

ATTACHMENT

A

Local Elected Officials Agreement and
MOU between LEOs and Region VII WDB

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE REGION VII LOCAL ELECTED OFFICIALS
AND
THE REGION VII WORKFORCE DEVELOPMENT BOARD**

WHEREAS: The Workforce Innovation and Opportunity Act of 2014 herein after referred to as "WIOA" in accordance with a letter issued by the Governor of West Virginia on June 26, 2015 identifying Region VII as a local workforce area has thus created a new system for the delivery of workforce training needs at the local level; and

WHEREAS: pursuant to Section 107 of WIOA, the Governor of West Virginia has created seven workforce investment regions within the State of West Virginia; Region VII consisting of Berkeley, Hampshire, Hardy, Grant, Jefferson, Mineral, Morgan, and Pendleton Counties; and

WHEREAS: the local elected officials board herein after referred to as the "LEO Board," comprising one county commissioner from each of the above named counties and the mayor of the City of Martinsburg has been appointed as the governing Board for WIOA activities within the Region pursuant to Section 107 (6)(c)(B) of WIOA; and

WHEREAS: the LEO Board has organized and established the Region VII Workforce Development Board herein after referred to as the "WDB" based on the requirements of Section 107(2) of WIOA; and

NOW, THEREFORE: be it agreed that the following responsibilities will be assumed by the identified party:

In accordance with Section 107 of WIOA, the WDB shall be responsible for:

Developing the local workforce development strategic plan consistent with Section 108 of WIOA in partnership with the LEO Board, through its lead representative; will be asked for input on the plan's critical policy direction during the development process and will sign the final plan before submission to WorkForce West Virginia; and

Contracting for the services of a fiscal and administrative entity that will provide an Executive Director for the WDB. The WDB may have a representative participate in the interview/selection process for the Executive Director's position. The WDB will rely on the fiscal and administrative entity's procurement and contract policies for expenditure of WIOA funds in accordance with prior approval by the WDB and/or LEO; and

The WDB will provide policy direction to the WDB Executive Director. The WDB Executive Director will supervise any staff employed by the fiscal and administrative entity to provide WDB support. The WDB Executive Director will, acting for the WDB, provide administrative support to the LEO board and will provide the LEO board with program and policy updates as needed or at regularly scheduled LEO board meetings. Employment of WDB funded staff, including the WDB Executive Director, by the fiscal and administrative entity will be governed by the fiscal and administrative entity's personnel policy; and

The WDB will periodically conduct an evaluation of its administrative entity for the purpose of identifying best practices and issues requiring improvement; and

The WDB through the LEO lead representative will provide the LEO board an opportunity to participate in the evaluation. If the WDB assigns the responsibility for evaluation to a committee, the WDB will strive to assure that committee members have no significant financial interest in contracts issued by the board. Evaluation of the WDB Executive Director will be governed by the agreement between the WDB and the administrative entity, and also by the agreement of the LEOs and fiscal and administrative agent; and

Designating or certifying One-Stop Career Center operators consistent with Section 121(d) of WIOA and may terminate for just cause the eligibility of such operators with the agreement of the LEO Board. The LEO Board, through its lead representative, will be consulted on One-Stop Career Center designation issues prior to implementation and will be signatory to any changes in operators; and

Identifying eligible providers of youth activities consistent with Section 123 of WIOA by awarding grants or contracts on a competitive basis based on recommendations of the WDB Executive Committee and subsequent approval by majority vote from WDB; and

Identifying eligible providers of training services described in Section 122 of WIOA; and

Identifying eligible providers of career services described in Section 121 and 148 of WIOA by awarding contracts if the career services are not provided by the Title I provider designated by the WDB; and

Developing a budget for the purpose of carrying out the duties of the WDB under Section 107 and 181 of WIOA, subject to approval of the LEO Board. The LEO Board will approve the budget as part of the local approval process at the beginning of each program year. Any changes to the WDB budget of 10% or more will be approved by the LEO Board and any change between any line item categories in the WDB budget of 20% or more will be subject to LEO Board approval. Approval will be made by signature of the LEO Board lead representative. The WDB Board, through its lead representative, will be consulted and will sign off on any procurement instrument selections for \$5,000.01 and \$49,999.99, contracts or expenditures of \$50,000.00 + will require LEO approval; and

Conducting oversight, in partnership with the LEO Board, with respect to local programs of youth activities authorized under Section 129 of WIOA, local employment and training activities authorized under Section 134 of WIOA, and the One-Stop Career Center delivery system. LEO Board oversight will be carried out by review of reports submitted by the WDB; and

Reaching agreement on local performance measures as described in Section 116 of WIOA, in partnership with the LEO Board. The LEO Board lead representative will be signatory to performance measure agreement documentation, with the Governor; and

Assisting the governor in developing the statewide employment statistics system (MACC) described in Section 15(e) of the Wagner-Peyser Act; and

Coordinating the workforce development activities in Region VII with economic development strategies and developing other employer linkages with such activities; and

Promoting the participation of private sector employers in the statewide workforce development system and ensuring the effective provision, through the system, of connecting, brokering, and coaching activities, through intermediaries such as the One-Stop Career Center operators in the local area or through other organizations, to assist employers in meeting hiring needs; and

The WDB will require the Management Consortia of each One-Stop Career Center to enter into

Memorandums of Understanding with all mandated and optional partners per the guidance contained in the Workforce Innovation and Opportunity Act of 2014 and the Policies and Procedures published by the WDB and WorkForce West Virginia; and

Soliciting comments from the general public, including business and organized labor representatives, on the local plan; and

Delegating such functions and responsibilities to agencies, subcommittees or individuals as the WDB deems appropriate for administration and execution of its duties; and

Ten days before the date of scheduled board consideration, the WDB staff shall provide board members with copies of contracts and agreements requiring board action; and

Complying with the provisions of the Sunshine Law as described in Section 107(e) of WIOA and the West Virginia Open Governmental Proceedings Act; and

Complying with the conflict of interest provisions as described in Section 107(g) of WIOA and the West Virginia Governmental Ethics Act; and

The WDB will be responsible for approving or disapproving all contracts costing between \$5,000.01 and \$49,999.99. Contracts or expenditures of \$50,000.00 + will require LEO approval.

In accordance with Section 107 of WIOA the LEO Board shall be responsible for:

Appointing and re-appointing members of the WDB through a consensus vote from the LEO Board as described in Section 107(b)(2) of WIOA; and

Meeting with the WDB Executive Committee as necessary to discuss areas of mutual concern; and

Serving as the local grant recipient for, and shall be liable for any misuse of, the grant funds allocated to the local area under Sections 128 and 133 of WIOA; and

Designating an entity to serve as the fiscal agent responsible for disbursement of WIOA funds for workforce development activities at the direction of the local board and in compliance with all applicable local, state and federal laws and regulations; and

Appointing an ex-officio voting member to the WDB Executive Board; and

Complying with the provisions of the Sunshine Law as described in Section 107(e) of WIOA and the West Virginia Open Governmental Proceedings Act; and

Complying with the conflict of interest provisions as described in Section 107(g) of WIOA and the West Virginia Governmental Ethics Act.

Be directly involved in WDB Staff hiring, evaluation, and supervision with the WDB; and

Approve or disapprove WDB contracts and expenditures exceeding \$50,000.00; and

Act as a liaison for the WDB when issues arise where the WDB is at an impasse with personnel or agencies thus preventing the WDB from executing its duties to serve the citizens of the Region VII area.

BE IT FURTHER AGREED: the term of the MOU shall be for a period of one year, beginning on 07/01/2026 and extending to 06/30/2027. This agreement may be terminated, by either party, upon a thirty-day written notification by the party electing termination. This agreement may be extended or renewed by mutual agreement of both parties; and

This MOU may be amended at any time based on mutual agreement of both parties; and

The WDB and the LEO Board prohibit discrimination and provide assurances of compliance with Section 188 of WIOA and the Americans with Disabilities Act; and

The WDB and the LEO Board assure that all materials which are ordinarily distributed to the public describing programs under WIOA must certify equal opportunity access; and

The WDB and the LEO Board assure that no funds received under WIOA will be used to assist, promote or deter union organizing; and

The WDB and LEO Board assure that all confidentiality and disclosure mandates will be applied and enforced.

The LEO's and WDB certify:

Compliance with Title IV of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; The Age Discrimination Act of 1975; and Title IX of the Education Amendments Act of 1972.

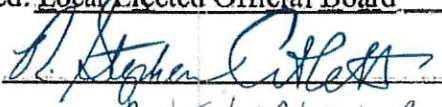
Compliance with Title II, Subtitle A of the Americans with Disabilities Act of 1990.

Compliance/Certification Regarding Drug-Free Workplace Requirements (29 CFR Subtitle A, Appendix C to Part 98).

Compliance/Certification Regarding Debarment and Suspension (29 CFR Subtitle A, Appendix A to Part 98).

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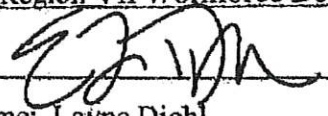
Approved: Local Elected Official Board

By: 

Printed Name: R. STEPHEN CATLETT

Title: Chief Local Elected Official

Approved: Region VII Workforce Development Board

By: 

Printed Name: Layne Diehl

Title: Chairperson

Date: 6/10/2026

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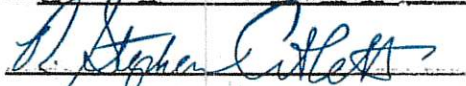
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Approved: Local Elected Official Board

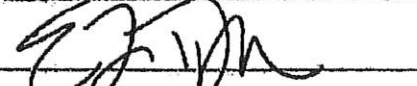
By: 

Printed Name: R. STEPHEN CATLETT

Title: Chief Local Elected Official

Date: 6/10/2026

Approved: Region VII Workforce Development Board

By: 

Printed Name: Layne Diehl

Title: Chairperson

Date: 6/10/2026