

## **MassHire Metro South/West Workforce Board**

In 2014 the Federal Workforce Innovation and Opportunity Act (WIOA) was enacted, the first major workforce legislation in twenty years. Among other expectations of the WIOA was a revitalized role for the Local Workforce Development Boards, focusing on the demand-driven business needs of employers and training opportunities for job seekers which would prepare them to meet those employment needs.

The Metro South/West Board is comprised of influential business and community leaders who represent the 43 cities and towns in the region. The Board will shape the future of workforce development to meet the needs of employers and job seekers through strategic planning, policy development, and oversight of federal and state funds. The Board also has the broader role of addressing critical labor market issues, developing strategic public-private partnerships with local leaders, and leveraging community resources that promote economic wellness within the region. The Board oversees the provision of employment and training services to businesses and job seekers through the Career Centers in Framingham and Norwood and affiliate sites, as well as the delivery of career readiness services to young adults.

The WIOA Regional Chief Elected Official is the General Manager of the Town of Norwood, Tony Mazzucco. He is seeking to recruit and appoint engaged, committed members to the Board who reflect the wide variety of stakeholders and businesses in the region. The terms of appointment will range from two to three years. Members should be senior level decision makers or others with optimum policy making or hiring authority and be able to commit to monthly or quarterly Board and committee meetings, generally of two or three hour durations. These are public meetings, generally held during normal business hours with some during evening hours, and may be convened at various locations throughout the region in accessible facilities.

If you are interested in exploring this exciting opportunity to contribute to the future economic health of the region, please email a brief statement of interest with your resume or CV to

Louise Meyer at [lmeyer@msweta.org](mailto:lmeyer@msweta.org)

If you have questions, please contact Louise Meyer at [lmeyer@msweta.org](mailto:lmeyer@msweta.org) or 508-861-7627

## **TERMS AND DEFINITIONS**

On July 22, 2014, President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law (Public Law 113-128). This comprehensive reform legislation superseded the Workforce Investment Act of 1998 (WIA) and amended the Wagner-Peyser Act. Its purpose is to:

- Provide workforce investment activities, through statewide and local workforce development systems, that increase employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants,
- Improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation.

### **Governance and Operation**

The local workforce development system is contingent on a successful partnership between the Chief Elected Official (CEO) and the Local Workforce Development Board (LWDB). Their respective roles are outlined in the Agreement between the CEO and the LWDB, which describes the local workforce organizational design and the functions that each entity will assume.

The local plan is the document in which the LWDB and CEO will describe work plans, timelines and performance goals related to the direct delivery of workforce development services and activities within the region.

### **MassHire Metro South/West Workforce Board**

The local workforce development board is comprised of representatives from a variety of businesses and organizations in the local area. All members must meet the WIOA criteria established by the Governor, have demonstrated experience and expertise, and possess optimum policy-making authority. The majority (51%) must be from the private sector, while others represent labor, adult education, and other required partners. All WIOA board members are appointed by the CEO. The LWDB oversees the workforce issues and activities in the region, sets policy, convenes stakeholders, conducts analysis of regional economic conditions, engages employers, and develops the local plan with the CEO. In this region, Partnerships for a Skilled Workforce, Inc. (PSW) is entity which serves as the LWDB. Lisa Kubiak, CEO at MaryAnne Morse Health Care Center is the Board Chair. Greg Bunn is the Executive Director.

### **Chief Elected Official**

The Chief Elected Official (CEO) is the WIOA grant recipient but may designate another entity to serve as the fiscal agent (see below). The CEO appoints the WIOA members to the LWDB and works closely with them in setting goals and strategic initiatives to ensure that the region's workforce needs are addressed. The CEO is responsible for approval of the regional plans and the integrated budget. Tony Mazzucco, General Manager of the Town of Norwood, is the CEO in this region.

### **Fiscal Agent**

In order to assist in administration of the WIOA grant funds, the CEO may designate an entity to serve as a local fiscal agent. Designation of a fiscal agent does not relieve the CEO of liability for the misuse of grant funds. If the CEO designates a fiscal agent, the CEO must ensure this agent has clearly defined roles and responsibilities. The Metro South/West Employment and Training Administration, Inc. has been designated as the fiscal agent. Carol Wolf is the Fiscal Officer. The fiscal agent is responsible for the following functions:

- Receive funds
- Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget circulars, WIOA and the corresponding Federal Regulations and State Policies
- Respond to audit financial findings
- Maintain proper accounting records and adequate documentation
- Prepare financial reports to meet state, federal and PSW requirements
- Provide technical assistance to sub-recipients regarding fiscal issues
- Conduct financial monitoring of service providers
- Ensure that there is an independent audit of all employment and training programs

**MassHire Metro South/West Career Center**

Each region must have at least one physical location where job seekers and businesses can access services. The Metro South/West Employment and Training Administration Inc. is the career center operator, serving more than 12,000 job seekers and 900 employers each year. Jason Matthews is the Career Center Director.

The MassHire Framingham Career Center is located at 1671 Worcester Road, Suite 205, Framingham  
The MassHire Norwood Career Center is located at 32 Day St, Norwood, with adjunct space at 700 Washington St, Norwood

**Metro South/West Employment and Training Administration, Inc.**

Metro South/West Employment & Training Administration Inc. (MSWETA INC) is the entity which is the designated fiscal agent and provider of WIOA Youth Services. Louise Meyer is the Executive Director. This entity has been named as the interim operator for FY'19. WIOA requires that the operator is selected through an open procurement process which will occur later this fiscal year.

The CEO appoints members to the workforce board and it is those members who are charged with the selection of the operator. The Fiscal Agent is charged with the execution of the contract with the selected operator.

**Region**

The Metro South/West region is one of sixteen workforce regions in the Commonwealth and consists of 43 cities and towns:

Acton	Medfield
Ashland	Medway
Bellingham	Millis
Bedford	Natick
Boxborough	Needham
Brookline	Newton
Canton	Norfolk
Carlisle	Norwood
Concord	Plainville
Dedham	Sharon
Dover	Sherborn
Foxborough	Southborough
Framingham	Stow
Franklin	Sudbury
Holliston	Walpole
Hopkinton	Waltham
Hudson	Wayland
Lexington	Wellesley
Lincoln	Weston
Littleton	Westwood
Marlborough	Wrentham
Maynard	