

DWIB Related Task List

(This list of essential tasks has been created to assure role clarity and accountability in the performance of these tasks)

Tasks Description	Accountable Decision Maker	Responsible to do the work	Consult (prior to decision)	Inform (after decision)	Notes
Administrative Tasks					
Allocation of Blue Collar training dollars for contract funding categories	DWIB Chairman: Gary Stockbridge	DWIB Proposal Review Committee: Chair John Chrzanowski; The DWIB at large in Open Meeting: DET Contracting Staff: Including Tom Smith; Eileen Schneese; Rachel Gold; Clissa Taylor; Maggie Jones; Stephen Malone; Julia Hayward;	DET Director: Tom Smith	Public Via Website; Staff Via DJL;	The allocation of blue collar funds is the state board's responsibility, but this function is facilitated through the RFP process which is managed by DET contracting and overseen by DWIB members
Manage the funding approved for contact and ITA and training providers.	DET Director Tom Smith	DET Contracting Staff: Rachel Gold; Maggie Jones; Clissa Taylor; Steve Malone; Colleen Cunningham	DWIB Chair: Gary Stockbridge; Performance Measures Chair: Jeff Bross; Proposal Review and Certification Committee Chair: John Chrzanowski; DWIB executive Director: Gwen Jones	Public; Providers;	The only WIA allocation required is the breakout of fund between in-school & out-of-school. For additional information see numbers 54, 55
Develop processes and procedures for managing the Certified Provider Training list. Facilitate the subsequent renewal and approval for new programs for Program Year funding.	DWIB Executive Committee: DWIB Chairman Gary Stockbridge;	DWIB Executive Director: Gwen Jones; DWIB Deputy Director: Bil Potter; DWIB Contracting Specialist: Monnica may; DET DJL staff: Barry Butler;	DWIB Chair: Gary Stockbridge; Performance Measures Chair: Jeff Bross; Proposal Review and Certification Committee Chair: John Chrzanowski	DET Staff; Public; DWIB Board	Committee is used to make decisions, DET is responsible to Feds.
Develop and submit the mandated Annual report to U.S. Department of Labor (Funding depends on the timely submission of the Annual Report (Due October 1st of each year).	DWIB Executive Committee: DWIB Chairman Gary Stockbridge;	DET Management Team: Tom Smith; Diane Brookes; Lori Reeder; Eileen Schneese; Stacey Laing, DWIB Staff: Gwen Jones, Bill Potter	Delaware Department of Labor: Sec, McMahon, DET Director: Tom Smith; OOLMI: George Sharpley	DWIB	This report is done in two parts. DWIB does the narrative and DET does the data portion
Maintain Memorandum Of Understanding (MOU) with mandatory service partners to enhance One-Stop service offerings	DET Director: Tom Smith	DET	All mandatory and optional partners	ETA, Gov. Department Secs	DET is designated as the One stop operator in the MOU
Conduct Oversight for the Workforce Investment Act Youth and State Blue Collar contracted Youth Programs	DET Director: Tom Smith	DET Contracting Staff: Rachel Gold; Maggie Jones; Clissa Taylor; Steve Malone; Colleen Cunningham	DET Staff	DWIB Executive Director: Gwen Jones; Youth Council: George Krupanski	COMPLETED WITH THE ASSUMPTION THAT OVERSIGHT REFERS TO ACTUALLY IMPLEMENTING , AND MANAGING THE YOUTH PROVIDERS - DET administers the program and provides staff assistance to the Youth Council. In administering the program, DET carries out all contract implementation & management. DWIB utilizing the results of this work provides overall oversight.
Conduct operations/oversight for the One-Stops for Workforce Investment Act training/activities and report to the Delaware Workforce Investment Board	DET Director: Tom Smith	DET Staff: Tom Smith; Eileen Schneese; Stacey Laing; and Diane Brooks	DWIB Chair: Gary Stockbridge; Performance Measures Chair: Jeff Bross; Proposal Review and Certification Committee Chair: John Chrzanowski	Delaware Secretary of Labor: John McMahon; One Stop Staff;	COMPLETED WITH THE ASSUMPTION THAT OVERSIGHT REFERS TO ACTUALLY IMPLEMENTING , AND MANAGING THE THE ONE STOP EMPLOYMENT AND TRAINING ACTIVITIES - DET administers the programs. In administering the program, DET carries out all planning, implementation & management. DWIB utilizing the results of this work provides overall oversight.
Negotiation of Federal performance measures with with U.S. Department of Labor - ETA for Delaware	DET Director: Tom Smith	DWIB: Performance Review Chair: Jeff Bross; DET Staff: Lori Reeder; DWIB Staff Gwen Jones; Bill Potter	USDOL, ETA Regional Headquarters;	One Stop Staff; Providers; DWIB Chairman Gary Stockbridge	Per the MOU, The Workforce Investment Board assists the CEO to develop performance measures and in partnership with the CEO it negotiates the performance standards. DET provides recommendations to the DWIB
Oversee and coordinate all state and federal workforce investment programs	Gov. Jack Markell	Sec. John McMahon and Chairman Gary Stockbridge	DET/DWIB	DET Staff; Public; DWIB Board	This tasks associated with this are found in Article III of the MOU although it does not say this. In carrying out the activities, they are either done as "shall assist the CEO" or "in partnership with the CEO"
Hold Board meetings - at a minimum annually	DWIB Executive Committee: DWIB Chairman Gary Stockbridge;	DWIB Director, Gwen Jones	DET/DWIB	Public; Govs. Office; Board Members	Scheduled Quarterly Meetings

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Establish administrative policies, interpretation and guidelines for the operation of WIA activities and One-Stops	DET Director Tom Smith	DET Management Team: Tom Smith; Lori Reeder; Eileen Schneese; Stacey Laing	DWIB / ETA	DET Staff; Public; DWIB Board	DET as administrator of WIA programs, The Grant recipient and CEO develops "operation policies. Policies developed by DET that effect the public are sent to the DWIB for comment. The DWIB can also develop policy. Generally it is not operational but global. When that is done the DWIB Director is Accountable and Responsible with DET being consulted.
Provide opportunities for public comment	DET Director Tom Smith	DWIB Deputy Director: Bill Potter; DWIB Executive Assistant: Julia Hayward; DET Staff;	USDOL, ETA Regional Headquarters;		Primarily relates to the plan and waivers which are included in the planning process and work together to get for additional information from employers i.e. board members
Promote private sector involvement of board members and business community	DWIB Chair: Gary Stockbridge;	DWIB Chairman: Gary Stock Bridge; DWIB Executive Director: Gwen Jones; DET Director Tom smith	DET, DWIB & One Stop Partners/DEDO	Gov. Jack Markel	ASSUMES THE INVOLVEMENT IN QUESTION REFERS TO PRIVATE SECTOR INVOLVEMENT IN A STATEWIDE WORKFORCE SYSTEM (661.305 (a)(8). The MOU establishes a role for both partners. As written here the DET role is identified as promoting private sector involvement as it relates to programs that it administers such as the Business Services unit for Wagner Peyser.
Ensure continuous improvement of providers through feedback, monitoring and sharing of data	DET Director Tom Smith	DET Staff Eileen Schneese, Lori Reeder, Stacy Laing, Bill Potter	DWIB		DET as WIA program administrator (MOU) has most of this responsibility. DWIB shares the role because of it responsibility to manage the ITA provider list
Coordinate local Rapid response activities	DET Director: Tom Smith	DET Staff Stacey Laing; UI Staff Karen Pasquale	DOL Secretary John McMahon	DEDO: Sonia Aguilar; OOLMI Director: George Sharpley	This function is done solely by DET
Resolving findings based on federal compliance visits/inspections (E.g. Audits)	DET Director: Tom Smith	DET Staff: Lori Reeder; Eileen Schneese; Diane Brooks, Gwen Jones	DWIB Executive Director: Gwen Jones; Deputy Attorney General	DWIB Executive Committee	
Report on operation and expenditures of all WIA programs as required by the U.S. Secretary of Labor, the CEO, and the DWIB;	DET Director: Tom Smith	DET Management Team: Tom Smith; Lori Reeder; Eileen Schneese; Stacey Laing; Diane Brooks	DWIB Executive Director: Gwen Jones	DWIB Finance Chairman: Ralph Cetrulo	DET is the Grant Recipient and provides quarterly reports to board
With the concurrence of the DWIB, take prompt and appropriate corrective action upon learning of violations of the Act or Regulations;	DET Director: Tom Smith	DET Staff: Lori Reeder; Eileen Schneese; Diane Brooks;	DWIB Executive Director: Gwen Jones; Deputy Attorney General	DWIB Executive Committee	Actions taken to discontinue funding or eligibility is taken to the DWIB for review and determination of action
EO	DET Director Tom Smith	Rachel Gold, Beverly Benson	Civil Rights Center USDOL; DWIB	Civil Rights Center USDOL, DWIB	DE Department of Labor Process in place
Funding Decisions	DWIB Chair: Gary Stockbridge;	DWIB Executive Director: Gwen Jones	Eileen Schneese; Deputy Attorney General ; Proposal Review Chair: John Chrzanowski	Public; Providers;	
Other Customer	DET Director Tom Smith	DET Director; Secretary of Labor	DWIB Executive Director: Gwen Jones	Complainant; Deputy Attorney General ; Secretary of Labor	This is a graduated process that allows complaints to be resolve at the lowest level but rising to DWIB Director
ITA Provider	DWIB Director: Gwen Jones	DET Administrator: Eileen Schneese; DWIB Deputy Director: Bill Potter	DWIB Executive Director: Gwen Jones; DET Director: Tom Smith; One Stop Staff: via DJL; Deputy Attorney General; Proposal Review and Certification Committee, John Chrzanowski	Provider; Public; Secretary of Labor	
Develop and maintain a Management Information System to monitor eligibility, intake, performance, and compliance with contracts, the DWIB Plan, and regulations under the Act;	DET Director: Tom Smith	DET Management Team: Lori Reeder, Barry Butler;	DWIB Executive Committee; DWIB Director Gwen Jones; AJLA; USDOL	One Stop Staff; Public; Employers; Sec. DOL: John McMahon; DWIB Executive Director, Committee	This is done through DJL
Provide Regular Performance Information to the Board	DET Director Tom Smith	Tom Smith; Eileen Schneese	DWIB Executive Committee;	DWIB; USDOL; Delaware Department of Labor Secretary: John McMahon	Covered in Article IV of the MOU
Operate the "One Stops"	DET Director Tom Smith	Stacy Laing	Sec. Delaware Department of Labor: John McMahon	DWIB Executive Committee: DWIB Chairman Gary Stockbridge	Covered in Article I of the MOU

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DET Specific Tasks					
Receive and disburse all WIA funds	DET Director Tom Smith	DET Staff Diane Brooks	DWIB Executive Committee;	DWIB Chairman: Gary Stockbridge	
Establish and maintain sound fiscal practices and procedures which will ensure that all funds are managed in accordance with the Delaware State Code, the WIA, and the parties to this agreement;	DET Director Tom Smith	DET Staff Diane Brooks	DWIB Executive Committee;	DWIB Chairman: Gary Stockbridge	
Administer all WIA programs covered by this agreement;	DET Director Tom Smith	DET Management Team: Tom Smith; Lori Reeder; Eileen Schneese; Stacey Laing; Jim Tribbitt	DWIB Executive Committee;	DWIB Chairman: Gary Stockbridge	
Administer any other programs agreed to by the CEO and the DWIB;	DET Director Tom Smith	DET Management Team: Tom Smith; Lori Reeder; Eileen Schneese; Stacey Laing; Jim Tribbitt	DWIB Executive Committee;	DWIB Chairman: Gary Stockbridge	
Develop an Annual Budget for the Administrative Entity;	DET Director Tom Smith	DET Management Team: Tom Smith; Lori Reeder; Eileen Schneese; Stacey Laing; Jim Tribbitt	DWIB Executive Committee;	DWIB Chairman: Gary Stockbridge	Incorporate the DWIB Budget to carry out their activities
Establish and maintain eligibility determination, intake, assessment and referral procedures for those enrolled in WIA programs; and,	DET Director Tom Smith	DET Management Team: Tom Smith; Lori Reeder; Eileen Schneese; Stacey Laing; Jim Tribbitt	DWIB Executive Committee;	DWIB Chairman: Gary Stockbridge	
Provide training for all staff involved in the implementation of WIA	DET Director Tom Smith	DET Management Team: Tom Smith; Lori Reeder; Eileen Schneese; Stacey Laing; Jim Tribbitt	Exec. Director, Gwen Jones; DWIB Executive Committee;	DWIB Chairman: Gary Stockbridge	
ITA Specific Tasks					
Determine initial and subsequent eligibility of providers	Proposal Review and Certification: John Czanowski	DWIB Staff: Deputy Director: Bill Potter; Contracting Specialist: Monnica May	DWIB Executive Director: Gwen Jones, Delaware Department of Education; Deputy Attorney General	One Stop Staff via DJL; Provider	
Ensure the widest dissemination of provider list	DWIB Executive Director: Gwen Jones	DET MIS Staff: Lori Reeder and Barry Butler; DWIB Contracting Specialist: Monica May	DET Director: Tom Smith; Proposal Review and Certification Committee: John Chrzanowski	Public; Staff	DWIB enters the information into DJL
Eliminate providers which fail to meet standards from the state list	DWIB Proposal review and Certification Committee: John Chrzanowski	DWIB Staff: Executive Director, Gwen Jones; Deputy Director, Bill Potter; Contracting Specialist, Monnica May; DET staff: Director, Tom Smith Administrator,	Proposal Review and Certification Committee DWIB, Delaware Department of Education	Public, One Stop Staff; DET MIS Section, George Krupanski - Youth Council Chair	
Develop and publish an appeal process for the denial of eligibility and subsequent eligibility	DWIB Chairman Gary Stockbridge	DET Administrator: Eileen Schneese; DWIB Deputy Director: Bill Potter	DWIB Executive Director: Gwen Jones; DET Director: Tom Smith; One Stop Staff: via DJL; Deputy Attorney General	Provider; Public	Current Appeals Process in place. Process being refined through a rewrite of our policy manual
Planning Specific Tasks					
Develop, write, and submit a the unified state workforce plan to US DOL	Secretary of Labor: John McMahon	DWIB Director: Gwen Jones, DET Director: Thomas Smith	Gov. Markel's Policy Advisor: Mary Kate McLaughlin; DWIB Chair: Gary Stockbridge; Executive Director DEDO; Alan Levin; Secretary of DHSS; Rita Landgraf, Secretary Delaware Housing Authority; Ben Addas Ben Adi; Delaware Secretary Delaware Department of Education; Lillian Lowery	Public Comment & Board	This document is signed by the Governor, Sec. Labor and DET Director
Assist the Governor in developing the strategic plan for all state and federal workforce development program	DWIB Chairman: Gary Stockbridge	DWIB Director: Gwen Jones, DET Director: Thomas Smith	Gov. Markel's Policy Advisor: Mary Kate McLaughlin; DWIB Chair: Gary Stockbridge; Executive Director DEDO; Alan Levin; Secretary of DHSS; Rita Landgraf, Secretary Delaware Housing Authority; Ben Addas Ben Adi; Delaware Secretary Delaware Department of Education; Lillian Lowery; Secretary Department Children Youth and their Families; Sec. Vivian Raposelli	Gov. Jack Markel	
Develop operations and training budgets for Blue Collar and Workforce Investment Act funds	DET Director: Tom Smith	DWIB Director: Gwen Jones DET Director: Thomas Smith	DWIB Financial Oversight Committee: Ralph Cetrulo; DWIB Executive Committee: Gary Stockbridge		MOU Sections II & IV - Consultation is critical because the DWIB does a budget for its own activities that gets included
Identify current/projected employment opportunities and necessary job skills to serve citizens of Delaware	Secretary of Labor: John McMahon; DWIB Chairman: Gary Stockbridge	OOLMI Director: George Sharpley; Deputy Director	DWIB Proposal Review and Certification Committee: John Chrzanowski; DEDO Workforce Development: Bernice Whaley; DEDO Labor Markel: Dr Saleh; Business Community, DOE	Public, Providers, Clients; DET Administrator: Eileen Schneese; DET Director: Tom smith	Identifying targeted areas with growth

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Develop a menu of services (Wagner Peyser Core Services and Intensive Training services) to address the needs of clients	DET Director: Tom Smith	Eileen Schneese; Stacey Laing	DWIB Director, Gwen Jones; Delaware Workforce Investment Board; Proposal Review and Certification Committee: Chairman John John Chrzanowski	Public, DWIB	DWIB manages the ITA provider
Development and continuous improvement of comprehensive State Performance measures, including State adjusted levels of performance, to assess the effectiveness of the workforce investment activities in the State	DWIB Chairman: Gary Stockbridge	DET Staff: Lori Reeder; DWIB Performance Review Committee Chair Jeff Bross	DWIB Executive Committee; DET Director: Tom Smith; DOL Secretary John McMahon	One Stop Staff; Providers;	language for task has been changed to be the same as 661.205 F. One Stop staff and providers are always informed through standard administrative channels
Develop requests for federal waivers, where necessary, to allow flexibility in funding and services	DWIB Executive Committee: DWIB Chairman Gary Stockbridge;	DET Director: Tom Smith; DWIB Executive Director: Gwen Jones	Performance Measures Committee: Jeff Bross; DWIB Executive Committee: All Members; Sec. DOL: John McMahon	Public Via Website; Staff Via DJL;	Waivers are submitted to the FEDs based on need of SDA
Determine self sufficiency employment standard	DWIB Chairman: Gary Stockbridge	DWIB Director: Gwen Jones, DET Director: Thomas Smith	DWIB		Determine adult eligibility based on levels at which an individual would cease to be eligible for training.
Procurement and Contract Management Specific Tasks					
Select providers for Blue Collar funds through an open bid process	Proposal Review and Certification: John Czanowski	DET Director Gwen Jones; DET Staff Eileen Schneese	DET Director: Tom Smith; DWIB Chairperson Gary Stockbridge; DET Staff Diane Brooks	Provider; Public	Through the RFP
Select providers for youth programs through the competitive bid process	DWIB	DWIB Staff: Executive Director, Gwen Jones; Executive Assistant, Julia Hayward; DET Staff: Eileen Schneese; DET Contracting Staff: Rachel Gold; Maggie Jones; Clissa Taylor; Steve Malone; Colleen	DET Director: Tom Smith; Proposal Review and Certification Committee: John Chrzanowski	Provider; Public, Chair - Youth Council George Krupanski	Through the RFP process
Develop a competitive process for grants and contracts	DET Director Tom Smith	DET Staff Eileen Schneese	DWIB Executive Committee, Deputy Attorney Delaware Code	Public; Bids.delaware.Gov;	
Review and evaluate proposals and contractors for services with the assistance of the DWIB to include a review of Request for Funding Proposal Guidelines.	DET Director Tom Smith	DET Staff Eileen Schneese	DWIB Executive Committee, Deputy Attorney Delaware Code	Public; Bids.delaware.Gov;	
Development of the Funding Guidelines	DET Director Tom Smith	DET Management Team: Tom Smith; Lori Reeder; Eileen Schneese; Stacey Laing	DWIB Chair: Gary Stockbridge; Performance Measures Chair: Jeff Bross; Proposal Review and Certification Committee Chair: John Chrzanowski; DWIB executive Director: Gwen Jones	Public; Providers;	
Approval of the funding Guidelines	DWIB Executive Committee: DWIB Chairman Gary Stockbridge;	DWIB Proposal review and Certification Committee: John Chrzanowski	DET Director Tom Smith; Eileen Schneese	DET; DWIB; Providers	
Development of the Request for Proposal Orientation & Contract Development (steps from interested party to Best and Final Offer	DET Director Tom Smith	Eileen Schneese	DWIB Executive Committee, Deputy Attorney General Delaware Code	Public; Bids.delaware.Gov;	
Awards	DET Director Tom Smith	Eileen Schneese	DWIB Executive Committee, Deputy Attorney General, Delaware Code	Public; Bids.delaware.Gov;	
Contract and Training Unit Management (The following steps are not comprehensive)	DWIB Executive Committee: DWIB Chairman Gary Stockbridge;	DWIB Proposal review and Certification Committee: John Chrzanowski	DET Director Tom Smith	Public; Providers;	
Contract and Training Unit Management (The following steps are not comprehensive)	DET Director Tom Smith	DET Contracting Staff: Rachel Gold; Maggie Jones; Clissa Taylor; Steve Malone; Colleen Cunningham; DET Management Team: Tom Smith; Lori Reeder; Eileen Schneese; Stacey Laing	DWIB Executive Committee, Deputy Attorney General Delaware Code	Public; Bids.delaware.Gov;	Covered in Article IV of the MOU
Writing the contract	DET Director Tom Smith	Eileen Schneese	DWIB Executive Committee, Deputy Attorney, Delaware Code	Public; Bids.delaware.Gov;	Covered in Article IV of the MOU
Executing the Contract	DET Director Tom Smith	DET Director, Tom Smith; DWIB Director, Gwen Jones	DWIB Executive Committee, Deputy Attorney General, Delaware Code	Public; Bids.delaware.Gov;	Covered in Article IV of the MOU
Monitoring for eligibility, compliance (Fiscal & Program) and performance.	DET Director Tom Smith	Eileen Schneese	DWIB Executive Committee, Deputy Attorney General, Delaware Code; USDOL Staff	Public, Providers, Clients; One Stop Staff	Covered in Article IV of the MOU
Writing and issuing contract/agreement policy/procedures	DET Director Tom Smith	Eileen Schneese	DWIB Executive Committee, Deputy Attorney General, Delaware Code	Public; Bids.delaware.Gov;	Covered in Article IV of the MOU
Technical Assistance & Corrective action	DET Director Tom Smith	Eileen Schneese; Diane Brooks; Lori Reeder; Stacy Laing, Jim Tribbitt	DWIB Executive Committee, Deputy Attorney General, Delaware Code	Public; Bids.delaware.Gov;	Covered in Article IV of the MOU