

CAREERLINK COMMITTEE SCOPE OF WORK & MEMBERSHIP

Mission

The mission of the CareerLink Committee is to design, implement, oversee and evaluate Philadelphia's one-stop system consistent with standards aligned with the WIB's overall responsibility to build a high-quality local workforce investment system.

Members

Janet Ryder (Chair), Anastasia Branco, James Brown, Lisa Hancock, Peggy Shane, Leon Simmons

Major Areas of Responsibility

1. Establish policies and standards for the local CareerLink system.

Description: Policies will direct the design, implementation, oversight, and evaluation of the CareerLink system. Policies will include Individual Training Accounts, service flow, philosophy of service, site selection, chartering, and other areas determined by the Committee and the WIB. Standards will be developed for the CareerLink system, including the CareerLink Operator(s), other CareerLink investors, and CareerLink "suppliers" such as training providers.

2. Oversee the CareerLink Operator.

Description: It is the Committee's responsibility to recommend the operator(s) to the WIB for selection and oversee the operator(s). Operators serve at the pleasure of the WIB. The operators' accountability is outlined in the WIB/Mayor/Operator Agreement (Memorandum of Understanding, or MOU) and further specified in each site charter.

3. Negotiate Memoranda of Understanding with mandated and voluntary CareerLink investors.

Description: The WIB must negotiate MOUs with all the investors in the system. This agreement holds the investors accountable to the WIB for carrying out their commitments to the system. "Mandated" investors are those required by the Workforce Investment Act and/or the Commonwealth, meaning they have either a legislative or regulatory requirement to invest in the system. "Voluntary" investors chose to provide services through the CareerLink system.

4. Establish CareerLink Chartering Criteria/Approve and charter CareerLink sites.

Description: All CareerLink sites must be "chartered" according to criteria established by the WIB. Criteria reflect standards and outcomes set by the WIB for the CareerLink system.

5. Monitor and evaluate the CareerLink system.

Description: Under the Workforce Investment Act, the WIB is responsible for monitoring and evaluating the CareerLink system. Criteria for monitoring and evaluation will be based on Guiding Principles, chartering criteria, agreements reflected in Memoranda of Understanding, and operator/site requirements outlined in federal law and guidance from the Commonwealth.

6. Oversee the Individual Training Account process.

Description: The WIB is responsible for processing applications for the statewide Eligible Provider List and “nominating” them for inclusion on this list. The Committee will monitor this process and take action on behalf of the WIB when necessary.