

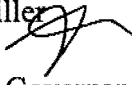


**TWC LETTER**

**ID/NO:** WD 51-97, Change 1

**DATE:** September 19, 1997

**To:** Local Workforce Development Boards  
Private Industry Councils  
TWC Executive Staff  
TWC Regional Offices

**From:** Director of Workforce Development, Alan D. Miller 

**Subject:** Technical Assistance on Local Workforce Board Governance Structure

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**PURPOSE:** To provide a revised page three, containing a change to Model C of the *Sample Governance Models* in the previously issued TWC Letter concerning governance structure associated with the approval of plans submitted by local workforce development boards.

**REFERENCE:** 40 TAC Chapter 801; Texas Government Code Sections 2308.264, 2308.267, and 2308.312; and 20 CFR for JTPA, Sections 627.420 and 627.422.

**BACKGROUND:** In its review of local workforce development plans, the Commission has found local governance structure to be one of the most common and problematic issues faced by local Boards relevant to plan approval. The Commission has developed the attached guidance to provide local Boards with valid models for local governance structures which conform to the requirements of HB 1863.

**ACTION REQUIRED:** The Commission encourages local Boards to use this revised guidance in structuring their local governance and delivery systems. Please remove page three and replace with the attached revised page 3, and distribute to the appropriate parties.

**INQUIRIES:** All questions or requests for further information should be directed to Alan D. Miller, Workforce Development Director, at (512) 463-8654.

**ATTACHMENT:** Revised page three.

**EXPIRATION:** Until rescinded by TWC Letter.

### Model C

- Board designates a separate organization as both the grant recipient/fiscal agent and administrative entity.
- Staffing of the Board is provided by the organization designated grant recipient/fiscal agent and administrative entity.
- As grant recipient/fiscal agent, the organization receives funds under contract directly from TWC. It is accountable for the management and disbursement of all workforce development funds.
- As administrative entity, the organization must contract out for all workforce training and services, unless a waiver is obtained. Competitive procurement for all workforce training and services is required.

### Model D

- Board designates a separate organization as the grant recipient/fiscal agent. This organization receives funds under contract directly from TWC. It is accountable for the management and disbursement of all workforce development funds.
- The designated grant recipient/fiscal agent provides staffing to the Board.
- Board designates a third organization as the administrative entity.
- The administrative entity must contract out all workforce training and services. While the designated administrative entity for JTPA may provide services under that program without procurement, H.B. 1836 requires that all other workforce development programs be procured.