

ATTACHMENT
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Region VII WDB
Organizational Chart

Local Elected Officials

Berkeley, Grant, Hampshire, Hardy, Jefferson,
Mineral, Morgan, and Pendleton

Region VII Workforce Development Board, Inc.

- Vision, Strategy, Policy

WDB Fiscal Agent

Eastern Panhandle Instructional Cooperative
□ Fiscal & Admin. Services

Executive Director Dr. T.J. Van Meter

- Planning, Administration, Monitoring

WDB Staff

1. Phillip Sirk, Program Coordinator, EO Officer
2. Willetta Miller, Youth Program Coordinator;
3. Barbara Schoonover, WDB Receptionist
4. SNAP E&T Case Managers

WDB Committee Structure

- Executive

One-Stop Management Consortiums

- WorkForce West Virginia
- WV Department of Rehabilitative Services
- Thomas P. Miller & Associates - OSO
- Job Corps
- WV Department of Health & Human Resources
- Berkeley County Economic Development Authority

One-Stop Staff

1. One-Stop Director
2. WIOA Career Coaches
3. Business Analyst
4. Customer Satisfaction Coordinator

Region VII One-Stop Career Centers

- South Branch
- Martinsburg

WIOA Services

- Career
- Training
- Youth Services

Certifies Region VII One-Stop Career Centers

- Two Locations in Moorefield and Martinsburg

Training

- Certifies Training Programs & Providers
- High Priority Occupations/Providers/Petition Process

Grant Solicitation

- State Grants
- Industry Partnership Grants
- Incentive
- WIOA Partner Grants

Monitoring/Contracting

- ADA Compliance
- Monitors all Local Workforce Investment Area Programs
- Adult Services Include: Individual Training Accounts, On the Job Training
- Monitors all Grants
- Monitors Fiscal Agent
- One-Stop Career Centers
- Youth Services
- Program Eligibility

Region VII Workforce Development Board Organizational Chart Narrative

Local Elected Officials: Exercise powers, functions, and responsibilities vested by the Workforce Innovation and Opportunity Act of 2014. Local Elected Officials provide oversight of program funds in accordance the Act. Maintain financial liability for WIOA funds.

Workforce Development Board: To provide policy guidance for, and exercise oversight with respect to, activities under the job training plan for its service delivery area in partnership with the unit or units of general local government within its service delivery area or the Workforce Innovation and Opportunity Act of 2014; to work to increase the involvement of business community in the employment and training system; and to work to increase private sector employment opportunities for eligible participants.

Eastern Panhandle Instructional Cooperative (Fiscal & Admin): Contracted fiscal and administrative agent. Ensure the financial responsibility and integrity of WIOA funds spent on behalf of the Region VII Workforce Development Board. Comply with all state and federal financial regulations governing the obligation and expenditure of WIOA funds. Ensure the delivery of services in the Region VII area are of the highest quality possible for both employers and job seekers by providing highly qualified personnel at costs within the capacity of the Region VII WDB.

WDB Executive Director: Implements all WIOA activities as directed by the LEOs and the WDB in accordance with the Workforce Innovation and Opportunity Act of 2014; supervises and directs all designated WDB staff; develops policies and procedures for delivery of WIOA services; acts as WDB liaison between federal agencies, state agencies, businesses and other agencies. Oversees WDB activities and One-Stop activities

One-Stop Management Consortia: Develop external agency partnerships to expand Career Center services to better equip both businesses and job seekers with the education and workforce skills needed in the modern day workforce. Provides guidance for the daily operation of the One-Stop Career Center..

One-Stop Director: Oversees the daily operations and customer flow within the One-Stop system. The One-Stop Director also serves as a navigator within the system for customers. Responsible for outreach, public relations, customer tracking, referrals and various other duties related to the day-to-day operations of the One-Stop Career Center.

WDB Staff: Will provide and develop administrative and program activities necessary for the Region VII WDB to meet its vision through its Strategic Plan. Individual job descriptions are enclosed within the Local Plan.

WIOA Career Coach: Determines if individual customers are eligible for WIOA services. Make referrals to vocational and career counseling services for all programs if needed. Conduct

weekly and monthly follow-up services. Become familiar with all WDB policies and procedures applicable to the provision of WIOA services.

Office Assistant/Greeter: Greet customers as they enter the Career Centers, insuring that each customer completes the Client Intake Form. Provide efficient, courteous and speedy customer service to all Career Center clients whether by telephone, e-mail, fax or in person. Schedule appointments for customers with various partner agency representatives as needed. Prepare monthly One-Stop activity reports.

Youth Case Manager: Determines if youth customers (ages 14-24) are eligible for WIOA services. Make referrals to vocational and career counseling services for all programs if needed. Conduct weekly and monthly follow-up services. Become familiar with all WDB policies and procedures applicable to the provision of WIOA services.

Executive Committee: Exercise the authority of the Board in the management of business affairs within the WDB during intervals between meetings; overall leadership and development of the WDB; WDB operations and structure; oversight of the development and implementation of the WDB Strategic Plan. Recommends quality and performance improvement for the WDB; evaluation and assessments, (i.e. training, programs, etc.) oversees fiscal and management audits for Region VII WDB. Ensure an effective customer focused One-Stop system is in place within Region VII, linking to regional & state economic development & strategies to include job growth, work on programs & services for employers and charter sub-groups to address key issues or identify improvement needs. To establish Region VII WDB policy for the administration, coordination and delivery of Youth Services to eligible participants located within Region VII.

WIOA Services: Hierarchy of Workforce Innovation and Opportunity Act services that include Career and Training Services for eligible WIOA Adults, Dislocated Workers, and Youth.

Training: Demand occupational trainings identified by the Region VII WDB as skill sets that make WIOA customers employable within our region.

Grant Solicitation: The Region VII WDB will actively pursue grants outside of the annual WIOA formula funds. These funds will be pursued in order to further the vision of the WDB identified in the strategic plan.

Monitoring/Contracting: The Executive Director and WDB Staff will maintain official records with regards to ADA compliance, WIOA programs (ITAs, OJT's, Youth), monitor grants, monitor fiscal agent, monitor One-Stops, and program eligibility.