



**OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT
WORKFORCE DEVELOPMENT DIVISION
MEMORANDUM**

Meeting of May 20, 2022

TO: Members of the Workforce Investment San Francisco Board Executive Committee
FROM: Joshua Arce, OEWD Workforce Development Division Director
RE: Master Partnership Agreement

ACTION REQUESTED

The OEWD Workforce Development Division Director recommends that the Workforce Investment San Francisco Board Executive Committee ratify the chair's signing, on behalf of the board, the Master Partnership Agreement, which was submitted to the State on June 1, 2022.

BACKGROUND

The governance and operation of the Local Workforce Development System is contingent on a successful partnership between local elected officials, the workforce development board, and the administrative entity charged with implementing the Local Plan. The Master Partnership Agreement (Agreement) sets forth the respective roles and responsibilities of the City (as represented by the Mayor as the Chief Local Elected Officer), the Board of Supervisors, the WISF, and OEWD in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA).

The Agreement acknowledges the Mayor's authority to appoint members to the WISF, her role as the fiduciary entity for administration of the requirements of WIOA, and the ability to delegate authority to sign contracts and other documents in furtherance of WIOA implementation to the OEWD Director pursuant to a Delegation of Authority Letter (dated June 11, 2019).

The WISF shall have the duties and responsibilities of serving as the local workforce development board as set forth in WIOA including the delegation of certain of these administrative duties and responsibilities to OEWD. OEWD serves as the designated subgrant recipient and fiscal agent under the terms of WIOA as well as the WIOA Administrative Entity for all WIOA programs operated under its authority in the City. OEWD must administer the WIOA program in accordance with applicable laws and guidance from the State of California Employment Development Department, including receipt and disbursement of WIOA funds, preparation of grant applications, contracting and contract administration, fiscal administration, and accounting and auditing.

Attachments:
Master Partnership Agreement