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| **Strategic Functions of the Prince George’s County Local Workforce Development Board** |
| **#** | **Strategic Functions** | **Overview/Definition** | **Associated Standing Committee** |
| 1 | WDB Membership Composition | (A) Majority of the Local Board shall be representatives of Business (51%). (B) Not less than 20% shall be representatives of the local workforce (Labor Organizations, Apprenticeship, Community based organization serving job seekers with barriers to employment, or workforce development organization serving WIOA eligible youth). (C) Representatives of education and training entities (Adult Ed required). (D) Representatives of government, economic development and community development entities (Economic or Community Development, State Employment, and Rehabilitation Act entities required). (E) Local elect official requirements. | Executive Committee |
| 2 | Election of WDB Chair | The members of the local board shall elect a chairperson for the local board representing the business community.  | General Board  |
| 3 | Maintaining Standing Committees | The local board may designate and direct the activities of standing committees to provide information and to assist the local board in carrying out specific activities: (A) One-Stop Delivery System Operations, (B) Provision of services to youth, (C) Provision of services to individuals with disabilities.  | Executive Committee  |
| 4 | Maintain Local Board Certification | The Governor shall, once every 2 years, certify 1 local board for each local area in the State. | Executive Committee  |
| 5 | Local Plan  | The local board, in partnership with the chief elected official for the local area involved, shall develop and submit to the Governor a comprehensive 4-year local plan. | Executive Committee  |
| 6 | Workforce Research and Regional Labor Market Analysis  | To assist in the development and implementation of the local plan, the local board shall carry out analyses of the economic conditions in the region, determine the needed knowledge and skills for the region, the workforce in the region, workforce development activities in the region, and various labor market information in the region.  | Executive Committee  |
| 7 | Convene, Broker and Leverage Partnerships | The local board shall convene local workforce development system stakeholders to assist in the development of the local plan, identify non-Federal local workforce expertise, identify local resources to leverage support for local workforce development activities. | AJC/One Stop Committee |
| 8 | Employer Engagement  | The local board shall lead efforts to engage with a diverse range of employers to promote businesses, develop linkages with businesses, ensure the workforce system meets the needs of businesses, and ensure there are opportunities for employment and career advancement in the region. | Business Committee |
| 9 | Career Pathways Development  | The local board, with representatives of secondary and postsecondary education programs, shall lead efforts in the local area to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.  | AJC/One Stop Committee |
| 10 | Proven & Promising Practices  | The local board shall lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers, and jobseekers (including individuals with barriers to employment) in the local workforce development system. Once identified, disseminate information on proven and promising practices.  | Executive Committee  |
| 11 | Technology  | The local board shall develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, and jobseekers, by: (A) Facilitating connections among intake and case management systems (B) Facilitating access to services by the one-stop delivery system (C) Identifying strategies for better meeting the needs of individuals with barriers to employment (D) Leveraging resources and capacity within the local workforce development system | AJC/One Stop Committee |
| 12 | Program Oversight  | The local board, in partnership with the chief elected official for the local area, shall conduct oversight for local youth workforce investment activities, local employment and training activities, the one-stop delivery system in the local area, appropriate use and management of WIOA funds, and ensure WIOA funds are being managed to meet performance. | Executive Committee  |
| 13 |  Negotiations of Local Performance Accountability Measures  | The local board, the chief elected official, and the Governor shall negotiate and reach agreement on local performance accountability measures. | Executive Committee  |
| 14 | Selection of Operators & Providers  | Consistent with WIOA, the local board shall designate or certify One Stop Operators, identify providers of youth workforce investment activities in the local area by awarding grants or contracts on a competitive basis (based on Youth Committee recommendation), identify eligible providers of training services, and by identifying eligible providers of career services by awarding contracts.  | Executive Committee  |
| 15 | Coordination with Education Providers | The local board shall coordinate activities with education and training providers in the local area, including providers of workforce investment activities, providers of adult education and literacy activities under title II, providers of career and technical education (as defined in section 3 of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2302)) and local agencies administering plans under WIOA Title I of the Rehabilitation Act. | AJC/One Stop Committee |
| 16 | Budget & Administration  | The local board shall develop a budget for the activities of the local board in the local area, consistent with the local plan and the duties of the local board. | Finance Committee  |
| 17 | Accessibility for Individuals with Disabilities  | The local board shall annually assess the physical and programmatic accessibility, in accordance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), of all one- stop centers in the local area. | Disability & Severe Barriers Committee  |

\*Employ Prince George’s provides staffing, administrative and operational assistance to the Prince George’s County Workforce Development Board and its Standing Committees

\*Strategic functions that require multiple standing committee involvement are associated with the Executive Committee. The Executive Committee coordinates cross functionality and efforts across multiple standing committees.

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| **Template Operations Tracker** |
| **#** | **Strategic Functions** | **Associated Committee** | **Relevant Projects, Programs or Initiatives** | **Current Status** | **Est. Completion Date**  |
| 1 | WDB Membership Composition | Executive Committee |  |  |  |
| 2 | Election of WDB Chair | Executive Committee  |  |  |  |
| 3 | Maintaining Standing Committees | Executive Committee  |  |  |  |
| 4 | Maintain Local Board Certification | Executive Committee  |  |  |  |
| 5 | Local Plan  | AJC/One Stop Committee  |  |  |  |
| 6 | Workforce Research and Regional Labor Market Analysis  | Executive Committee  |  |  |  |
| 7 | Convene, Broker and Leverage Partnerships | AJC/One Stop Committee |  |  |  |
| 8 | Employer Engagement  | Business Committee |  |  |  |
| 9 | Career Pathways Development  | AJC/One Stop Committee |  |  |  |
| 10 | Proven & Promising Practices  | Executive Committee  |  |  |  |
| 11 | Technology  | AJC/One Stop Committee |  |  |  |
| 12 | Program Oversight  | Executive Committee  |  |  |  |
| 13 |  Negotiations of Local Performance Accountability Measures  | Executive Committee  |  |  |  |
| 14 | Selection of Operators & Providers  | Executive Committee  |  |  |  |
| 15 | Coordination with Education Providers | AJC/One Stop Committee |  |  |  |
| 16 | Budget & Administration  | Finance Committee  |  |  |  |
| 17 | Accessibility for Individuals with Disabilities  | Disability & Severe Barriers Committee  |  |  |  |