

POLICY – BUDGETING PROCESS

Background

In accordance with the Workforce Innovation and Opportunity Act, Section 107(d) Functions of the Local Board, it is a function of the Local Board "to develop a budget for the purpose of carrying out the duties of the local board under this section, subject to approval by the chief elected official.

The Will County elected official and the Workforce Investment Board are responsible for allocating, awarding and making financial decisions. The elected official may designate the Workforce Investment Board to make these decisions for them if they so choose. If that is decided then an agreement setting forth the responsibilities of the Elected Official and of the Workforce Investment Board should be executed as provided for in the law.

Under the law the Workforce Investment Board establishes its budget and the chief elected official approves the budget. But this is not the only responsibility of the Board. The Workforce Investment Board can decide, for example, whether funds should be allocated for exceptions to the individual training account system, on the job or customized training, employer services and other Board/Community initiatives. The Board must certainly consider the funds which should be available for client services.

Objective

To fulfill the budgetary responsibility of Will County and the Workforce Investment Board.

Recommendations

The Workforce Investment Board Director and the Workforce Services Division Administrative Manager meet each year, as soon as planning estimates become available, to discuss the budget. They will review information regarding carry-forward and under expenditures or obligations impacting the following year's budget provided by the Workforce Services Division. The Workforce Investment Board Director would identify, to the extent possible, Workforce Investment Board activities and staffing needs prior to the beginning of the program year. This might include but not be limited to clerical and research assistance for the Workforce Investment Board Director, economic development activities, localization of labor market information, marketing projects, the type and mix of client services to be offered such as deciding whether to add OJT and customized training to the available training services, and deciding whether there should be exceptions to the voucher system.

The Workforce Services Division should then provide a budget with the funds allocated to them. The budget should address the number of participants which can be served in training services. This process assures that the demands regarding services are also reasonable as the Workforce Investment Board will know exactly how much of the funds are dedicated to various activities. The same process should be used whenever additional grant funds become available.

The Director and Administrative Manager shall reach an agreement on the budget, which shall then be presented to the respective and appropriate boards and the chief elected official.

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Approved: September 9, 2002

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Motion: Roger Allen
Second: Bob Klein

Revised: August 14, 2006
Motion: Bob Klein
Second: Jean Hansen

Revised: February 6, 2016
Motion: Pete McLenighan
Second: Nancy Baldwin