



CEO CHECKLIST OF KEY TASKS

Revised deadlines

Based on the decision by USDOL to uphold the appeal on Iowa's local workforce area designation and with the need to keep transformation efforts moving forward, below is the revised timeline for CEO tasks based on the configuration of 15 current local workforce development boards. Refer to the Iowa CEO Training Guide for more detailed information.

Task	Deadline	CEO Guide	Required Action
Develop CEO Shared Liability Agreement	5/15/2020	pp. 31-38	Send fully executed agreement to WIOAgovernance@iwd.iowa.gov
Select a Chief Lead Elected Official	5/15/2020	p. 15	Send name and contact information of CLEO to WIOAgovernance@iwd.iowa.gov
Appoint the Local Workforce Development Board	5/15/2020	p. 17	Send Nomination Forms and Conflict of Interest Self Attestation Forms to WIOAgovernance@iwd.iowa.gov
Select a Fiscal Agent	5/15/2020	p. 20	Send name of organization and contact information of signatory or confirmation that CLEO will serve this role to WIOAgovernance@iwd.iowa.gov
Develop LWDB Bylaws	5/15/2020	p. 24	Share with LWDB members and make available to IWD upon request
Develop and approve LWDB budget*	9/1/2020	p.26	Guidance forthcoming
Select One Stop Operator and direct service provider after competitive procurement process*	12/1/2020	p. 22	Guidance forthcoming

in conjunction with local board

Reviewer:
Date:

Local Workforce Development Area Monitoring Overview

Item	Description	Documents to Review	Responsible Entity
1.1	<p>Composition of the Board</p> <p>Legal References: WIOA sec. 107, 20 C.F.R §679.320-.350, 1.4.1.1 Submission of Nominations, 1.4.1.2 Submission of Appointments, 1.4.2.1 Local Board Membership Requirements, 1.4.6.2 Conflict of Interest</p>	<ul style="list-style-type: none"> • Membership list with designation • Nomination and appointment policies and procedures • Member nomination forms • Member conflict of interest forms 	CLEO
1.2	<p>Functions</p> <p>Legal References: WIOA sec. 107, 20 C.F.R §679.370-.390, 1.2.1.0 CEO Roles and Responsibilities, 1.4.3.1 Local Board Required Functions</p>	<ul style="list-style-type: none"> • Local Plan • Local Budget • Accessibility assessment documentation • Certification documentation of the American Job Center(s) • Reorganization Plan 	LWDB
1.3	<p>Written Agreements</p> <p>Legal References: WIOA sec. 107, 20 C.F.R §679.310, 20 C.F.R §679.430, 1.2.2.0 CEO Financial Liability, 1.2.3.0 CEO Agreement/Shared Liability Agreement, 1.3.1.0 Local Fiscal Agent Required Functions, 1.2.1.0 CEO Roles and Responsibilities, Iowa Code, Chapter 28E</p>	<ul style="list-style-type: none"> • CEO Agreement/Shared Liability Agreement 	CLEO

1.4	Board Certification	<ul style="list-style-type: none"> • Board certification documentation 	LWDB
Legal References: WIOA sec. 107, 20 C.F.R §679.350, 1.4.4.1 Certification			
1.5	Board By-Laws	<ul style="list-style-type: none"> • Board by-laws 	CLEO
Legal References: 20 C.F.R §679.310, 1.2.1.2 By-Laws			
1.6	Sunshine Provision	<ul style="list-style-type: none"> • Are the following items available on a public website: <ul style="list-style-type: none"> ○ Local plan ○ Plan modifications ○ Membership roster ○ Meeting minutes ○ Meeting agendas ○ Public notices ○ By-Laws ○ Meeting schedules ○ Awards (of contracts/grants) ○ Designation and certification of one-stop operators 	LWDB
Legal References: WIOA sec. 107, 20 C.F.R §679.390, 1.4.6.3 Sunshine Provision			
1.7	Standing Committees	<ul style="list-style-type: none"> • Membership list • Meeting minutes 	LWDB
Legal References: WIOA sec. 107, 20 C.F.R §679.360, 1.4.5.1 Standing Committee Roles and Responsibilities, 1.4.5.2 Standing Committee Membership Requirements			

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<p>1.8</p>	<p>Internal Controls</p>	<ul style="list-style-type: none"> • Firewalls policies and procedures 	<p>Fiscal Agent/ Employer of Record for LWDB staff</p>
<p>Legal References: WIOA sec. 107, 20 C.F.R §683.220, 20 C.F.R §679.430, 1.4.6.1 Firewalls</p>			
<p>1.9</p>	<p>Board Staff</p>	<ul style="list-style-type: none"> • Staffing qualifications and documentation 	<p>LWDB</p>
<p>Legal References: WIOA sec. 107, sec. 194, 20 C.F.R §679.400, 20 C.F.R §679.410, 20 C.F.R §679.430, 1.4.6.4 Local Board Staff</p>			
<p>1.10</p>	<p>Procurement</p>	<ul style="list-style-type: none"> • Procurement policies and procedures • Records and documentation of most current procurement process • Written Standards of Conduct • Documentation/contract of who was selected to be the one-stop operator • Documentation/contact of who was selected as the service provider(s) of Title I program services 	<p>Fiscal Agent/ Employer of Record for LWDB staff</p>
<p>Legal References: WIOA sec. 101, sec. 107, sec. 132, 20 C.F.R §678.605, 20 C.F.R §678.610, 20 C.F.R §679.430, 20 C.F.R §680.160, 20 C.F.R §681.400, 1.4.7.3 Allowable Methods for Competitive Procurement of the One-Stop Operator, 1.4.7.4 Recordkeeping, 1.4.8.2 Allowable Methods for Competitive Procurement of Service Providers, 1.2.1.0 CEO Roles and Responsibilities</p>			
<p>1.11</p>	<p>Memorandum of Understanding</p>	<ul style="list-style-type: none"> • MOU (which includes the Infrastructure Funding Agreement) 	<p>LWDB and one-stop partners</p>
<p>Legal References: WIOA sec. 121, 20 C.F.R §678.500</p>			

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1.12	<p>Administrative Controls</p>	<ul style="list-style-type: none"> ● Oversight policies and procedures ● Oversight tools ● Most recent monitoring report and resolutions ● Current documentation of: <ul style="list-style-type: none"> ○ Local Plan ○ MOU (which includes the Infrastructure Funding Agreement) ○ Awards (of contracts/grants) ○ Program reports/records 	LWDB and staff
<p>Legal References: WIOA sec. 107, 20 C.F.R. §679.370, 1.2.1.0 CEO Roles and Responsibilities</p>			