Intergovernmental Agreement
Apache County, Gila County, and Navajo County
Northeastern Arizona Innovative Workforce Solutions

I. PURPOSE

This document hereby replaces the INTERGOVERNMENTAL AGREEMENT FOR APACHE COUNTY – NAVAJO COUNTY WIA PARTNERSHIP fully executed and effective July 1, 2006.

This AGREEMENT is entered into for the purpose of continuing to have a single recognized entity to administer and operate programs to serve Adults, Dislocated Workers and Youth under Title I of the Federal Workforce Investment Act of 1998 (WIA). Navajo County Board of Supervisors will serve in the roles of Chief Elected Officials (CEO), fiscal agent, and administrative entity for the Apache County, Gila County and Navajo County Northeastern Arizona Innovative Workforce Solutions.

This AGREEMENT incorporates changes to comply with newly adopted Workforce Arizona Council policy #02-2013 which requires specific inclusions in the AGREEMENT.

II. LIABILITY OF FUNDS

Navajo County was designated by the Apache County, Gila County, and Navajo County Boards of Supervisors to serve as CEO, fiscal agent and administrative entity for the Northeastern Arizona Innovative Workforce Solutions.

This AGREEMENT provides Navajo County the authority to administer WIA and WIOA funds and to assign resources to meet the needs in each county.

Therefore, Navajo County, as CEO, fiscal agent and administrative entity for Workforce Investment Act of 1998 (WIA) and Workforce Innovation and Opportunity Act funds, for Apache, Gila, and Navajo Counties, shall be liable for any disallowed or misuse of WIA/WIOA funds. Chief Elected Officials in Navajo County are liable in their official capacity and are not personally liable for any misuse of WIA/WIOA funds.

III. BOARD REPRESENTATION AND ADMINISTRATION

A Local Workforce Investment Board (LWIB) to be known as the Northeastern Arizona Innovative Workforce Solutions Workforce Investment Board, certified by the Governor of Arizona, advises and serves the local area.

The LWIB shall be comprised of up to 30 members. Nomination processes and procedures will follow the requirements of the WIA/WIOA law and regulations and the Workforce Arizona Council policies. Official appointments will be made by the Navajo County Board of Supervisors in their designated capacity as CEO. The chairperson and vice chairperson shall be selected by LWIB members and shall represent different counties.

IV. WIA/WIOA SERVICES

Navajo County in its role as CEO, fiscal agent, and administrative entity, shall ensure that services are delivered in accordance with the WIA/WIOA, including subsequent amendments, and related regulations including Workforce Arizona Council policies.

V. WIA/WIOA RECORDS

Navajo County shall maintain and secure, in accordance with established policies and procedures, all records required by Federal, state, and county regulations to operate the WIA/WIOA programs.

VI. WIA/WIOA REPORTING

Navajo County shall be responsible for all required reporting of WIA/WIOA activities, performance and expenditures on behalf of the LWIB. Navajo County shall be responsible for all participating tracking and reporting activities required by Federal and state WIA/WIOA administration and shall provide annual performance reports, as well as quarterly Progress of Program Services reports to the Navajo County Board of Supervisors, the Gila County Board of Supervisors, and the Apache County Board of Supervisors with information on each county's actual service levels.

VII. WIA/WIOA PERFORMANCE MEASURES

The LWIB will be accountable for all required performance indicators, as established by the Governor and in policies by the Workforce Arizona Council.

VIII. WIA/WIOA ASSETS

Assets of the LWIB, such as vehicles, shall be purchased by Navajo County in accordance with its procurement policies and procedures. Each asset shall be added to the inventory of the county in which it is housed and shall be the

property of that county. Liability and insurance coverage shall be provided by the county where the asset is inventoried. Because both counties are insured by the same carrier, Arizona Counties Insurance Pool, all WIA/WIOA staff who provide proof that they are licensed and insured will be approved to operate all LWIB vehicles regardless of which county is the owner.

IX. WIA/WIOA CONTRACTS

Navajo County shall administer existing DES contracts for prior program years on behalf of the LWIB. New WIA/WIOA contracts shall be negotiated, authorized, and executed by Navajo County on behalf of the LWIB.

X. WIA/WIOA EXPENDITURES

Expenditures on behalf of the LWIB shall be processed by Navajo County in accordance with its financial policies and procedures. Responsibility for maintaining financial records and comply with audits shall be the responsibility of Navajo County.

XI. FACILITIES

Costs for leases, utilities, insurance, repairs and similar expenses shall be paid by Navajo County from the WIA/WIOA grant allocations. Navajo will negotiate leases based on availability of funds and service needs.

XII. PERSONNEL

LWIB staff and WIA/WIOA staff will be employees of Navajo County and shall be subject to Navajo County personnel policies and procedures.

XIII. LOCAL LWIB BUDGET APPROVAL

In its role as Chief Elected Officials, fiscal agent and administrative entity, Navajo County Board of Supervisors will review and approve the Northeastern Arizona Innovative Workforce Solutions Workforce Investment Board budget created for the purpose of carrying out the duties of the LWIB. This budget does not include program operations.

XIV. PARTICIPATING CHIEF ELECTED OFFICIALS AND NOTICES

This modification shall be signed by the current Chairperson for Apache County Board of Supervisors, the Chairperson for Gila County Board of Supervisors and the Chairperson for the Navajo County Board of Supervisors. Any and all notices

in connection with this AGREEMENT shall be delivered in person or by U.S. Mail, postage prepaid, to the intended recipient at the following address:

Northeastern Arizona Innovative Workforce Solutions
Attn: Susan Tegmeyer
PO Box 668
Holbrook, Arizona 86025

Apache County Board of Supervisors
Joe Shirley Jr., Chairman of the Board of Supervisors
PO Box 428
St. Johns, Arizona 85936

Navajo County Board of Supervisors
Dawnafe Whitesinger, Chairman of the Board of Supervisors
PO Box 668
Holbrook, Arizona 86025

Gila County Board of Supervisors
Michael Pastor, Chairman of the Board of Supervisors
1400 E Ash Street
Globe, Arizona 85501

XV. TERM/TERMINATION

This agreement shall be effective as of July 1, 2015 and shall remain in effect until such times a County withdraws. A county may withdraw by giving at least 100 days' notice of withdrawal prior to the beginning of a new program year. Program years are July 1 through June 30. Upon notice of withdrawal, each county will be responsibility for notifying the DES WIA/WIOA Section and Workforce Arizona Council and submitting a plan within 30 days outlining the assumption of programmatic and financial responsibilities. On the effective date of withdrawal, the LWIB shall cease to exist and Navajo County's authority as CEO, fiscal agent, and administrative entity shall end, except insofar as Navajo County ay be required to act in order to wrap up the affairs of the LWIB.

XVI. MAINTENANCE OF AGREEMENT

This AGREEMENT and any modifications shall be maintained and available for monitoring at the Navajo County Administrative Entity office.

XVII. COMMUNICATION

LWIB meeting notices and minutes of meetings will be provided to the Apache County, Gila County, and Navajo County Boards of Supervisors. Apache County, Gila County, and Navajo County Boards of Supervisors will be invited to a joint meeting with the LWIB annually wherein performance information and financial information will be shared.

VIII. REQUIRED SIGNATURES FOR MODIFICATION

Chairperson, Apache County Board of Supervisors:

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Joe Shirley, Jr *Date*

Chairperson, Navajo County Board of Supervisors:

Jonathan M. Nez 4/28/15

Jonathan M. Nez, Vice Chairman *Date*

Chairperson, Gila County Board of Supervisors:

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Michael Pastor *Date*