



STATE OF TENNESSEE  
**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**  
DIVISION OF WORKFORCE SERVICES  
220 French Landing Drive  
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(615) 741-1031

## **Attachment B - Partnership Agreement**

## **LWDA:**

The Partnership Agreement between the Chief Local Elected Official (CLEO) and Local Workforce Development Board (LWDB) guidance on the roles and responsibilities of each party in the governance of the Local Workforce Development Area (LWDA).

### **1) Local Board Membership:**

Describe how the CLEO will assure adherence to the LWDB composition outlined in WIOA Section 107(b)(2).

### **2) Relationship between CLEO and LWDB:**

Specifically define the roles and responsibilities of the CLEO and the LWDB in regard to the governance of the LWDA. These definitions must separately address the roles of each party including: how the meeting agenda will be set; how the CLEO and LWDB will communicate the vision for, and needs of, a LWDA; how WIOA funds and resources will be fully utilized for workforce development across the LWDA.

**3) Monitoring, Performance, and Oversight of LWDA:**

Define which party will conduct monitoring and oversight of the programs administered in the LWDA. LWDBs should have a scorecard to update the CLEO (including LEOs) on the LWDA's performance; describe the agreed upon criteria that will be used to measure performance.

**4) Local Board Budget Approval:**

Specifically describe how the LWDA budget, developed by the LWDB and subject to the approval of the CLEO, will be given consideration by the LEOs. Furthermore, describe the process that will allow LEOs to voice support or opposition to the budget and how these opinions will be taken into account. Describe how monthly and quarterly financial performance be reviewed. Describe how decisions on special projects and additional funding opportunities will be made.

**5) Communication:**

Describe how the CLEO (including LEOs) will facilitate communication, and provide a response concerning the needs of cities and counties to the LWDB. Provide information to explain how the workforce development needs of an area will be addressed by the LWDB.

**6) Amendments:**

Describe how the Partnership Agreement will be amended to accommodate changes that arise in the administration of the LWDA. For example, the need for an amendment to this agreement could arise in the event of a change in the composition of the LWDB or if a new LEO is elected to office. Provide a description of the role each party will have in altering the Partnership Agreement to adapt to such changes.

**7) Authorized Signatures:**

**Appendix E on page 4** of this document must contain the signatures of the CLEO, or all LEOs, and the LWDB Chair participating in this agreement.

**Appendix E: Signatures of CLEO and Board Chair, or signatures of all LEOs and Board Chair (additional signatures may be added as needed)**

**CLEO:**

Name:

Representation:

Contact Info:

Signature: \_\_\_\_\_

**BOARD CHAIR:**

Name:

Representation:

Contact Info:

Signature: \_\_\_\_\_

**LEO:**

Name:

Representation:

Contact Info:

Signature: \_\_\_\_\_

Name:

Representation:

Contact Info:

Signature: \_\_\_\_\_

Name:

Representation:

Contact Info:

Signature: \_\_\_\_\_