

**Workforce Development Board, Inc.  
of Mahoning and Columbiana Counties  
(OH WIOA Area 17)  
Overview of Responsibilities and Duties**

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**Purpose:**

To act as a voting member of the Workforce Development Board (WDB) with full authority and responsibility to develop policies for the operation of the Board; to monitor the financial and programmatic performance; and to provide fellow WDB members with the resources to meet the needs of those persons the WDB serves.

**The Full Workforce Development Board Responsibilities:**

- Establish policy in accordance to the Workforce Innovation and Opportunity Act (WIOA).
- Secure adequate funding for the Board's initiatives, and develop a budget to monitor the financial health of the One-Stop public workforce system.
- Develop and implement the five (5) year local workforce development business plan.
- Select and support the One Stop operator and Workforce Development Board officers.
- Review and adopt local performance measures based upon standards derived from the State.
- Identify eligible service providers for youth, adult, and dislocated workers, and maintain lists of eligible providers with performance and cost information.
- Coordinate workforce development activities with economic development strategies that are consistent with workforce trends established by the State.
- Promote private sector involvement of the Workforce Development Board and One Stop system to assist employers in meeting hiring needs critical to economic development and growth.

**Individual Board Member's Duties:**

- Attend Board meetings regularly, with 75% attendance.
- Become knowledgeable about the workforce system and the WDB's role within the system.
- Come to Board meetings well prepared and well informed about the issues on the agenda.
- Contribute to meetings by expressing your point of view.
- Consider other points of view, make constructive suggestions, and help the Board make decisions that benefit those persons the Board serves within the workforce system.
- Actively serve on at least one committee.
- Represent the workforce system and WDB to individuals, the public, and other organizations in a positive and professional manner.
- Support the Board through attendance at special events and activities.
- Continue to increase knowledge about the workforce system through learning opportunities.
- Assume Board leadership roles when asked.
- Keep the WDB informed about any concerns the community may have.
- Maintain confidentiality of Board discussion, as appropriate.
- Share information about the industry or profession represented in terms of trends, opportunities, developments, and activities that could impact the public workforce system.