

SAMPLE BOARD OVERSIGHT CAPACITY RATINGS SCORE CARD

The Texas Workforce Commission's annual evaluation of each Board's oversight capacity. Boards are assigned a rating of "Meets Standards" or "Below Standards" for each of the following six categories.

(1) Develop, Maintain, and Upgrade Comprehensive Fiscal Management Systems

- Does the Board have fiscal management systems in place that include appropriate fiscal controls?
- Does the Board, during its regularly scheduled meetings, include a quarterly review of the financial status of the Board and its service provider for all funding sources it administers?*
- Have single audits been free of material weaknesses?

(2) Hire, Train, and Retain Qualified Staff to Carry Out the Board's Oversight activities

- Has the Board been certified?
- Has the Board hired or retained qualified staff (executive director, chief financial officer, program director, contract management staff, monitoring staff) to oversee the contractor?*

(3) Select and Oversee Local Contractors to Improve the Delivery of Workforce Services

- Does the Board have an effective formal procurement process, and has the Board been following this process?
- Does the Board have a certified monitoring function in place to oversee the contractor?
- Does the Board have any disallowed costs exceeding 1% of allocation (non-self-reported)?
- Has the Board repaid funds exceeding 1% of allocation (other than voluntary deobligations) at contract close-out?

(4) Oversee and Improve the Operations of Workforce Solutions Offices Served by the Board

- Does the Board have a certified Workforce Solutions Office?
- Can the Board provide documentation demonstrating that it has policies in place to address service improvement, such as the initiation of performance improvement or service improvement plans when performance issues are identified with the local contractor?*
- Has the Board applied its service improvement policy when necessary?*

(5) Manage the Contractors' Performance across Multiple Board Programs

- Did the Board meet target on at least 80% of its contracted performance measures?
- Is the Board within 35% of target on all contracted performance measures?
- Does the Board hold performance oversight meetings, conduct performance reviews, or, during its regularly scheduled meetings, include a review of its status on contracted performance measures at least 4 times throughout the year?*

(6) Identify and Resolve Long-Standing Board Oversight Problems and Performance Problems of Contract Providers

- The Board did not miss target on the same performance measure 2 years in a row.
- The Board has no unresolved material weaknesses discovered through a single audit.
- The Board has not been placed on an Intent to Sanction or Sanction Level 1, 2, or 3.

COMMUNITY IMPACT STATEMENT

A written statement from each Board summarizing its impact on and relationship with the local community and economy. Specify how the Board's efforts demonstrate and contribute to an effective workforce system by engaging employers, helping workers find jobs, and ensuring good fiscal stewardship.

*Substantiated by Board Attestation