

**WASHINGTON STATE  
WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD  
MEETING NO. 139  
JUNE 25, 2009**

**FURTHERING THE WASHINGTON WORKFORCE COMPACT  
VIA ROLES OF WORKFORCE BOARD AND  
EMPLOYMENT SECURITY DEPARTMENT**

In “Washington Works” the Workforce Board concluded, “There must be a clear mutual understanding of the *strategic* role of the Workforce Board and the *operational* role of the [operating] agencies, and the difference between the two roles.” In 2007 the Board adopted “The Washington Workforce Compact” which further described the roles and responsibilities of the agencies and other partners in the workforce development system.

In order to advance this “clear and mutual understanding,” the Chair and members of the Board, including the Commissioner of Employment Security Department met this spring to continue the conversation. They requested that Employment Security Department and Workforce Board staff engage in an effort to further clarify the roles and responsibilities of the two agencies.

Attached, for the Board’s consideration, is a paper developed by the staff of the two agencies. The paper does not attempt to include everything that either agency is responsible for and does not include the roles of other state or local partners. It is simply offered as further clarification of the areas where the roles and responsibilities of the Workforce Board and Employment Security Department intersect. For example, the paper does not include the role of the Workforce Board in research and development of innovative practices that span multiple workforce partners—such as Lifelong Learning Accounts or *High Skills, High Wages* Strategic Fund. Also, it should be noted that Workforce Investment Act reauthorization could impact the roles and responsibilities of the two agencies, among others. We will need to review this discussion following reauthorization.

**Board Action Required:** None. For discussion only.

# **Roles and Responsibilities of the Workforce Training and Education Coordinating Board and the Employment Security Department**

## **Preface**

The following is a description of the roles and responsibilities of the Workforce Training and Education Coordinating Board (Workforce Board) and the Employment Security Department (ESD) where the two agencies intersect. The purpose of the paper is to help clarify the overlapping roles of the two agencies.<sup>1</sup>

## **Summary of Roles**

- The Workforce Board has planning, policy, performance setting and evaluation responsibilities for the comprehensive statewide workforce development system. (See attachment.)
- The Workforce Board works closely with the state's economic development agency to ensure strong linkages and coordination between workforce training priorities and the state's economic development efforts.
- ESD has grant administration and administrative responsibilities for Workforce Investment Act (WIA) Title I, Trade Act Program, and Wagner-Peyser. Those responsibilities include disbursement of funds, planning, administrative and operational policy development, and establishing and setting management performance measures and targets, conducting oversight and providing technical assistance.
- The Workforce Board establishes performance measures for the state workforce development system and WIA Title I. ESD establishes management measures and targets and any additional measures or targets necessary to meet operational goals.
- The Workforce Board serves as the state board for the federal Workforce Investment Act.
- Each of the agencies has the following roles and responsibilities:

## ***Workforce Board***

- Provides planning, coordination, evaluation, oversight, and policy analysis for the state training system as a whole and advises the Governor and Legislature concerning the state training system, in cooperation with the state training system and the Higher Education Coordinating Board.

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<sup>1</sup> The paper does not include all the functions of either agency. It also does not include the roles and responsibilities of other entities, including those of the Workforce Development Councils (WDCs). Nor does it include how the Workforce Board and Employment Security consult with and collaborate with the WDCs and other partners in the Workforce Development System. For a broader description of roles and responsibilities, please see, "Partnering for Performance: Washington's Workforce Compact."

- Develops *High Skills, High Wages*, the state's comprehensive plan for workforce training and education, including but not limited to goals, objectives and priorities for the state training system.
- Reviews the operating plans of the workforce development agencies for consistency with *High Skills, High Wages*.
- Develops Workforce Development Council (WDC) plan criteria related to *High Skills, High Wages*.
- The Workforce Board reviews WDC plans and makes recommendations to the Governor on plan approval based on consistency with *High Skills, High Wages*.
- Coordinates and links comprehensive planning with the economic development efforts in the state to provide the strategic and operating linkages between economic and workforce development in the state.
- Advocates for the state training system and for meeting the education and training needs of employers and the workforce.
- Designs and implements a performance management system for workforce development in the state. Establishes standards for data collection and maintenance for the operating agencies of the state training system.
- Assesses the workforce development system using the statewide performance measurement system established by the Workforce Board.
- Participates with ESD in the development of the one-stop system management measures.
- Provides for coordination among the different operating agencies and components of the state training system at the state and regional levels.
- Develops a consistent and reliable data base on vocational education enrollments, costs, program activities and job placement from publicly funded vocational education programs in the state.
- Establishes minimum standards for program evaluation for the operating agencies of the state training system.
- Administers scientifically based outcome evaluations of the state training system.
- Encourages and assesses progress for the equitable representation of racial and ethnic minorities, women, and people with disabilities among the students, teachers, and administrators of the workforce development system.
- Establishes Industry Skill Panel standards that identify the expectations for Industry Skill Panel products and services.

- Manages the state's Eligible Training Provider list and establishes annual minimum performance levels.
- Advises the Governor in the designation of the local workforce development areas.
- Establishes the criteria for awarding the 503 Incentive Grants in Washington.
- Participates in the preparation of the required annual report to the U.S. Secretary of Labor.

### ***Employment Security***

- Serves as the Grant Recipient and Administrative Entity for the Workforce Investment Act (WIA), Wagner-Peyser and Trade Programs.
- Develops and maintains the State plan for WIA and Wagner-Peyser. Aligns plans so they are consistent with *High Skills, High Wages*.
- Works in partnership with business, labor, local WDCs and state operating agencies to address workforce development issues in the state.
- Develops and continuously improves the one-stop system through operational policy development, standards setting, and technical assistance. Aligns efforts to *High Skills, High Wages*.
- Under the direction of the Governor's office, participates in the designation of the local workforce development areas.
- Develops the management performance measures for the one-stop system, including the WIA, Wagner-Peyser and Trade Act programs. Assesses the performance of the one-stop system based on these performance measures and other state, federal and local requirements.
- Reviews the local WIA plans of the WDCs to determine that plans meet state and federal guidelines.
- Develops statewide standards and operational policies to ensure compliance with the WIA, Wagner-Peyser and Trade Acts, and ensures consistent and efficient approaches to services delivery in the WorkSource Centers.
- Conducts required and necessary oversight to ensure administrative and performance requirements of the programs are met. Requires corrective actions, as necessary.
- Conducts annual on-site quality assurance, performance and compliance monitoring of the WIA, Wagner-Peyser and Trade Act programs, one-stop centers, and sub recipients. Takes such actions as necessary under Section 184 of WIA.
- Prepares reports, analyzes data, and reviews local performance outcomes in accordance with local, state and federal policy.

- Provides rapid response assistance in coordination with the WDCs and local areas.
- Applies and/or assists organizations in applying for National Emergency Grants.
- Prepares and coordinates with Workforce Board the completion and submission of the required annual report to the U.S. Secretary of Labor.
- Develops the statewide employment statistics systems.
- Submits application to the U.S. Department of Labor for the national WIA 503 incentive grants.

**Attachment 1**

**State Workforce Development System (18 programs)**  
(RCW 28C.18, RCW 50.12, and E.O. 99-02)

Program Year 2007

| <b>Organization</b>                                       | <b>Program</b>                              | <b>Funding</b>        |
|---|---|-----------------------|
| State Board for<br>Community and<br>Technical Colleges    | Postsecondary Technical Education           | \$ 275,753,182        |
|   | Adult Basic Education                       | \$ 99,665,197         |
|   | Worker Retraining Program                   | \$ 35,259,100         |
|   | Volunteer Literacy Program                  | \$ 432,573            |
|   | Job Skills Program                          | \$ 2,725,000          |
|   | Customized Training Program                 | \$ 3,075,000          |
| Office of<br>Superintendent of<br>Public Instruction      | Secondary Career and Technical<br>Education | \$ 294,466,558        |
|   | Even Start Family Literacy Program          | \$ 1,068,070          |
| Employment Security<br>Department                         | WIA, Title I-B Dislocated Worker<br>Program | \$ 24,920,842         |
|   | WIA, Title I-B Adult Training Programs      | \$ 17,601,075         |
|   | WIA, Title I-B Youth Activities<br>Programs | \$ 20,232,310         |
|   | Training Benefits Program                   | \$20,000,000          |
|   | Wagner-Peyser                               | \$ 14,784,734         |
| Department of Social<br>and Health Services               | Division of Vocational Rehabilitation       | \$ 54,096,000         |
| Department of<br>Services for the Blind                   | Vocational Rehabilitation for the Blind     | \$ 11,191,420         |
| Department of Labor<br>and Industries                     | Apprenticeship                              | \$ 1,375,004          |
| Workforce Training<br>and Education<br>Coordinating Board | Carl D. Perkins Technical Education         | \$ 1,174,232          |
|   | Private Vocational School Act               | \$ 225,770            |
| <b>Total Public Funds</b>                                 |   | <b>\$ 878,046,067</b> |