

Attachment B

Workforce Development Unit Work Program Summary

Fiscal Year July 1, 2003 - June 30, 2004

Coosa Valley Regional Development Center (RDC) was designated grant sub-recipient, fiscal agent/administrative agent for the Workforce Investment Act by the Coosa Valley and North Georgia Council of Chief Elected Officials. This designation encompasses the fifteen (15) counties that make up Service Delivery Region 1 in Northwest Georgia. The counties include Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, and Whitfield.

Coosa Valley RDC is responsible for the budgetary process and for requesting, receiving, distributing, and accounting for all Workforce Investment Act funds for the Northwest Georgia Workforce Investment Board. It also accepts liability for all aspects of the program including any repayment of disallowed costs as described in the Memorandum of Agreement. The Workforce Development Unit in conjunction with the Fiscal Unit is responsible for carrying out the necessary functions to operate the Workforce Investment Act activities.

The responsibilities include:

- a. Planning, developing, maintaining, and administering the Plan;
- b. Developing Request for Proposals for services to be provided under the Plan;
- c. Negotiating and contracting for services to be provided under the Plan;
- d. Financial management of all WIA funded activities;
- e. Procurement and management of WIA funded property;
- f. Developing and implementing an Individual Training Account system;
- g. Fiscal and program monitoring and evaluation of ITAs, supportive services, and training contracts;
- h. Developing and maintaining the WIA Management Information System;
- i. Coordinating WIA services and initiatives with appropriate local, State, and federal programs;
- j. Coordinating WIA services and initiatives with the initiatives of the Private Sector and Economic Development Organizations;
- k. Providing Contractor and staff training on WIA policies and procedures;
- l. Developing News Releases concerning WIA activities;
- m. Proposing Policies and Procedures necessary for effectively administering activities funded through the Plan;
- n. Establishing and maintaining a Grievance Procedure for programs and activities provided through the Plan;
- o. Performing other duties of an administrative Entities as required by the State Agency.

Additional responsibilities and activities include:

- a. Assisting the Chief Elected Officials in developing a roster of possible appointees to the Workforce Investment Board and the Youth Council, ensuring that membership includes those designees required by WIA;
- b. Establishing linkages with other local boards in ensure effective and cost-efficient delivery of workforce development services in the Northwest Georgia region;
- c. Obtaining public input during the development of the Plan;
- d. Analyzing current and projected employment and skill needs of businesses in the area and the projected needs of industries and businesses that communities are working to attract and conveying the information to the WIB, CCEOs, Contractors, and other workforce development organizations, as applicable;
- e. Participate as a partner in the operation of the Northwest Georgia One-Stop system; The functions of the operators are:
 1. Recommending policies and procedures for the operations of the one-stop system and centers;
 2. Recommending the appropriate services to be delivered through the system and centers;
 3. Recommending appropriate levels of staffing of the one-stop sites;
 4. Developing continuous improvement methodology for the one-stop system utilizing the Malcolm Baldrige criteria in the areas of Leadership, Information and Analysis, Strategic Planning, Human Resource Development and Management, Process Management, Business Results, Customer and Market Focus, and Financial;
 5. Ensuring that the one-stop centers and the one-stop system operate within the one-stop chartering criteria adopted by the WIB and CCEO and recommending chartering criteria to improve the system to the WIB and CCEO.
 6. Participating as a board member of the WIB;
 7. Assessing degree of customer satisfaction with services provided by one-stop centers and the one-stop system;
 8. Identifying appropriate service strategies that meet the one-stop system's customer needs.
- f. Seeking and administering additional workforce development programs and funds as authorized by the WIB and CCEO;
- g. Developing, preparing and distributing marketing materials such as brochures, flyers, and newsletters to inform elected officials, the general public, and potential customers of services available to them;
- h. Developing and administering workforce development web sites;
- i. Assume other duties and responsibilities as authorized by the Coosa Valley RDC Board, WIB, and CCEO;
- j. Participate in the development of a Strategic Plan.