

**WORKFORCE INVESTMENT  
BOARD  
ORIENTATION HANDBOOK**

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## **HANDBOOK PURPOSE:**

This material is intended to help you understand the Workforce Investment Act (WIA) and the role played by the Workforce Investment Boards in the WIA System.

Information in the handbook includes, but is not limited to, the following:

- Some general background information about the Workforce Investment Act.
- Information about the Workforce Investment Boards function, structure, membership, etc.
- Description of Workforce Centers and the services provided.

## **WHAT IS A WORKFORCE INVESTMENT BOARD?**

Workforce Investment Boards are used to carry out planning responsibilities for a particular region that are required by the State in accordance with the Workforce Investment Act, section 116©.

The Workforce Investment Board was established in 1998 under the Workforce Investment Act. It is used to plan and implement a system to help local job seekers obtain the skills they need to gain and maintain employment for sustainable self-sufficiency.

The Workforce Investment Board consists of:

- Representatives of the private sector. The private sector must make up the majority of the membership of the Board and a minimum of three per county will be maintained.
- A minimum of one representative of organized labor.
- A minimum of one representative of local educational agencies
- A minimum of one representative of economic development
- A minimum of two representatives of community-based organizations
- Representatives of each of the Workforce Center Partners.

## **BOARD MEMBER ROLE:**

The role of a board member is to represent the regional Workforce Investment Board in relation to the federal employment and training program known as the Workforce Investment Act (WIA). Fulfillment of this role entails attendance at, and participation in, regular meetings of the policy making body, the Workforce Investment Board (WIB). In addition, Board members may be asked to serve on various formal or informal committees, and should be familiar with the legislation and policies that govern the actions of the WIB.

Typical duties can include, but are not limited to:

- Representing the geographic or functional area from which you were chosen.
- Attendance at local board meetings and meetings with local service providers.
- Being prepared and seeking opportunities to speak publicly about the Workforce Investment region and the Workforce Investment Act.
- Providing needed feedback to local Workforce Center staff.
- Discussing Workforce Center services with employers in order to educate them about the benefits of use and to obtain feedback from current users in order to improve performance.

## **YOUTH COUNCIL:**

Youth Councils are required under the WIA to help provide expertise in youth policy for the local board. The Youth Council includes:

- Members of the local board with a special interest or expertise in youth policy.
- Representatives of local public housing authorities.
- Parents of eligible youth seeking assistance under WIA
- Individuals and representatives or organizations that have experience relating to youth activities.
- Representatives of Job Corps
- May include other individuals that the Board Chair deems appropriate.

The Youth Council is a branch of the local board that assists in:

- Planning local youth training policies.
- Enlarging the communities' views of the youth employment and training system.
- Working with organizations that serve the youth in the area.
- Looking at issues that could have an impact on the success of youth in the labor market.

## **WORKFORCE CENTERS:**

The Workforce Investment Act mandates the creation of One-Stop Delivery Systems at the local level for the delivery of workforce development services. Therefore, the "One-Stop" Workforce Center was established.

The Act includes a list of required federally funded programs that must be accessible through the System and encourages the inclusion of other partner agencies and organizations. The Workforce Centers are the major mechanism for delivering workforce development services in the One-Stop System.

The objective of the One-Stop Workforce Center is to work as one unit to meet the common goals of the region so that the communities will be better served. Enhanced communication and dialogue will occur between the agencies and employers. The following innovations/enhancements are in place:

- Customers have one point of contact for all employment and training needs.
- All staff members are able to identify needs and provide information on programs available.
- Staff and resources are pooled to provide services. Integrated common functions such as intake, preliminary assessment, training and education, case management, job matching and marketing.
- User-friendly accessibility throughout the region via multiple access methods (phone, FAX, Internet, etc)

## **SERVICES AVAILABLE:**

### Job Seeker Services:

Our job seeking customer base is comprised of youth to senior citizens. All customers are eligible for job referrals, resource center services, skills and interest assessment, job readiness development, career counseling and community information. In addition, training services are available to eligible job seekers such as unskilled, underemployed and dislocated workers.

### Resource Center Services:

The Resource Center is a comprehensive one-stop solution to career exploration and employment needs. Customers can participate in a wealth of self-directed workforce development activities. Printed materials and

videos are available to provide guidance on career choice, time management, communication skills, do's and don'ts of interviewing, completing job applications, writing cover letters and resumes, to name a few. The centers are equipped with the latest computers, software and Internet access for career exploration, skills assessment and job search activities.

Job Training Services:

Through WIA federal funded training programs are available and designed to prepare eligible adults and youth for productive employment. Services are tailored to meet the specific needs of the individual and employer. Some of the services are financial assistance, work experience, on-the-job training, workplace training and customized training.

Employer Services:

Employers are our number one customer. Our staff has been trained in employer relations and understands the value of each and every business in each of our communities.

Services available to the employer includes, but is not limited to, applicant referrals, multi-media exposure of job openings through newspaper ads, radio spots and the internet; participation in job fairs, interview space and layoff assistance.

Additionally all the Resource Center materials, equipment and services are available to the employer and/or his employees.

## **WIA - ADULTS/DISLOCATED WORKERS:**

Eligibility: Documentation to verify the eligibility of participants in WIA is mandatory. Eligibility determination must be made prior to enrollment into the program.

- Must be a US citizen or eligible to work in the US
- Must be registered for Selective Service if applicable.
- An individual 18 years of age or older
- If funds allocated to a local area for training are limited, priority of service for intensive and training services must be given to recipients of Public Assistance and other low-income individuals as identified in the local workforce plan.
- Has been laid off/terminated or has received notice of termination or layoff and is unlikely to return to that industry and is eligible to receive Unemployment Insurance.
- Plant closure or has received notice of plant closure.
- Unemployed self-employed due to economy, disaster, etc.
- Displaced Homemaker – an individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income; and is unemployed or underemployed.
- Profiled through Unemployment Insurance

## **WIA ADULT/DISLOCATED WORKER SERVICES AVAILABLE:**

Supportive Services: Limited financial assistance may be available for transportation, books, childcare, etc.

Customized Training: Designed to meet the special requirements of an employer or group of employers with a commitment of hire, or in the case of incumbent workers, continued employment, of an individual upon successful completion of training. The employer must pay for no less than 50% of the cost of training.

Work Experience: This includes short-term assignments, job shadowing or internships with public and private entities for new or returning entrants to the labor market. It is designed to increase job skills and improve work habits.

On-The-Job Training: Individuals are simultaneously hired and trained by the employer, with the employer receiving reimbursement of training costs up to 50% of the trainees' wages.

Apprenticeship: This is training in a variety of occupations that involves planned, day-by-day on-the-job training and experience under proper supervision combined with technical studies in subjects related to the trade.

Classroom Training: This is training available through an eligible training provider. Training must be relevant and appropriate for the local job market. An individual may only need one class or may pursue a certificate or associate degree track. A C average and regular attendance are mandatory. Depending on the financial situation of the individual, tuition, fees and books can be paid.

## **WIA - YOUTH:**

Eligibility: Documentation to verify the eligibility of participants in WIA is mandatory. Eligibility determination must be made prior to enrollment into the program.

- Must be a US citizen or eligible to work in the US
- An individual 14 – 21 years of age.
- Must be registered for Selective Service if applicable.
- Economically Disadvantaged
- Must have one or more of the following barriers:
  - School Dropout
  - Basic Skills Deficient
  - Behind One Grade Level in School
  - Offender
  - Homeless or Runaway
  - Pregnant or a Parent
  - Needs assistance to complete an educational program or to secure and hold a job

## **WIA Youth Services Available:**

The WIA program design gives ten general services that are available to youth.

- Tutoring
- Alternative Secondary School Service
- Work Experience
- Occupational Skills Training
- Leadership Development Opportunity
- Supportive Services
- Adult Mentoring
- Follow-up Services
- Comprehensive Guidance
- Counseling

## **PERFORMANCE MEASUREMENTS:**

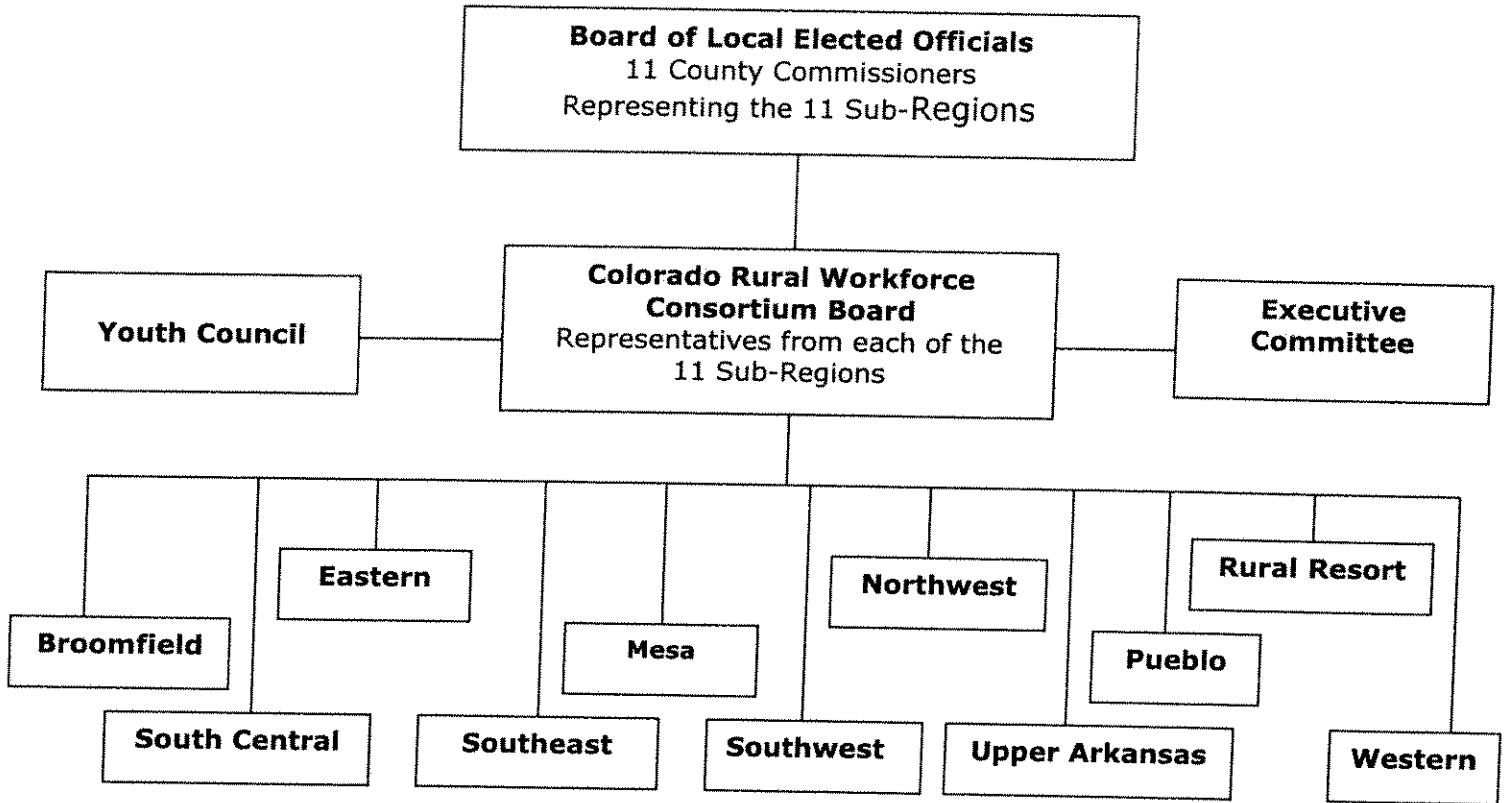
The Adult and Dislocated Worker programs have three common measures for performance:

- Entered Employment Rate
- Retention Rate
- Average Earnings

The Youth program also has three common measures for performance:

- Literacy and Numeracy Gains
- Placement Rate
- Degree/Certificate Attainment

## COLORADO RURAL WORKFORCE CONSORTIUM



**COLORADO RURAL WORKFORCE CONSORTIUM  
ORGANIZATIONAL CHART**

