

Application Guide for Module 1: Introduction to Local Governance Policy

Using this Guide

As you go through this training, you will see these icons which indicate a prompt for reflection. You can:



1. Pause the training and do the prompt, OR
2. Complete the training and then go through the guide.

You can then address specific questions through the Technical Assistance provided by Workforce Innovation and Opportunity Act (WIOA) subject matter experts.

- [Click Here to Sign Up for TA!](#) Or scan the QR code:



Roles – Governance vs. Operations

- How are you currently separating governance and operations?
- What questions do you have about the separation between governance and operations?
- Are there additional steps that your LWDB can take to further increase the firewall between governance and operations? If so, please explain.
- What additional guidance can the State provide to increase clarity on roles?
- Where and how can NJDOL and SETC strengthen resources and messaging to create greater clarity and better support you in this work?

Roles of Governance

- How many CEOs do you have?
- If more than one, do you have an inter-governmental agreement in place for them?
- How often do you review your inter-governmental agreements [ideally every year]?

Structure of Governance

- WIOA references [14 capacities](#), how do you need to expand capacity to carry out these functions?
- Does your LWDB have an individual designated as a fiscal agent? Does your LWDB have paid staff? Which committees do you have?
- How can you set up more support for your LWDB? (e.g., employer engagement, data usage, monitoring, procurement, policy development)
- What questions do you still have?



Governance Responsibilities

Note: These questions are based on the LWDB responsibilities as outlined in the policy document, [WD-PY21-6Local Governance Policy \(Final\).pdf \(nj.gov\)](#) Please refer to that document for more details and page number references.

1. Leading local and regional planning (page 7)

- Did your LWDB and CEO develop and submit a 4-year local plan? Have you reviewed the plan? What is in it that pertains to your role?
- What are the key strategies and priorities included in your regional and local plans?
- What role did the LWDB play in leading the development of the local plan? Regional plan?
- How did/does your planning process include the range of workforce stakeholders and perspectives in your community?

2. Analyzing labor market information (page 8)

- What research and labor market data does your LWDB use to inform its work? What sources do you use? How frequently are you updating your data and research?
- How do you ensure current services are addressing the needs of both candidates and employers?
- How can you improve your research and analysis?

3. Convening, brokering, and leveraging stakeholders (page 8)

- Why is it important to gather local stakeholders, and leverage their expertise and resources, to develop your local plan?
- How do you bring together those stakeholders and ensure their perspective is included in your local plan?
- What strategies have you used to engage stakeholders? Are there additional ways to use their expertise in the development and implementation of your plan?

4. Engaging with employers (page 8)

- Why is it important to promote employer representation on the LWDB?
- What employer representation do you have on the LWDB?
- How will you develop connections with employers, to support both their use of the workforce development system and their involvement in its activities?
- How will you ensure that workforce development activities meet the needs of local employers and contribute to the local economy?
- What strategies do you use to meet the skill and employment needs of both candidates and employers (especially when it comes to in-demand or high-priority occupations)? What additional strategies would you like to use?



5. Developing career pathways (page 8)

- Which secondary and post-secondary education programs or providers do you collaborate with? What others do you want to collaborate with?
- What career pathways are already established? What additional pathways need to be developed? How will you ensure they align employment, training, education, and supportive services for those with barriers to employment?

6. Identifying proven and promising practices for dual customers (pages 8-9)

- What proven and promising strategies and initiatives are you currently using? What additional ones do you want to try?
- How will your LWDB evaluate if a strategy or initiative is “proven and promising”?

7. Using technology to maximize accessibility and effectiveness (page 9)

- Why is it important to facilitate connections among the intake and case management information systems of the One Stop partner programs to support a comprehensive workforce development system?
- What virtual services does your LWDA offer? How will you improve these non-traditional delivery options and/or increase access to them?
- How will you leverage resources and capacity within your local workforce development system to use technology?

8. Conducting program oversight (page 9)

- How is your CEO and LWDB conduct program oversight?
- How do they ensure the appropriate use and management of WIOA funds?

9. Setting local performance accountability measures (page 9)

- What questions do you have about performance and accountability measures?
- What process or approach for negotiating and reaching agreement on local performance measures with the CEO and the Governor currently exists?
- If you do not have a process, how can you create one?



10. Negotiating with stakeholders on infrastructure costs (page 9)

- NJ policy doc states, “The LWDB negotiates with the CEO and required partners on the methods for funding the infrastructure costs of One Stop centers in the LWDA in accordance with § 678.715 and New Jersey’s MOU/IFA policies.”
- How is your LWDB doing this negotiation? What are the challenges or areas for improvement?
- What questions do you have about this responsibility?

11. Selecting One Stop Operators and Career and Youth Services Providers (pages 9-10)

- Is your LWDB competitively procuring for:
 - One Stop Operator,
 - One Stop Career Services Provider, and
 - One Stop Youth Services Provider?
- How does the LWDB target competitive procurement of these services to meet the priorities and strategies of the local area and ensure that the range of services and supports highlighted in WIOA policy are in place?

12. Coordinating with education providers (page 10)

- How do you determine the local suitability of adult education and literacy activities under Title II?
- Why is it important to promote cooperation and collaboration across the LWDA – with staff, employers, other partners and services, and candidates – when it comes to adult education and literacy? How seamlessly do clients move between titles? What mechanisms support the seamless movement of clients?

13. Developing and administrating the budget (page 10)

- What is the LWDB’s process for developing the budget for your LWDA? How can each governance role (CEO, LWDB, and Fiscal Agent) be leveraged in the budget development?
- How does your local plan and priorities drive your budget process and decision-making?
- What questions do you have around developing and administering budgets?

14. Evaluating accessibility for individuals with disabilities (page 10)

- How do you assess the physical and programmatic accessibility of all One Stop Centers?
- How frequently do you assess accessibility?


