
- xxiv. Assess physical and programmatic accessibility for individuals with disabilities;
- xxv. Certify American Job Centers;
- xxvi. Assist in collection and analysis of labor market statistics;
- xxvii. Coordinate with regional economic development organizations to enhance growth and expansion of regional business and industry;
- xxviii. Serve as convener and facilitator for regional workforce development activities;
- xxix. Participate in regional planning initiatives, as required;
- xxx. Conduct all business in a fully transparent manner and in accordance with the appropriate laws and regulations.

Communication Strategies

The NETLWDB and the CLEO will meet according to the following said strategies. The NETLWDB shall meet quarterly. NETLWDB sub-committees may meet as needed, contingent upon need for action to be taken by the committee. Meeting agendas will be set by the Chair of the

NETLWDB, with the opportunity for members of the Consortium of Local Elected Officials to provide input on agenda items, as applicable. At each quarterly meeting of the NETLWDB, the Board shall receive updated analytics to ensure that Board members and Local Elected Officials remain fully informed on programmatic and fiscal status. Reviews of sub-recipients, sub-contractor and WIOA partners will be included in the NETLWDB meetings, according to set agendas. Included in these reviews will be comparison of negotiated performance metrics with actual performance levels. These performance reports will be required of all WIOA titles and American Job Center partners. One of the quarterly meetings shall be designated as the Annual Meeting. An Annual Report shall be prepared which contains statistical, financial and anecdotal information to inform the NETLWDB and the Consortium, other stakeholders and the public as to the activities of the Consortium, the NETLWDB and AB&T. Said annual report shall be available in both electronic and hard copy formats. Special meetings of the NETLWDB may be called by the Board Chair in accordance with established Board Bylaws. In addition, periodic strategic planning sessions may occur to review program progress, sub-recipient and/or sub-contractor goal attainment, and related scorecard/dashboard information to promote joint review of emerging workforce needs and to propose strategies to address said needs. Meetings may take the form of face to face gatherings or may be conducted electronically through phone call, teleconference, email, webinar or other such electronic means as may be available. Further, the LEOs shall meet jointly with the NETLWDB at least annually during the fiscal year. If possible, a joint meeting of the Consortium and NETLWDB Executive Committee may occur for review of the NETLWDB budget.

H. Local Plan Requirements

Consistent with WIOA §108, NETLWDA, in partnership with the chief local elected officials for the local area involved, shall develop and submit a Local Plan to the Governor that is consistent with the State's Integrated Plan. Upon issuance of guidance from the Tennessee Department of Labor and Workforce Development, the Administrative Entity, in conjunction with the LWDB and LEOs, shall develop all Agreements, Memorandums of Understanding, Assurances and other documents required by the Workforce Innovation and Opportunity Act legislation and Tennessee Department of Labor and Workforce Development Workforce Services Division policies. Additionally, the Local Strategic Plan will be developed and published for public comment for a minimum of fifteen days prior to approval by the LWDB and submission to the TDLWD/State Workforce Board. The NETLWDB is part of a planning region that includes other local areas, and shall collaborate with the other local boards and chief local elected officials in preparation of a regional plan as described in WIOA §106(c)(2).

I. LWDB Budget

The annual budget for the LWDA is prepared by staff to the board and is approved by the NETLWDB. Fiscal oversight and fiscal performance reviews shall take place throughout the year and shall occur on a quarterly basis. The Consortium of Local Elected Officials, led by the CLEO, shall review and approve the budget of the NETLWDB and of the Alliance for Business and Training/Grant Recipient/Fiscal Agent. Fiscal oversight will be conducted through multiple portals. The Fiscal Agent will report to the Consortium at each meeting, to the Executive Committee of the NETLWDB and to the full NETLWDB at each meeting of the Board. Information may include, but is not limited to, fund availability compared to funds expended; all dashboard information provided by TDLWD/State Workforce Board; expenditures, obligations and encumbrances; and other financial reports, as may be requested from time to time. Any

special projects identified by the NETLWDB and/or the Consortium or requests from external stakeholders may be reviewed by the NETLWDB sub-committees for submittal to the full Board and the Consortium for consideration. Fiscal accountability is documented by internal and external oversight processes. The Fiscal Agent undergoes an independent, external audit annually. Reports of the results of said audits will be reported to the Consortium and to the NETLWDB. The Consortium and NETLWDB will also receive all information received by the Fiscal Agent on results of TDLWD PAR reviews and all report card information provided to the TDLWD/State Workforce Board. Further, the Fiscal Agent will conduct internal fiscal monitoring and report the final results to the Consortium and to the NETLWDB.

J. Selection of OSO and CSP

Pursuant to WIOA § 121 (d), the Chief Local Elected Official of the Consortium shall designate or certify One-Stop Operators (OSO) and Career Service Providers (CSP) in conjunction with the Local Workforce Development Board. Selection of said OSO and CSP shall be accomplished in accordance with the WIOA legislation, related Training and Employment Guidance Letters (TEGLs) as issued by the U.S. Department of Labor, in accordance with the Uniform Guidance, and in accordance with policies enacted by the TDLWD/State Workforce Board, which may from time to time be amended.

K. Youth Council

The NETLWDB shall utilize a Youth/Young Adult Committee. The NETLWDB shall elect the Chair of this Committee from among the Board's private sector membership.

L. Accessibility Review

The NETLWDB will review each American Job Center (AJC) annually in compliance with WIOA § 188, if applicable, and provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities and/or limited English proficiency.

M. Local Board Policy

As the Staff to the Board finds the need to adopt, amend or discard local policy regarding services and functions for customers of training and educational services allowed by the Workforce Innovation and Opportunity Act, the Staff to the Board will either consult with the Board of Directors, the Executive Committee of the LWDB or present directly to the LWDB on the need for policy implementation or amendment. At such point where it is appropriate, the Executive Committee will make a recommendation to the LWDB, to respond to the policy consideration. The LWDB, with the ability and flexibility to make decisions regarding local and regional workforce development needs, will adopt or disallow the policy consideration by a majority of its voting members. All policies must reflect the signature of the LWDB Chair to demonstrate that they have been formally reviewed and approved by the full LWDB.

N. Authorized Signatures

The agreement is signed by the current CLEO and the LWDB Chair.

O. Amendments, Change, or Election

Amendments or changes to the agreement, notice of an election of a new LEO or CLEO, or notice of an election of a new LWDB Chair will be maintained at the LWDA Administrative Entity office and available for monitoring by the TDLWD.

If a new CLEO, LEO, or LWDB Chair is elected within the LWDA, the newly elected individual must submit to the LWDB a written statement acknowledging that he or she:

- Has read, understands, and will comply with the current Partnership Agreement; and
- Reserves the option to request negotiations to amend the Partnership Agreement at any time during the individual's tenure.

(End of Document. Signatures on following page.)

BY OUR SIGNATURES ATTACHED HERETO, WE HAVE READ, UNDERSTAND, AGREE
AND WILL COMPLY WITH THIS PARTNERSHIP AGREEMENT:



Chief Local Elected Official
Richard Venable, Mayor
Sullivan County
3411 Highway 126, Suite 106
Blountville, TN 37617
423-323-6417
rvenable@sullivancountyttn.org



Chair, Northeast TN Local Workforce Development Board
Mike Horton, HR Training Coordinator
Domtar Paper Company
100 Clinchfield Street
Kingsport, TN 37660
423-392-2724
mike.horton@domtar.com