

TRANSMITTAL #2

MEMORANDUM

May 11, 2005

TO: Workforce Development Council
FROM: Roger B. Madsen, Director
SUBJECT: Redesignation of Workforce Investment Areas

ACTION REQUESTED: Support the Governor's Proposal for Designation of Workforce Areas

BACKGROUND:

The WIA plan will expire on June 30, 2005, and with it the formal designation of the six workforce areas. This provides an opportunity for the Governor, working in concert with the Workforce Development Council, to determine how the workforce system will best meet the needs of Idaho citizens and businesses. The Governor expressed his desire to move toward a single statewide system after federal funds were cut 37 percent since 2002.

The WIA requires the Governor to consult with the Workforce Development Council and local elected officials before making his designation of workforce areas. On April 15, 2005, Karen McGee and I placed calls to the chairs of the local elected official organizations, their WIB chairs, executive directors and WIB directors to advise them of the Governor's proposal. We also placed calls to the members of this council. On April 18, Karen McGee followed up to share the attached proposal in writing with these and other individuals.

Since then, we have had numerous dialogues with various individuals about this process, have attended board meetings and held public meetings. There have been a number of misconceptions about the process which we hope to further clarify at the meeting on May 11. This will be an opportunity for the council members to enter into a dialogue to share their thoughts and recommendations for the Governor.

Regulations prohibit the Governor from immediately designating a single workforce area. Until those regulatory barriers are removed, the Governor is proposing to designate two workforce areas that will function as a single workforce area operating under a single statewide planning region. The planned structure will be comprised of five former workforce areas and a special region designated as the east-central Idaho planning region. The eastern Idaho district will have the additional responsibility of fostering science and technology employment in conjunction with the Idaho National Laboratory and the state's educational institutions. That region's economy remains the beneficiary of a special \$30 million

fund created in 1995 as part of Idaho's nuclear waste cleanup agreement with the federal government. That area has indicated a willingness to join with the Governor in moving toward a statewide region by participating in the Idaho Workforce Consortium. The request for designation for that area is attached as is the resolution by their board offering to participate in an arrangement that the Governor believes offers the greatest opportunities for creating efficiencies and maximizing services to customers.

Two additional areas have submitted applications for redesignation as workforce areas. These are from Region I, northern Idaho, and Region IV, south-central Idaho. They are requesting continuing designation as workforce areas. An opportunity will be available to representatives from these regions to present their requests for consideration as workforce investment areas. Five of the existing six areas, including these, were appointed under criteria in the law for optional designation. The southwestern Idaho workforce area was designated under criteria available in the law for temporary and subsequent designation. These designation criteria no longer apply. No areas in Idaho are entitled under legal criteria for mandatory designation because none contain a single unit of government with a population of 500,000 or more.

Rationale for Recommendation from the Governor:

In five years, Idaho's programs have trained over 9,500 low-income youth and adults for better jobs at higher pay with prospects for better lives.

But the success to which local Workforce Investment Boards have contributed can only be maintained if significant structural changes are made to cope with severe cuts in federal support. Since 2002, the state's allocation for these federally funded programs has plunged from \$15.2 million to \$9.6 million for the year that begins in July.

Direct local involvement helped focus on the most critical employment needs in each region. But after millions of federal dollars are stripped away, local administrative overhead – and its \$1.3 million price tag – is an expense that is difficult to support.

Eliminating that overhead cost – enough to train 500 workers – was the only reasonable choice. Slashing the number of jobless workers who will receive training would negatively impact our state's economy.

The plan will maintain and likely increase the amount of money spent on direct worker training as President Bush has directed even in the face of the federal budget cuts.

Recommendation:

Staff recommend that the council support the Governor's proposal for designation of two workforce areas comprising the special eastern Idaho district and the remaining 35 counties and the formation of the Idaho Workforce Consortium to allow the state to create efficiencies as it moves toward a statewide area.

Contact: Primary Dwight Johnson (208) 332-3570, ext. 3209
 Secondary Jay Engstrom (208) 332-3570, ext. 2121

Attachments



WORKFORCE DEVELOPMENT COUNCIL

317 W. Main Street
Boise, ID 83735-0790

MEMORANDUM

DATE: April 18, 2005

TO: WIA Local Elected Official Organization Chairs
Workforce Investment Board Chairs

FROM: Karen A. McGee, Chair, Workforce
Development Council

RE: **New State Structure for WIA**

The new allocation of Workforce Investment Act funds to Idaho for the program year beginning in July has been reduced another \$1.8 million from the current allocation. Since 2002, Idaho has seen a reduction of 37 percent in funding – more than \$5.6 million. Our program has been serving our citizens well, but this challenging financial outlook makes it imperative that we take action to restructure our system.

The current designation of workforce areas expires on June 30. Governor Kempthorne has determined that the state should move toward creation of a single statewide workforce area. This restructuring will immediately reduce overhead costs by \$1.3 million avoiding the need to deny training and services to an estimated 500 people as WIA programs are brought in line with the revised budget.

The shift from six individual areas will help reduce overhead costs from 14 percent to less than three percent. This will allow Idaho to support President Bush's goal of doubling the number of individuals who are enrolled in training while ensuring that we can continue to bring services to our businesses and citizens throughout the state.

The U.S. Department of Labor has encouraged Idaho to take bold steps to expand the number of workers reached through the WIA programs in the face of ever-tightening federal budgets. During the transition year beginning in July:

- The state will do its best to honor the program decisions for the coming year that the regional Workforce Investment Boards finalized on or before April 15, 2005.
- Regional Workforce Boards that have not finalized procurement for the coming year should immediately discontinue all procurement activities.

- The statewide Workforce Development Council, which is assuming responsibility for the WIA programs under the new structure, will use the transition year to assess our worker training and service needs.

The state council will, of course, value your input in the planning process. The size of the state council will be expanded to ensure greater industry diversity and even broader geographic representation than currently exists.

The new state structure will provide greater efficiency and be more effective in the delivery of essential training and employment services to workers. The economic growth Idaho has been experiencing will surely intensify, making the future that much brighter for all of us and our children.

Governor Kempthorne and I appreciate your efforts and will value your support as we join together to make this important change to benefit our state.

cc: Workforce Development Council
Megan Ronk
WIB Directors

New Statewide Structure for WIA

Background

President Bush wants states to reform their Workforce Investment Act (WIA) programs to make them demand driven and free of duplication so more money is spent on direct worker training and employment services for adults, dislocated workers and low-income, at-risk youth. The expiration on June 30 of the existing strategic plan offers Idaho the opportunity to preserve services in the face of severe declines in federal support without seriously disrupting programs that are bolstering the state's recovery from the recent national recession.

A centralized administration in a unified statewide structure will significantly reduce overhead costs while maintaining services to workers and businesses through the Department of Commerce & Labor's 24 local offices, the state's educational institutions and non-profit organizations.

Administrative Savings to Better Serve Customers

The new single statewide area structure will reduce administrative overhead from 14 percent to less than 3 percent, a reduction of more than \$1.3 million now spent to support the six-region structure. This efficiency maximizes the available money directed to training and services to job seekers in the face of the severe federal budget cuts imposed on the state in the last four years. The \$1.8 million reduction for the program year beginning in July only caps reductions totaling \$5.6 million – 37 percent – since 2002. The support is expected to continue plummeting in future budget cycles.

The alternative would be to deny training and services to hundreds of idled workers.

Continued Local Input

The statewide Workforce Development Council, headed by Karen McGee of Pocatello, will assume responsibility for all workforce planning and oversight from the regional organizations.

The 19-member statewide council is already geographically diverse but will be expanded to assure even broader regional representation and greater industry diversity. During the coming transition year, the council will do its best to implement the activities planned at the local level while its members assess the overall program for the future.

Summary

Clearly, the statewide structure that remains open to local participation will be more efficient and effective in enhancing opportunities for worker training and increasing the responsiveness to specific economic demands.

FREQUENTLY ASKED QUESTIONS

New Single Statewide Area WIA Program

Why is the workforce system being restructured?

President Bush is directing the states to make their systems more effective and efficient to accommodate inevitable reductions in federal support to keep federal deficits in check. Idaho has experienced a 37 percent drop in funding – more than \$5.6 million – in the last four years. The allocation for the program year beginning in July was cut \$1.8 million. This bleak financial outlook makes change imperative. The president expects a demand-driven system that eliminates duplicative administrative costs so more money can be invested in worker training. The U.S. Department of Labor has urged Gov. Dirk Kempthorne to move boldly to implement the president's strategy.

Why can Gov. Kempthorne restructure the system now?

The current designation of the current workforce areas expires on June 30. No areas in Idaho currently qualify for mandatory regional designation. Under the federal law, the governor now has authority to restructure the workforce system.

How will the WIA money be allocated under the statewide structure?

Federal funds designated for Idaho under the Workforce Investment Act (WIA) will still be allocated under the existing formula, ensuring equitable distribution across the state.

Must local Workforce Investment Boards (WIB) be disbanded?

No. The status of WIBs will be left to the regional Council of Governments or Economic Development Association. But the boards will no longer be supported with WIA funds. The role of any local boards would become advisory. Money previously used for board operations will be redirected to worker training and services for program participants.

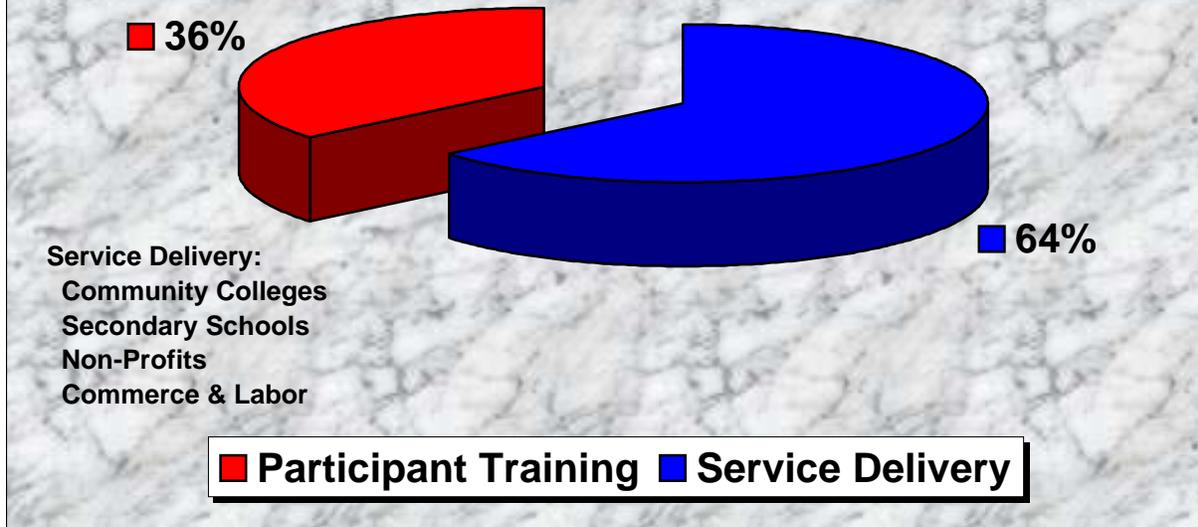
What will happen to existing service providers?

Under the governor's restructuring plan, the state will do its best to honor WIB programming decisions for the program year beginning in July. During the next year the Workforce Development Council, which is assuming responsibility for the WIA program under the statewide structure, will evaluate all programming and consider instituting a new design for the program year beginning in July 2006.

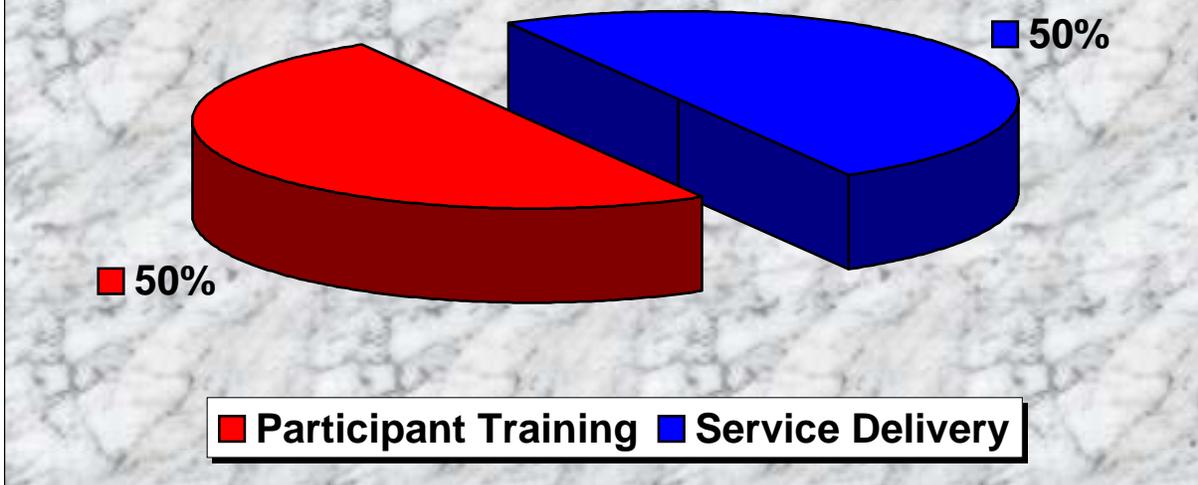
What is the future for the staff of the local WIBs?

The WIBs will have to determine how they will handle future staffing without any further support through WIA.

Current WIA Local Expenditures



Proposed WIA Local Expenditures



May 2, 2005

The Honorable Dirk Kempthorne
Governor of Idaho
Office of the Governor
700 West Jefferson, 2nd Floor
PO Box 83720
Boise, Idaho 83720-0034

Dear Governor Kempthorne:

The Panhandle Area Council, on behalf of the Local Elected Officials of the five northern Idaho counties, requests and applies for continued designation as a Workforce Investment Area under the Workforce Investment Act of 1998. Application materials are enclosed.

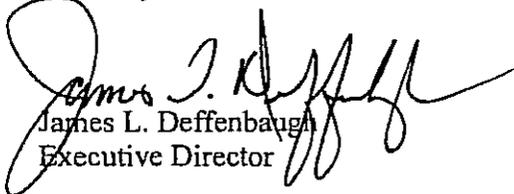
The Council also requests that such designation be included in the new WIA State Plan currently being developed by Idaho Commerce and Labor for submission to the U.S. Department of Labor.

Finally, we request that our designation be continued, or that we be given the opportunity to complete requirements for continuance, under any WIA reauthorization or replacement legislation enacted by Congress or regulations promulgated by the United States Department of Labor.

Please consider this letter and the accompanying application materials to be part, though not all, of our region's required consultation with local elected officials on development of the new State Plan in accordance with the requirements of the Planning Guidelines and Instructions published in the *Federal Register*, Vol. 70, No. 69, part XI, 15.

Should you have questions or require further information or documentation, please contact me at (208) 772-0584 x3005.

Sincerely,


James L. Deffenbaugh
Executive Director

Council of Governments
Certified Development
Company
Government Procurement
International Trade
Associate Office
North Idaho Workforce
Investment Board
Business Incubator Center
North Idaho Community
Services Corporation

**Application to Governor Dirk Kempthorne
and the
Idaho Workforce Development Council
for Continued Designation
as a Workforce Investment Area
Under the Workforce Investment Act of 1998**

Submitted by
The Panhandle Area Council, Inc.
11100 N. Airport Dr.
Hayden, ID 83835
(208) 772-0584

Panhandle Area Council
Application Form
for Continued Designation
as a Workforce Investment Area
Under the Workforce Investment Act of 1998

1. The Panhandle Area Council, Inc. representing local government in the five northernmost counties of Idaho, i.e., Benewah, Bonner, Boundary, Kootenai, and Shoshone is requesting continued designation as a Workforce Investment Area.
2. The principal contact is Mr. James L. Deffenbaugh, Executive Director, Panhandle Area Council.

Address: 11100 N. Airport Drive, Hayden, Idaho 83835.
Phone Number: 208/772-0584 x3005
Fax: 208/772-6196
E-mail: jjmd@pacni.org.

3. The consortium of local units of government known as the Panhandle Area Council is applying on behalf of the local elected officials of north Idaho for continued designation as a Workforce Investment Area; please see enclosed Notification. The local elected officials of each County concur with Panhandle Area Council's application for continued designation as a Workforce Investment Area, and they have designated the Panhandle Area Council to act on their behalf. In designating the Panhandle Area Council to act on their behalf, the decision-making responsibilities the officials will use in executing their responsibilities under the Workforce Investment Act will be in accordance with the bylaws of the Panhandle Area Council. Those bylaws are enclosed.
4. The geographic area covered by this application is the five northernmost counties of Idaho: Benewah, Bonner, Boundary, Kootenai and Shoshone Counties. It includes the tribal lands for the Coeur d'Alene and Kootenai tribes. The area is also known as Region I, the Panhandle, and/or the Region I Service Delivery District. It covers 7,400 square miles with a population of 194,406.

This same area is consistent with the aggregate school district boundaries of Avery School District #394, West Bonner County School District #83, Boundary County School District #101, Coeur d'Alene School District #271, Lake PendOreille School District #84, St. Maries School District #41, Kootenai School District #274, Lakeland School District #272, Plummer/Worley Joint School District #44, Post Falls School District #273, Shoshone School District #391 (Kellogg), Shoshone School District #392 (Mullan), and Shoshone School District #393 (Wallace). The Superintendents of these districts meet as the Region I School Superintendents Association.

The geographic area is also consistent with the post secondary education area for North Idaho College. As stated in their catalog, "NIC's service area is the Idaho Panhandle, which includes Kootenai, Benewah, Bonner, Shoshone and Boundary counties."

Idaho Commerce and Labor recognizes this geographic area as the boundaries for the Coeur d'Alene Metropolitan Statistical Area (MSA), formerly Panhandle Labor Market Area. The Department, through publications and reports, generates various labor force, demographic, occupational, and economic indicators specific to the area.

While the commuting distances in the area can be lengthy, residents are willing to travel from Bonners Ferry in the north, St. Maries in the south and Mullan in the east to the Coeur d'Alene area to receive services not available in their communities.

5. Continued designation of this area as a Workforce Investment Area will ensure this long standing, cost effective coordinated regional service delivery system remains. The geographic boundaries of this area, whether known as Region I, District I, or the Panhandle, are the same for such agencies and groups as Idaho Commerce and Labor, the Idaho Division of Vocational Rehabilitation, the Region I School Superintendent's Association, North Idaho College, the Area Agency on Aging, the Commission for the Blind, the Idaho Department of Health and Welfare, the Idaho State Police, the Panhandle Health District, the Idaho Department of Parks and Recreation, and the Idaho Department of Transportation. This coordinated regional service delivery system also includes other state agencies and federal agencies whose boundaries differ from those of the region. This includes such agencies and groups as the Small Business Administration, the Idaho Commission for National and Community Service, and the U.S. Department of Agriculture.

The common geographic area fosters both formal and informal coordination between the local elected officials represented through the Panhandle Area Council and other groups in the area. This coordination has encompassed everything from formal economic contacts, to worksite agreements, to verbal agreements on special projects.

The formal and informal coordination leads to cost effective programs through such things as cost sharing on projects, space sharing, and overall agency collaboration. Examples of cost sharing include, but are not limited to: past and present economic development efforts with the Greater St. Joe Economic Development Foundation, the Priest River Economic Development Corporation, the Sandpoint Economic Development Corporation, cost-sharing of participant costs with the Idaho Division of Vocational Rehabilitation, the Idaho Commission for the Blind, and the Idaho Department of Health and Welfare. Past and present examples of space sharing include the housing of the North Idaho Business Education Partnership staff, i.e., Idaho School-to-Work, counseling space for the Senior Corps of Retired Executives (SCORE), and office space for the Community Housing Development Organization. Examples of agency collaboration include involvement in the IdahoWorks One-Stop Regional Collaborative Team, collaborative efforts in job creation through Idaho's Workforce Development Training Fund, and North Idaho College's Workforce Training Center, collaborative efforts in education throughout Region I Tech Prep Advisory Council, North Idaho College's Center for New Directions Advisory Council and the Region I Superintendents Association, and collaborative efforts to improve the business climate through the area Chambers of Commerce.

6. As stated in the attached Notification, the Panhandle Area Council representing the local elected officials may negotiate an alternative grant recipient for the administration of Workforce Investment Act funds with the Governor.

Also, as stated in the attached Notification, the Panhandle Area Council representing the local elected officials may choose to serve as the grant recipient for administration of local Workforce Investment Act funds. At this point it appears the estimated funding resources will be adequate to effectively administer the required activities of the Workforce Investment Act.

7. The Panhandle Area Council has been administering employment and training programs since its inception in 1972. Most recently this includes programs under the Workforce Investment Act of 1998, the Job Training Partnership act (JTPA) of 1982 and prior to that programs under the Comprehensive Employment and Training Act (CETA). The Council also has experience administering nationally funded School-to-Work Act grants, nationally funded Title IV Homeless Veterans grants, nationally funded employment and training demonstration grants from the U.S. Department of Health and Human Services and grants from the Idaho Commission for National and Community Service. This experience encompasses the roles and responsibilities delineated in the Workforce Investment Act. This includes, but is not limited to, appointment of private sector employment and training councils, designation of grant recipients, developing and negotiating memoranda of understanding with local and state groups, procurement and selection of service provider agencies, developing and negotiating performance standards, developing employment and training plans serving the specific needs of businesses in the geographic area, and providing effective administrative direction and oversight for those plans.
8. The applicant agrees to comply with the criteria for appointing Workforce Investment Boards. Appointments to the Workforce Investment Board will be accomplished by a majority vote of the Panhandle Area Council Board of Directors. Nominations for representatives of business will be solicited from general business organizations. Nominations for other Workforce Investment Board representatives will come from the appropriate organizations and entities to ensure compliance with the criteria for appointing Workforce Investment Boards.

Notification

A NOTIFICATION OF THE BOARD OF DIRECTORS OF THE PANHANDLE AREA COUNCIL REQUESTING THAT THE FIVE NORTHERNMOST COUNTIES OF IDAHO CONTINUE TO BE DESIGNATED AS THE NORTH IDAHO WORKFORCE INVESTMENT AREA.

WHEREAS, Local Elected Officials from all the five counties and 22 cities in North Idaho meet together in a consortium of Local Elected Officials body known as the Panhandle Area Council (PAC);

WHEREAS, the five counties in North Idaho (Benewah, Bonner, Boundary, Kootenai, and Shoshone) comprise a labor market area;

WHEREAS, PAC Board of Directors has been designated as the consortium of Chief Local Elected Officials for the Region I Workforce Investment Area to meet the legal requirements under the Workforce Investment Act;

WHEREAS, PAC Board of Directors is the appointing body for the membership of the North Idaho Workforce Investment Board since the inception of WIA;

WHEREAS, the Workforce Investment Act specifies that the Local Elected Officials of a Workforce Investment Area may choose to serve as the grant recipient for administration of local Workforce Investment Act funds and assume liability for any misuse of funds;

WHEREAS, PAC has and will maintain both Directors and Officers and Errors and Omissions policies;

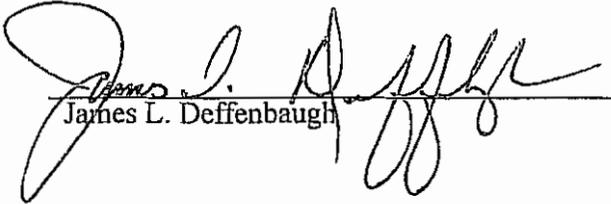
WHEREAS, PAC may be interested in negotiating an alternative grant recipient for administration of the Workforce Investment Act funds with the Governor;

WHEREAS, services in the five counties have been established to meet the needs of this geographic area, considering distances that individuals will need to travel to receive services;

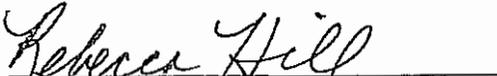
WHEREAS, PAC has a vested interest in school-to-work, welfare-to-work and work-to-work planning, development and program implementation;

NOW THEREFORE BE IT KNOWN THAT the Board of Directors of the Panhandle Area Council formally requests and directs staff to make application for the five counties of North Idaho (Benewah, Bonner, Boundary, Kootenai, and Shoshone), known as Region I by Idaho Commerce and Labor and as Region I by the Idaho Department of Health & Welfare, to continue to be designated as a Workforce Investment Area under the Workforce Investment Act of 1998.

This Notification adopted on May 2, 2005.


James L. Deffenbaugh

Attest:


Rebecca Hill

State of Idaho

Office of the Secretary of State

CERTIFICATE OF EXISTENCE
OF
PANHANDLE AREA COUNCIL, INC.

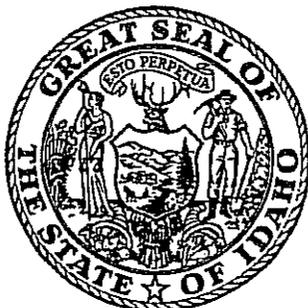
File Number C 45009

I, BEN YSURSA, Secretary of State of the State of Idaho, hereby certify that I am the custodian of the corporation records of this State.

I FURTHER CERTIFY That the record of this office show that the above-named non-profit corporation was incorporated under the laws of Idaho on 14 February 1972.

I FURTHER CERTIFY That the non-profit corporation is in goodstanding on the records of this office.

Dated: 27 January 2005



Ben Yursa

SECRETARY OF STATE

By

Stephan Holloway

BY-LAWS
OF
PANHANDLE AREA COUNCIL, INC.

PREAMBLE

We, the representatives of local and tribal governments and private sector representatives in the Counties of Bonner, Boundary, Kootenai, Shoshone, and Benewah in the State of Idaho, hereby join together in a voluntary organization to be known as the Panhandle Area Council, Inc., for the purpose of meeting at regular intervals to discuss and study community challenges of mutual interest and concern, and to develop policy and action recommendations for ratification and implementation by member local and tribal governments. The Council shall operate within the boundaries of Bonner, Boundary, Kootenai, Shoshone and Benewah Counties, Idaho. We realize that our individual and common destinies rest with the interdependent actions of the local governments and private sector resources, which comprise our region.

This voluntary association which we have formed is a vehicle for closer cooperation and is not a new layer of government nor a super-government. As a voluntary organization, the members seek, by mutual agreement, solutions to mutual problems for mutual benefit.

Our goal is to retain and strengthen local home rule, while combining our resources for regional challenges beyond our individual capacities.

ARTICLE I - ESTABLISHMENT

The Panhandle Area Council, Inc. is established by authority of Chapter 10 of Article 30, IDAHO CODE, and amendments hereafter made thereto, and by the resolutions adopted by the governing bodies of Boundary, Bonner, Kootenai, Shoshone and Benewah Counties, Idaho, in June 1971; and by agreement among its members, which formerly functioned as the Panhandle Planning and Development Commission, Inc. The full membership of the Panhandle Area Council, Inc. will hereinafter be referred to as The Council.

ARTICLE II - PURPOSE

The Council shall be a voluntary organization of local and tribal governments and private sector representatives to foster a cooperative effort in resolving problems, policies and plans that are common and regional in scope. The purpose of this organization is:

- A. To further the economic development of the region.
- B. To promote and assist the growth and development of business concerns including small businesses in the region.

- C. To serve as a mutual forum to identify, discuss, study and bring into focus regional challenges and opportunities.
- D. To serve as a vehicle for the collection and exchange of information of a regional interest.
- E. To provide a continuing organizational machinery to insure the effective communication among governments and agencies.
- F. To foster, develop and review policies, plans and priorities for regional growth, economic development and conservation.
- G. To facilitate agreements and cooperative action proposals among member governments for specific projects or other interrelated developmental needs and for the adoption of common policies and plans with respect to common regional challenges.
- H. To maintain liaison with members, governmental units and groups or organizations to serve as regional spokesman for local governments.
- I. To furnish general and technical aid to member governments, as they direct or request, to promote and accomplish Council approved agreements, policies and plans.
- J. To review and coordinate Federal, State and local programs of regional importance.

ARTICLE III - THE COUNCIL

City and county governments of the five (5) northern counties of Idaho (Benewah, Blaine, Boundary, Kootenai and Shoshone), the Coeur d'Alene and Kootenai Indian Tribes of Idaho and the Regional Loan Review Committee Members (two business people from each County), may be voting members of The Council.

Representatives from private sector fields such as agriculture, forest products, mining, business, labor, education, private lending institutions, community organizations, etc., may be voting members of The Council, provided that no less than one-third of the total voting membership shall at any time be non-elected officials.

A. Conditions

A local government to become and retain membership in The Council shall:

1. Admission

- a) Formally enter into the intergovernmental agreement creating The Council or some other legal device assuring cooperation; and
- b) Comply with requirements in the By-Laws concerning financial contributions of its members.

2. Withdrawal

- a) An eligible government may withdraw from such membership when its chief executive and local governing body signifies by formal resolution (or other legal device) a request for withdrawal in writing to The Council.

B. Representation

1. Each member city and county government shall be officially represented by its duly elected chief executive or local government's legislative body. They shall also select an alternative representative.
2. The elected governing bodies of the Coeur d'Alene and Kootenai Indian Tribes of Idaho shall, if they desire to belong to The Council, each designate an individual to represent them as a voting representative of The Council and to serve at the pleasure of their respective governing bodies.
3. Non-elected representatives shall be selected by the Board of Directors and shall fairly represent the geographic areas of the five (5) northern counties and shall be appointed at the The Council's Annual Meeting or as soon after as possible. These representatives will serve one full year or until duly replaced, and may be reappointed by the Board of Directors to serve another year, or a new representative selected.
4. Voting membership by The Council shall consist of at least one voting member representing each of the following interests: agriculture, business and industry, labor, government, private lending institutions, community organizations, minority groups, education, recreation and other economic and social interests as needed. These representatives may be either elected officials or non-elected representatives.
5. The Council may establish, as needed, Citizen Task Forces to represent the above-mentioned interests or others, whereby they can submit advice or recommendations to The Council on related matters. These citizen advisors can only serve in an advisory capacity to The Council.
6. The President of the Private Industry Council shall be an ex-officio member of Panhandle Area Council with voting rights in the organization.

C. Role of Alternates - Duties and Responsibilities

Each member government shall select an alternate who is an elected official representing the same public agency. The alternate shall serve in the absence of the official

representative and shall have the same voting powers and other privileges as pursuant to these By-Laws.

D. Certification of Membership

Each elected official shall present a letter of appointment from the designated governmental body he or she shall represent.

E. Voting Rights

All members of The Council shall have an equal vote.

F. Attendance

1. All members should attend all meetings.
2. If a delegate cannot attend, it is the responsibility of that delegate to notify his/her alternate of the upcoming meeting and agenda, and see that the designated alternate has all necessary materials to bring to the meeting. The delegate should, if possible, notify the Chairman and the Director of The Council of his/her absence in advance of the scheduled meeting and of the attendance of the alternate.
3. Non-Attendance: If a voting member and his/her alternate fail to attend two or more consecutive Council meetings, and is not actively participating in the required Council meetings as a representative, the Board of Directors shall consider recommending to drop that member as a voting member of The Council; and shall notify the member in writing stating the reasons the Board of Directors is considering recommending such action. The Council shall be required to bring to vote the issue of a member being recommended to be dropped.

G. Dues

Membership dues, service fees or other charges to defray operating expenses shall be pro-rated among the member governments. Dues requested from member governments will be approved by the Finance Committee and then The Council. All members, except the appointed non-elected representatives, shall be required to pay annual dues as prescribed by these By-Laws.

ARTICLE IV - POLICY BODY

A. The Council

The Council shall consist of at least twenty-five (25) members and shall be the general policy body including all voting members.

1. Representation

Representation by The Council shall consist of representatives from local government, private sector lending, community organizations and business organizations. The members must be of good character and reputation. Good character is deemed absent if the member is incarcerated or on parole for a serious offense.

2. Voting

Each member will have one vote. A simple majority of the voting representatives present and voting shall be sufficient to approve any matter. Any voting representative may vote at any meeting by proxy, but all proxies must be in writing and recorded in the minutes of the meeting. No member may control more than ten percent (10%) of the membership votes.

3. Quorum

A quorum of The Council shall be one-third (1/3) of The Council representatives or their alternates (minimum of six (6)).

4. Meetings

a) Regular Meetings

The Council shall meet quarterly in regular session at a designated time and place determined by The Council.

Notice of each meeting shall be given at least ten (10) days prior to each meeting.

b) Special Meetings

Whenever deemed necessary, special meetings shall be called by the Chairman in conjunction with the Director of Panhandle Area Council, Inc. Notice of special meeting, agenda and purpose shall be stated at least one week in advance of said meeting if notice is sent by mail or at least three (3) days in advance if notice is by telephone. No other business than the business slated on the agenda can be conducted.

c) Annual Meeting

The Annual Meeting of the members shall be the regular meeting held during the month of November of each year, and shall follow the city and county General Election in November. This meeting is for the purpose of recognizing credentials for members of The Council and the election of officers.

d) Parliamentary Procedures

Robert's Rules of Order shall be a guide for all meetings.

5. Officers

The Council shall elect a Chairman, Vice-Chairman, Secretary and Treasurer from among the membership.

a) Chairman - The Chairman shall be an elected official whose term of office shall be for one year, such term to begin and end on the Annual Meeting. Election of Officers shall take place at this meeting. The Chairman shall preside at all regular and special meetings of The Council. The Chairman may appoint committees to assist and advise in the fulfillment of the work of The Council. The Chairman shall sign all approved records of The Council. The Chairman may be removed from the office by the vote of a simple majority of The Council voting representatives. The Chairman shall be an ex-officio non-voting member of all committees. The Chairman shall be the Chairman of the Board of Directors.

b) Vice-Chairman - The Vice-Chairman shall be a member and shall be elected for one year in the same manner as the Chairman and may be removed from office in the same manner. The Vice-Chairman shall assume the duties of the Chairman in the absence of the Chairman.

c) Secretary - The Secretary shall be a member and shall be elected for one year in the same manner as the Chairman and may be removed from office in the same manner. The Secretary shall be custodian of the records and perform related duties as required. The Secretary shall be the Chairman of the Personnel Committee.

d) Treasurer - The Treasurer shall be a member and shall be elected in the same manner as the Chairman and may be removed from office in the same manner. The Treasurer shall serve as Chairman of the Finance Committee.

6. Vacancies

A position on The Council shall become vacant upon the incumbent's death or resignation from the position. The vacancy shall be filled by appointment by the same authority that appointed the member who created the vacancy.

7. Rule of Succession

Upon resignation or loss of the Chairman, the Vice-Chairman shall temporarily assume the duties of the Chairman until a new election can be held. The Vice-Chairman, Secretary and Treasurer, upon resignation or loss, shall be filled by election of new officers at regularly scheduled Council meetings.

8. Responsibilities

The responsibilities and powers of The Council are:

- a) To adopt Council budget and membership fee schedules.
- b) To adopt and amend the By-Laws.
- c) To review the action of the Board of Directors.
- d) To review the actions of all standing committees.
- e) To initiate, advise and establish cooperative arrangements and service contracts including inter-local agreements.
- f) To propose, initiate or approve any study, policy decision, plan or other Council policy matters.
- g) To resolve membership questions.
- h) To make recommendations to any local governments or to other appropriate agencies or entities.
- i) To propose amendments to intergovernmental agreements for ratification of members.
- j) To annually elect a Chairman, Vice-Chairman, Secretary and Treasurer.
- k) Confirmation of the appointment or removal of the Executive Director.
- l) To accept contributions and grants-in-aid.

B. Board of Directors

Membership: A twelve (12) member Board of Directors consisting of four officers of The Council, the Chairman of the Loan Review Committee, the Private Industry Council Chairman, a banker from the Loan Review Committee, and five elected officials (one from each county) shall be appointed by The Council. This will total twelve (12) members with nine (9) being elected officials and three (3) being business people.

1. Voting: Voting on routine matters requires a simple majority of those members present and voting.
2. Quorum: A quorum of the Board of Directors shall consist of a simple majority of members.
3. Meetings: The Board of Directors shall meet monthly, or at the call of the Chairman or at the direction of The Council.
4. Officers: Officers of The Council shall be the officers of the Board of Directors.
5. Tenure: The tenure of a member of the Board of Directors shall be for one year or until he is replaced by a successor.
6. Vacancies: A position on the Board of Directors shall become vacant upon the incumbent's death, resignation or removal from the position. The vacancy shall be filled by the Chairman of the Board of Directors.
7. Responsibilities: The responsibilities of the Board of Directors are:
 - a) To actively participate in management decisions regarding the making and servicing of loans for the purpose of furthering economic development.

Board of Directors will have the final decision making authority on loans. Loan Review Committee recommendations will be sent to the Board of Directors. Loans may be presented to the Board of Directors for approval in three ways:

- 1) At regular meetings of the Board of Directors.
- 2) At a special meeting of the Board of Directors.
- 3) By a telephone poll of the Board of Directors providing a regular meeting is not timely.

A positive vote of two-thirds (2/3) majority will be required to approve a loan. If this majority is not obtained, the loan package will go back to the Loan Review committee to address the areas of concern expressed by the Board members, before being presented to the Board again. All regular meetings, special meeting and telephone polls will be reported to The Council at the following regular meeting and will appear in the minutes.

- b) To review all new and continuation grants and prepare recommendations to the Board of Directors;
- c) To plan The Council's overall yearly program, publish the Annual Report, and publish appropriate information

deemed necessary for the smooth functioning of The Council;

- d) To conduct annual program evaluations and present recommendations to The Council as to findings of such evaluations;
- e) To review the Public Affairs Manual and make such recommendations that are judged necessary for the full and complete media coverage of The Council;
- f) To prepare policy recommendations on the overall role and responsibilities of The Council.

C. Standing Committees

The Board of Directors of The Council shall determine the need for Standing Committees, their duties and functions. The Chairman shall appoint all committee members except those provided for in the By-Laws, and such appointments shall be approved by the Board of Directors.

1. Finance Committee

- a) Membership: The Finance Committee shall consist of at least three (3) members. The Chairman of the Finance Committee shall be the Treasurer of the Board of Directors. The members shall be appointed by the Chairman of the Board of Directors following the Annual Meeting. These members shall fairly represent the geographic area of the The Council's jurisdiction.
- b) Voting: Voting on routine matters requires a simple majority of those members present and voting.
- c) Quorum: A quorum of the Finance Committee shall consist of a simple majority of members.
- d) Meetings: The Finance Committee shall meet at least once every quarter or at the call of its Chairman or at the direction of the Board of Directors.
- e) Officers: The Chairman shall be the Treasurer of the Board of Directors. The Bookkeeper of The Council shall be the Recording Secretary of all Finance Committee meetings.
- f) Vacancies: A position on the Finance Committee shall become vacant upon the incumbent's death, resignation or removal from the position. The vacancy shall be filled by the Chairman of the Board of Directors.
- g) Responsibilities: The responsibilities of the Finance Committee are:

- 1) To draft and recommend an annual budget and membership fee schedules to the Board of Directors;
- 2) To annually examine and review the job classification and pay plan of The Council and recommend any alterations deemed necessary;
- 3) To supervise the financial operation of The Council;
- 4) To review and recommend approval of the expenditures of The Council;
- 5) To assist in the development of new sources of funds for The Council;
- 6) To work directly with the Executive Director in preparing, evaluating, reviewing, and submitting their recommendations.

2. Personnel Committee

- a) **Membership:** The Personnel Committee shall consist of at least three (3) members. The Chairman of the Personnel Committee shall be the Secretary of the Board of Directors. The other members shall be appointed by the Chairman of the Board of Directors following the Annual Meeting. These members shall fairly represent the geographic area of The Council's jurisdiction.
- b) **Voting:** Voting on routine matters requires a simple majority of those present and voting.
- c) **Quorum:** A quorum of the Personnel Committee shall consist of a simple majority of members.
- d) **Meetings:** The Personnel Committee shall meet at least quarterly or at the call of its Chairman or at the direction of the Board of Directors.
- e) **Officers:** The Secretary of the Board of Directors shall be the Chairman of the Personnel Committee. A recording Secretary from The Council staff shall be appointed to keep proper minutes of all Committee actions and decisions.
- f) **Tenure:** The tenure of a member of the Personnel Committee shall be for one year or until he is replaced by a successor.
- g) **Vacancies:** A position on the Personnel Committee shall become vacant upon the incumbent's death, resignation or removal from the position. The vacancy shall be filled by the Chairman of the Board of Directors.

h) Responsibilities: The responsibilities of the Personnel Committee are:

- 1) To review all employee grievances that are referred to The Council, and prepare recommendations to the Board of Directors;
- 2) To annually examine and review the Personnel Policies and Procedures Manual of The Council and recommend any alterations deemed necessary;
- 3) To examine, at least annually, the personnel files to insure proper keeping of personnel files;
- 4) To examine the personnel structure of The Council and recommend any organizational changes deemed necessary for better efficiency or better performance of The Council's duties and programs;
- 5) To recommend revisions to personnel evaluation forms as often as deemed necessary.

3. Loan Review Committee

a) Membership: The Loan Review Committee will consist of six subcommittees: a regional committee appointed by The Council's Board of Directors and local committees from the five northern counties who are appointed by the Commissioners from each respective county. Loan proposals will be presented by The Council staff to a joint committee consisting of the regional committee and the local committee from the county in which the loan applicant is located. The recommendation of this joint committee will be submitted to The Council's Board of Directors for final loan approval.

Regional Committee. The Regional Committee will consist of ten (10) members, two (2) from each county. The members shall represent each of the five (5) counties and will be involved in all The Council's loan proposals. The members shall be appointed by the Board of Directors following the Annual Meeting or as soon after as is possible. The Chairman of the Loan Review Committee shall be appointed by the Chairman of the Board of Directors.

Local Committees. The five (5) northern counties will have local loan review committees consisting of at least five (5) members. The members shall be appointed by the County Commissioners once a year. These members will only act jointly with the regional committee on loan applications from the county in which they are appointed.

- b) Voting: Voting on routine matters requires a simple majority of those members present and voting.
- c) Quorum: A quorum shall consist of five (5) voting members of the Loan Review Committee who are either present or polled by phone.
- d) Meetings: The Loan Review Committee shall meet at the call of its Chairman or at the direction of the Board of Directors.
- e) Officers: The Chairman of the Loan Review Committee shall be appointed by the Chairman of the Board of Directors. The Secretary of the Council staff shall be appointed to record all actions and decisions of the Committee.
- f) Tenure: The tenure of a member of the Loan Review Committee shall be for one year or until he/she is replaced by a successor.
- g) Vacancies: A position on the Loan Review Committee shall become vacant upon the incumbent's death, resignation or removal from the position. The vacancy shall be filled by the Chairman of the Directors.
- h) Responsibilities: The responsibilities of the Loan Review Committee are to develop recommendations to be submitted to the Board of Directors on the following:
 - 1) Establishment of credit policy;
 - 2) Solicitation of loan applications to further the economic development of the area;
 - 3) To review loan applications to investigate credit worthiness and security;
 - 4) Establish level of credit to be extended to borrower;
 - 5) Recommend approval or disapproval of loan applications.

D. Ad Hoc Committees

The Board of Directors shall establish such committees as may be necessary to carry out the purposes of The Council. The Chairman of the Board of Directors shall appoint the members of these committees. When the task is accomplished, the committee will be dissolved by the Chairman of the Board of Directors.

ARTICLE V - NON-DISCRIMINATION

- A. No person shall be excluded from membership because of race, color, creed, sex or social standing.
- B. There shall be no segregation of persons served no matter what race, color, creed, sex or social standing they may have.
- C. There shall be no discrimination on the basis of race, color, creed, sex or social standing with regard to hiring, assignment, promotion or other conditions of staff employment.

ARTICLE VI - STAFF AND PREMISES

The Council shall have staff as provided for by the Board of Directors. The Board of Directors shall have the authority to appoint and remove the Executive Director and may authorize such other staff positions deemed necessary to carry out the purposes and functions of the The Council. The Executive Director shall be responsible for coordinating all staff and consultant services provided to The Council; preparing and administering the annual work program and budget; employing, retaining and removing all other personnel as may be necessary; and performing all other duties delegated to him/her by the Board of Directors.

In addition, the staff must have the capacity to package, process, close and service loans. Furthermore, the staff must be able to provide or arrange for the provision of professional accounting and legal services and business services to small business concerns.

Each of the professional services need not be on staff full-time, but they must be available full-time, as needed. Staff need not be employees of the Certified Development Corporation (CDC), but rather, can be employees of city government, private sector lenders, community organizations, etc.

The corporation must maintain an accessible place of business and be adequately staffed during normal business hours. The corporation shall have a separately listed telephone number and at least one individual available to receive visitors or respond to business matters over the telephone.

ARTICLE VII - POWERS

In carrying out its functions, the The Council may:

- A. Employ staff, retain consultants or obtain the personal services of individuals or employees of other agencies.
- B. Appoint advisory committees.
- C. Enter into agreements with the United States, the State of Idaho, units of local government within the State of Idaho, private

firms and individuals for the conduct of studies or of other work as pursuant to Chapter 10 of Article 30, IDAHO CODE.

- D. Adopt rules to provide procedures for the conduct of Council business.
- E. Take such other actions as are necessary to enable The Council to carry out its functions and duties.

ARTICLE VIII - FINANCES

Funds which accrue to the Council for its use in furthering the aims and purposes of this voluntary organization shall be controlled, disbursed, and accounted for in a manner prescribed by the Board of Directors.

A. Fiscal Year

The fiscal year of The Council shall commence on October 1 and shall end on September 30 of each year.

B. Annual Council Budget Submission and Adoption

The annual Council operating budget shall be submitted to the Board of Directors by the Executive Director on or before September 30 of each year. The annual budget and assessment schedule shall be adopted by the Board of Directors not later than October 1 each year.

C. Yearly Membership Assessment

Each year upon adoption of the annual budget, the Board of Directors shall fix membership assessments for all members of The Council in amounts sufficient to provide the funds required by the budget. The amount of each member's assessment shall be determined in accordance with the recommended formula drawn up by the Finance Committee and presented to the Board of Directors.

D. Method of Assessment

The annual assessment for the members of The Council shall be based upon population as determined by the State Controller in making the most recent allocation to counties and cities pursuant to the Motor Vehicle License Fee Law.

E. Annual Audit

The Board of Directors shall cause an annual audit of the financial affairs of The Council to be made by a certified public accountant at the end of each fiscal year. The Board of Directors shall employ a certified public accountant of its choosing. The audit report shall be made available to Council member counties, cities, citizens and the general public for comment and review.

ARTICLE IX - AMENDMENTS

Amendments to these By-Laws shall be made effective by an affirmative vote of not less than three-fourths (3/4) of the required quorum of The Council. Any amendment of this Charter shall be submitted in writing to each voting member at least fifteen (15) days prior to the meeting at which such amendments are to be voted upon.

ARTICLE X - DURATION

- A. This agreement shall continue and remain in full force, and The Council shall not be dissolved unless by a three-fourths (3/4) vote by its voting members; provided, however, that any such dissolution shall not become effective until such time as any contracts to which The Council is party have been fully performed or are no longer in effect.

In the event of dissolution, and after payment of all outstanding financial commitments, any remaining funds shall be forthwith distributed to The Council in its last fiscal year of operation.

- B. Membership in The Council may be terminated by notice of The Council at least ninety (90) days prior to the beginning of any fiscal year and shall be terminated upon non-payment of the member's budgeted contributions on or before November 30 of any given year.

ARTICLE XI - CORPORATE SEAL

The design of the corporate seal for the corporation shall be determined by the Board of Directors.

ARTICLE XII - OPEN MEETINGS

All meetings of the Panhandle Area Council shall conform to the Open Public Meetings Act codified under IDAHO CODE, 67-2340 to 67-2345 and subsequent amendments thereto, and the Board of Directors shall adopt procedures to ensure appropriate public notice of all meetings of the Panhandle Area Council.

The Council shall maintain in force a resolution providing the adoption or interruption of a plan or elements thereof, and the Executive Director shall undertake all actions necessary to carry out the provisions of such a resolution.

ARTICLE XIII - CONTRACTS

The Executive Director shall have authority to execute contracts in the name of Panhandle Area Council which are in conformance with the work program and budget and which are in the amount of five thousand dollars (\$5,000) or less without prior approval of the Board of Directors. A

contract in which The Council is a part and which is in the amount greater than five thousand dollars (\$5,000) shall require prior approval of the Board of Directors before execution by the Executive Director.

ARTICLE XIV - CONFLICT OF INTEREST POLICY

No member of The Council shall cast a vote on any matter which would result in personal financial gain for that member. Further, The Council staff shall avoid personal conflict of interest and appearance of conflict of interest, in the conduct of their duties.

APPROVED THIS 1st day of December, 1988.

Panhandle Area Council, Inc.

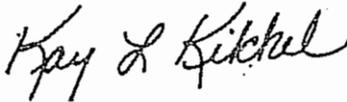


Chairman, The Council



Secretary, The Council

ATTEST:



JT:1:NW:NEWBYLAW

On August 4, 2000, an amendment to the Panhandle Area Council, Inc. By-laws was approved as follows:

Board of Directors-Membership

Membership: A Board of Directors shall be composed of at least twelve (12) members and shall be chosen from the membership by the members. The members of the Board of Directors must represent at least three of the following four groups as defined in 13 C.F. R. 120.822; Government organizations, Financial Institutions, Community Organizations and Businesses in the area of operations. No one group shall control. At least one member of the Board of Directors must have commercial lending experience, be approved by SBA, and must be present and vote when the board takes actions on loan approval and loan servicing actions. Or, in the alternative the Board may obtain the recommendation of another person approved by SBA and possessing commercial lending experience.



Region IV Development

**South Central Idaho
Works!**

CERTIFIED MAIL

April 29, 2005

The Honorable Dirk Kempthorne
Governor of Idaho
Office of the Governor
700 West Jefferson, 2nd Floor
PO Box 83720
Boise, Idaho 83720-0034

Dear Governor Kempthorne:

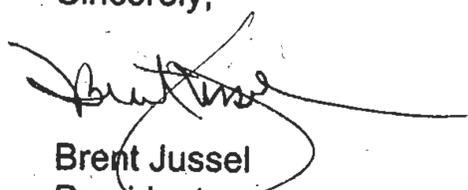
The Region IV Development Association, Inc., on behalf of the Local Elected Officials of the eight counties in South-central Idaho, requests continued designation as a Workforce Investment Area under the Workforce Investment Act of 1998.

The Council also requests that such designation be included in the new WIA State Plan currently being developed by Idaho Commerce and Labor for submission to the U.S. Department of Labor.

We also request that our designation be continued, or that we be given the opportunity to complete requirements for continuance, under any WIA reauthorization or replacement legislation enacted by Congress or regulations promulgated by the United States Department of Labor.

Should you have questions or require further information or documentation, please contact Joe Herring, Executive Director, Region IV Development Association, Inc., at (208) 233-4032, ext. 26.

Sincerely,



Brent Jussel
President

RECEIVED
MAY 02 2005

OFFICE OF THE GOVERNOR

Notification

A NOTIFICATION OF THE BOARD OF DIRECTORS OF THE REGION IV DEVELOPMENT ASSOCIATION, INC. REQUESTING THAT THE EIGHT SOUTH CENTRAL COUNTIES OF IDAHO BE DESIGNATED AS THE SOUTH CENTRAL IDAHO WORKFORCE INVESTMENT AREA.

WHEREAS, Local Elected Officials from all the eight counties and 34 cities in South Central Idaho meet together in a consortium of Local Elected Officials body known as the Region IV Development Association, Inc. (RIVDA);

WHEREAS, the eight counties in South Central Idaho (Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka and Twin Falls) comprise a labor market area;

WHEREAS, RIVDA Board of Directors has been designated as the consortium of Chief Local Elected Officials for the Region IV Service Delivery Area to meet the legal requirements under the Workforce Investment Act;

WHEREAS, RIVDA Board of Directors is the appointing body for the membership of the South Central Idaho Workforce Investment Board since the inception of WIA;

WHEREAS, the Workforce Investment Act specifies that the Local Elected Officials of a Workforce Investment Area may choose to serve as the grant recipient for administration of local Workforce Investment Act funds and assume liability for any misuse of funds;

WHEREAS, RIVDA has and will maintain both Directors and Officers and Errors and Omissions policies;

WHEREAS, RIVDA may be interested in negotiating an alternative grant recipient for administration of the Workforce Investment Act funds with the Governor;

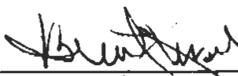
WHEREAS, services in the eight counties have been established to meet the needs of this geographic area, considering distances that individuals will need to travel to receive services;

WHEREAS, educational services are also aligned with this geographic service area through the College of Southern Idaho, the area vocational education school, and the local educational agencies in the eight counties joining together to set up a Cooperative Services Agency for the purpose of jointly providing professional/technical education; and

WHEREAS, RIVDA has a vested interest in school to work, welfare to work and work to work planning, development and program implementation;

NOW THEREFORE BE IT KNOWN THAT the Board of Directors of the Region IV Development Association, Inc. formally requests and directs staff to make application for the eight counties of South Central Idaho (Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, and Twin Falls), known as Region IV by Idaho Commerce and Labor and as Region V by the Idaho Department of Health & Welfare, to continue to be designated as a Workforce Investment Area under the Workforce Investment Act of 1998.

This Notification adopted on April 29, 2005.


Brent Jussel, President

Attest:


Joseph L. Herring, Executive Director

An Application

**IDAHO COMMERCE & LABOR
DIRECTOR**

MAY - 1 2005

For

Continued Designation

as a

Workforce Investment Area **(under the Workforce Investment Act of 1998)**

Submitted by

The East-Central Idaho Planning and Development Association

**A Consortium of Chief Local Elected Officials in East-Central Idaho
(Region VI)**

**The East-Central Idaho Planning and Development Association
310 North, 2nd East, Suite 115
Rexburg, Idaho 83440**

1. Name of unit(s) of local government requesting designation.

The units of local government requesting continued designation as a Workforce Investment Area include Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, and Teton Counties. This consortium of counties is known as The Counties of East-Central Idaho or Region VI. These counties have asked East-Central Idaho Planning and Development Association (ECIPDA) to represent their consortium in making application for this designation as a Workforce Investment Area. The Local Elected Officials have authorized ECIPDA to:

- ✦ bind each unit of local government in the proposed Workforce Investment Area to the conditions of this designation
- ✦ act on behalf of all units of local government in the proposed Workforce Investment Area
- ✦ represent the LEO's as they assume responsibility and liability under the conditions of this designation for the entire area

See Attachment A of this application.

2. Provide the name, address and phone number of the contact individual who will represent the local elected officials in the region.

Keith Tweedie serves as the current president of ECIPDA, and represents the Local Elected Officials of East-Central Idaho. Terry Butikofer, Workforce Development Director at ECIPDA, will assist him in submitting this application and acting as a second contact person representing the Local Elected Officials of Region VI. Mr. Tweedie's address is:

Keith Tweedie, President
East Central Idaho Planning and Development Association
310 North, 2nd East – Suite 115
Rexburg, Idaho 83440

Mr. Butikofer can be reached at 356-4524 ext. 311.

- 3. If a consortium of units of government is applying, describe the roles and responsibilities of each unit of government and the decision-making process the officials will use in executing their responsibilities under the Workforce Investment Act. If an existing agreement demonstrates this information, a copy of such agreement, or other documentation, may be submitted as a response to this question.***

Each County Commission in Region VI has been assisting in the governance of the Workforce Investment Act (WIA) through their participation in the East-Central Idaho Planning and Development Association for the past five years, and is familiar with the responsibilities and liabilities that the WIA entails. Each County Commission has agreed to join together with the other eight counties of the region to ask that our designation jointly as a workforce investment area not be allowed to expire. The Local Elected Officials have authorized ECIPDA'S board of directors, which includes Local Elected Officials from each county and many of the major cities throughout the region to execute their responsibilities under the Workforce Investment Act. County Commissioners and City officials serving on ECIPDA will share information and solicit input regarding workforce investment issues with their fellow local elected officials, as they execute their responsibilities under the Workforce Investment Act through their representation on the East-Central Idaho Planning and Development Association.

- 4. Describe the geographic area that is covered by the application. Discuss how this area is consistent with school boundaries; post secondary education areas, and labor market boundaries and covers the normal commuting distance residents are willing to travel to receive services.***

The geographic area covered by this application makes up region VI and includes the nine counties of East-Central Idaho including (Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, and Teton counties). Region VI encompasses several school districts, and Eastern Idaho Technical College provides professional technical education throughout the region. The communities throughout the region feel a kinship with each other and have developed working relationships over the years. People within the region consider the nine county area a normal commute when traveling to work, accessing health care, or pursuing recreational and educational opportunities. The State of Idaho Department of Commerce and Labor recognize the region as a planning district and a labor market.

- 5. Describe how the designation of this area will promote cost effective and coordinated regional service delivery.***

The nine counties of East-Central Idaho formed a non-profit corporation (ECIPDA) on February 26, 1976 to improve the economic stability of the region, to cooperate with all levels of government, and with all interested parties in the furthering of such purposes. The region has learned a great deal about coordination of effort, and the promotion of cost effectiveness over the past twenty-nine years as they have worked together to promote economic development, community development, and workforce development. The LEO's feel that seeking continued designation, as a Workforce

Investment Area will ensure that this long standing, cost effective coordinated regional service delivery system would continue to deliver workforce investment services throughout the nine counties.

Through ECIPDA's partnership with the Department of Commerce and Labor, the LEOS and Private Sector Business people have been able to build strong partnerships with Health and Welfare, Vocational Rehabilitation, Secondary Education, Community Based Organizations, and Professional Technical Education. We have also partnered closely with State Government to create an Idaho Works Career Center and several affiliate partners located strategically throughout the nine counties. As a region we have developed excellent working relationships and expect to use these relationships to develop cost effective and coordinated workforce development services.

6. ***Explain how estimated federal funding resources will be adequate to effectively administer required activities of the Workforce Investment Act (see Attachment E for estimated Workforce Investment Act fund projections, and Attachment C for local roles and responsibilities under the Workforce Investment Act.) If federal resources prove to be inadequate to support the required administrative functions, (a) what additional local resources might be available to support these activities or (b) is it the intent of the local elected officials to negotiate with the Governor to serve as the local grant recipient?***

We have been operating with a limited amount of administrative funds for some time now. The limited amount of administrative funding has caused us to develop excellent relationships with numerous partners throughout the area that make it possible to effectively administer those activities required by the Workforce Investment Act. Many of the responsibilities outlined in the application packet are similar to current employment and training functions, and can be performed by the existing workforce development staff.

- If federal resources prove to be inadequate to support required administrative functions, we have discussed turning to our workforce development partners to share in the completion of some administrative activities, and working together to complete coordination of activities.
- The local elected officials are aware of the continuing funding cuts that the State and the area's continue to experience. They are aware of the Governor's request to work toward a centralized single Statewide Workforce Area and board, and are seeking an extension of their designation as a Workforce Development Area within the Idaho Workforce Consortium. The local elected officials also understand the continued efforts to centralize workforce investment activities such as participant payroll, and the operation of a management information system. We are interested in assisting the Governor in providing the best services we can with limited resources.

7. Describe your previous experience in administering employment and training programs and performing the roles and responsibilities described in Attachment C of the application packet.

The East-Central Idaho Planning and Development Association representing the consortium of nine counties of East-Central Idaho have administered employment and training programs under the Comprehensive Employment and Training Act (CETA), and Job Training Partnership Act (JTPA), and the Workforce Investment Act (WIA) for the past 29 years. Our current workforce development staff has been working with JTPA, and WIA and our partners for the past 19 years. We have developed a service delivery staff made up of senior people who are all very competent, and we have exceeded our performance goals and standards under the Job Training Partnership Act, and Workforce Investment Act for the past 19 years. Our Local Elected Officials have always been very interested and involved in these employment and training programs and understand the difference that they make in the development of our regional economy. This experience encompasses the roles and responsibilities outlined in the Workforce Investment Act. The LEOS and their WIB partners have also developed and negotiated memoranda of understanding with local and state organizations, and they have procured and selected effective service provider agencies. They are also experienced in developing and negotiating performance standards, developing employment and training plans for Region VI and providing effective administrative direction and oversight for those plans.

ATTACHMENT A

AUTHORIZATION DOCUMENTATION

Resolution

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE EAST-CENTRAL IDAHO PLANNING AND DEVELOPMENT ASSOCIATION REQUESTING THAT THE NINE COUNTIES OF EAST-CENTRAL IDAHO CONTINUE TO BE DESIGNATED AS THE EAST-CENTRAL IDAHO WORKFORCE INVESTMENT AREA.

WHEREAS, Local Elected Officials from all the nine counties in East-Central Idaho meet together in a consortium of Local Elected Officials body known as the East-Central Idaho Planning and Development Association (ECIPDA);

WHEREAS, the nine counties in East-Central Idaho (Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, and Teton) comprise a labor market area;

WHEREAS, ECIPDA'S board of directors has been designated as the consortium of Chief Local Elected Officials for the Region VI Service Delivery Area to meet the legal requirements under the Workforce Investment Act;

WHEREAS, the Workforce Investment Act specifies that the Local Elected Officials of a Workforce Investment Area may choose to serve as the grant recipient for administration of local Workforce Investment Act funds and assume responsibility for the administration of the Workforce Investment Act locally, and the liability for any misuse of funds;

WHEREAS, ECIPDA has and will maintain both Directors and Officers and Errors and Omissions policies;

WHEREAS, ECIPDA may be interested in negotiating an alternative grant recipient for administration of the Workforce Investment Act funds with the Governor similar to the first five years of WIA;

WHEREAS, ECIPDA is interested in participating in an Idaho Workforce Consortium, and utilizing the Workforce Development Council as the Workforce Board;

WHEREAS, services in the nine counties have been established to meet the needs of this geographic area, considering distances that individuals will need to travel to receive services;

WHEREAS, ECIPDA has a vested interest in school to work, welfare to work and work to work planning, development and program implementation;

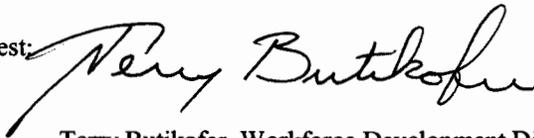
NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of the East-Central Idaho Planning and Development Association formally requests and directs staff to request that our designation as a workforce investment area for the nine counties of East-Central Idaho (Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, and Teton), known as Region VI by the Idaho Department of Commerce and Labor, not be allowed to expire, and that we continue to be designated as a Workforce Investment Area under the Workforce Investment Act of 1998.

This Resolution adopted on April 28, 2005.



Keith Tweedie, President

Attest:



Terry Butikofer, Workforce Development Director

**Application to Governor Dirk Kempthorne
and the
Idaho Workforce Development Council
for Continued Designation
as a Workforce Investment Area
Under the Workforce Investment Act of 1998**

Submitted by
Clearwater Economic Development Association
1626 6th Avenue North
Lewiston, ID 83501
(208) 746-0015



1626 6th Ave. North
Lewiston, Idaho 83501
(208) 746-0015
Fax (208) 746-0576

May 5, 2005

The Honorable Dirk Kempthorne
Office of the Governor
700 West Jefferson, 2nd Floor
P.O. Box 83720
Boise, ID 83720-0034

Re: Workforce Investment Act Restructuring Proposal

Dear Governor Kempthorne:

With the recent federal reforms proposed for the Workforce Investment Act, the Clearwater Economic Development Association, Inc., on behalf of Region II County Commissioners, respectfully requests your consideration in protecting the integrity of the WIA at the local level.

As we all recognize the economic reality of shrinking budgets and less funding for the WIA Program throughout Idaho, we are committed to protecting both the services provided and the most efficient administrative structure for providing those services. Your proposal to reduce administrative overhead by \$1.3 million will have significant impacts on the regional Workforce Investment Boards. While we realize the need to find ways to reduce administrative costs, it is imperative some level of regional oversight remain intact.

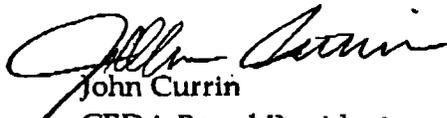
The 2005 Profile of Rural Idaho indicates the continuing struggle rural counties face with regards to an educated workforce. The report states "A well educated labor force is clearly an asset that attracts employers," and goes on to say "If rural communities invest in education but cannot provide good job opportunities, young adults are likely to seek work elsewhere".

We hope the Idaho Department of Commerce and Labor as well as the statewide Workforce Development Council will consider alternatives to the elimination of

the regional WIB structure as they work toward finalizing the State Plan. Possible options to outright elimination might include more cost-sharing with counties for administrative costs or reducing the number of Workforce Investment Areas from six down to three. Regardless, we are committed to keeping as many dollars in actual workforce training services on the ground and insuring this training remains effective and responsive to local needs.

The Clearwater Economic Development Association and our Region II partners hope you will seriously consider our local concerns when developing the State Plan for Idaho. We also look forward to continuing our strong and valuable relationship with the Idaho Department of Commerce and Labor. Together, we will keep all of Idaho economically strong and working.

Sincerely,


John Currin
CEDA Board President

Cc: Roger Madsen, ICL
Clearwater, Idaho, Latah, Lewis and Nez Perce Counties
Idaho District 6, 7, 8 Representatives
Karen A. McGee, Chair, Workforce Development Council

**Clearwater Economic Development Association
Application Form
for Continued Designation
as a Workforce Investment Area
Under the Workforce Investment Act of 1998**

1. The Clearwater Economic Development Association representing local government in the five north central counties of Idaho, i.e., Clearwater, Idaho, Latah, Lewis, and Nez Perce is requesting continued designation as a Workforce Investment Area.
2. The principal contact is Ms. Wanda Keefer, Executive Director, Clearwater Economic Development Association.

Address: 1626 6th Avenue North, Lewiston, Idaho 83501.
Phone Number: (208) 746-0015 x102
Fax: (208) 746-0576
E-mail: wkeefe@lewiston.com

3. The consortium of local units of government known as the Clearwater Economic Development Association is applying on behalf of the local elected officials of north central Idaho for continued designation as a Workforce Investment Area; please see enclosed Notification. Roles and responsibilities of the local elected officials are contained in the enclosed Workforce Investment Area signature sheets. The local elected officials of each County concur with the Clearwater Economic Development Association's application for continued designation as a Workforce Investment Area, and they have designated the Clearwater Economic Development Association to act on their behalf. In designating the Clearwater Economic Development Association to act on their behalf, the decision-making responsibilities the officials will use in executing their responsibilities under the Workforce Investment Act will be in accordance with the bylaws of the Clearwater Economic Development Association. Those bylaws are enclosed.
4. The geographic area covered by this application is the five north central counties of Idaho: Clearwater, Idaho, Latah, Lewis, and Nez Perce Counties. It includes the tribal lands for the Nez Perce tribe. It covers 13,500 square miles with a population of just over 100,000.

Almost 70 percent of the land area is publicly owned. Region II is consistent with school boundaries, as there is a Region II School Superintendent's Association, which includes all school districts within this area. Lewis-Clark state College is a key presence throughout Region II by housing Adult Basic Education Centers and extended program Outreach Offices in several small communities. The University of Idaho is also a visible presence through the region with their extended programs and county extension offices. North Central Idaho is recognized by the Idaho Commerce and Labor as a labor market area.

In addition, Region II has been designated as an economic development district by U.S. Department of Commerce since 1968—for 37 years. The North Central Idaho Health District and Health & Welfare also recognize North Central Idaho as a specific service area. Each of the surrounding communities within each county considers the north central Idaho region a reasonable area for normal commuting to work, access to health care, educational and recreational opportunities.

5. AS CEDA has been operating within this geographic area for thirty-seven years, and as all region-wide service providers operate within this five-county area, to continue this designation would be the most cost effective and coordinated way to deliver workforce investment services. Continued designation of this area as a Workforce Investment Area will ensure this long standing, cost effective coordinated regional service delivery system remains. The geographic boundaries of this area, whether known as Region II, District II, or North Central, are the same for such agencies and groups as Idaho Commerce and Labor, the Idaho Division of Vocational Rehabilitation, the Region II School Superintendent's Association, Lewis-Clark State College, the Nez Perce Tribe and TERO programs, the Community Action Agency offices, the Area Agency on Aging, the Commission for the Blind, the Idaho Department of Health and Welfare, the Idaho State Police, the North Central Idaho Health District, the Idaho Department of Parks and Recreation, and the Idaho Department of Transportation. This coordinated regional service delivery system also includes other state agencies and federal agencies whose boundaries differ from those of the region. This includes such agencies and groups as the Small Business Administration, the Idaho Commission for National and Community Service, and the U.S. Department of Agriculture.

The common geographic area fosters both formal and informal coordination between the local elected officials represented through the Clearwater Economic Development Association and other groups in the area. This coordination has encompassed everything from formal economic contacts, to worksite agreements, to verbal agreements on special projects.

The formal and informal coordination leads to cost effective programs through such things as cost sharing on projects, space sharing, and overall agency collaboration. Examples of space-sharing includes the Port of Lewiston/CEDA co-location, Nez Perce Tribal consultants and CEDA. Agency collaboration includes "Think Like a Region" conference involving workforce issues, collaborative efforts in job creation through Idaho's Workforce Development Training Fund, and Lewis-Clark State College's Workforce Training Center, the Horizon's program in Elk River, Orofino, and Kamiah, and collaborative efforts to improve the business climate through the area Chambers of Commerce.

6. As stated in the attached Notification, the Clearwater Economic Development Association representing the local elected officials may negotiate an alternative grant recipient for the administration of Workforce Investment Act funds with the Governor.

Also, as stated in the attached Notification, the Clearwater Economic Development Association representing the local elected officials may choose to serve as the grant recipient for administration of local Workforce Investment Act funds. At this point it appears the estimated funding resources will be adequate to effectively administer the required activities of the Workforce Investment Act.

7. The Clearwater Economic Development Association has been administering employment and training programs since the Comprehensive Employment and Training Act was passed in 1973. Most recently this includes programs under the Workforce Investment Act of 1998, the Job Training Partnership act (JTPA) of 1982 and prior to that programs under the Comprehensive Employment and Training Act (CETA). CEDA has a proved track record through its 37 years of history; our Local Elected Officials have always taken a very active role and deep interest in these employment and training programs and understand the difference they make in the development of our regional economy. This experience encompasses the roles and responsibilities delineated in the Workforce Investment Act. This includes, but is not limited to, appointment of private sector employment and training councils, designation of grant recipients, developing and negotiating memoranda of understanding with local and state groups, procurement and selection of service provider agencies, developing and negotiating performance standards, developing employment and training plans serving the specific needs of businesses in the geographic area, and providing effective administrative direction and oversight for those plans.
8. The applicant agrees to comply with the criteria for appointing Workforce Investment Boards. Appointments to the Workforce Investment Board will be accomplished by a majority vote of the Clearwater Economic Development Association Board of Directors. Membership from One Stop partners and other outlined service providers will help to maintain the strong system of networking already established within North Central Idaho. Nominations for representatives of business will be solicited from general business organizations. Nominations for other Workforce Investment Board representatives will come from the appropriate organizations and entities to ensure compliance with the criteria for appointing Workforce Investment Boards.

Notification

A NOTIFICATION OF THE BOARD OF DIRECTORS OF THE CLEARWATER ECONOMIC DEVELOPMENT ASSOCIATION REQUESTING THAT THE FIVE NORTH CENTRAL COUNTIES OF IDAHO BE DESIGNATED AS THE NORTH CENTRAL IDAHO WORKFORCE INVESTMENT AREA.

WHEREAS, Local Elected Officials from all the five counties and 29 incorporated cities in North Central Idaho meet together in a consortium of Local Elected Officials body known as the Clearwater Economic Development Association (CEDA);

WHEREAS, the five counties in North Central Idaho (Clearwater, Idaho, Latah, Lewis, and Nez Perce) comprise a labor market area;

WHEREAS, the CEDA Board of Directors has been designated as the consortium of Chief Local Elected Officials for the Region II Workforce Investment Area to meet the legal requirements under the Workforce Investment Act;

WHEREAS, the CEDA Board of Directors is the appointing body for the membership of the North Central Idaho Workforce Investment Board since the inception of WIA;

WHEREAS, the Workforce Investment Act specifies that the Local Elected Officials of a Workforce Investment Area may choose to serve as the grant recipient for administration of local Workforce Investment Act funds and assume liability for any misuse of funds;

WHEREAS, CEDA has and will maintain both Directors and Officers and Errors and Omissions policies;

WHEREAS, CEDA may be interested in negotiating an alternative grant recipient for administration of the Workforce Investment Act funds with the Governor;

WHEREAS, services in the five counties have been established to meet the needs of this geographic area, considering distances that individuals will need to travel to receive services;

WHEREAS, CEDA has a vested interest in school-to-work, welfare-to-work and work-to-work planning, development and program implementation;

NOW THEREFORE BE IT KNOWN THAT the Board of Directors of the Clearwater Economic Development Association formally requests and directs staff to make application for the five counties of North Central Idaho (Clearwater, Idaho, Latah, Lewis, and Nez Perce), known as Region II by Idaho Commerce and Labor and as Region II by

the Idaho Department of Health & Welfare, to continue to be designated as a Workforce Investment Area under the Workforce Investment Act of 1998.

This Notification adopted on April 28, 2005.


(insert name)

Attest:


(insert name)

Workforce Investment Area Notification Addendum

We, the Local Elected Officials of the five counties of North Central Idaho, concur with the Workforce Investment Area Designation Notification and application, and furthermore affirm that we have the authority to:

- bind each of our local units of government in the proposed Workforce Investment Act to the conditions of this designation;
- designate CEDA to act on behalf of all county local government in the proposed Workforce Investment Area covering the entire North Central Idaho Region known as Region II; and
- assume responsibilities and liabilities under the conditions of this designation for the entire area.

Name	Representation	Signature
DON Ebert	Clearwater County Commission	
Jim Rehder	Idaho County Commission	
Jack Nelson	Latah County Commission	
CHARLES E. DOLTY	Lewis County Commission	
JR VANTASSEL	Nez Perce County Commission	

**Application to Governor Dirk Kempthorne
and the
Idaho Workforce Development Council
for Continued Designation
as a Workforce Investment Area
Under the Workforce Investment Act of 1998**

Submitted by
Ida-Ore Planning and Development Association Inc.
dba Sage Community Resources
10624 West Executive Drive
Boise, ID 83713

May 6, 2005

The Honorable Dirk Kempthorne
Governor
P.O. Box 83720
Boise, ID 83720-0034

Dear Governor Kempthorne:

Enclosed is an application for continued designation as a Workforce Investment Area under the Workforce Investment Act of 1998. This application is being submitted by the IDA-ORE Planning and Development, Inc., (dba Sage Community Resources) on behalf of the local elected officials for the ten counties of southwest Idaho.

If there are any questions regarding the package, or if more information is needed, please contact Kathleen Simko, President of Sage Community Resources at 208.322.7033 x 219.

Sincerely,

Dave Jett, Chairman
Sage Community Resources
Board of Directors

Sage Community Resources
Application Form
for Continued Designation
as a Workforce Investment Area
Under the Workforce Investment Act of 1998

IDA-ORE Planning and Development Association, Inc., dba. Sage Community Resources, is an association of area elected officials from southwestern Idaho. The Idaho Counties and the consortium of the "Constitutional local units of government" which are applying for continued designation as a Workforce Investment Area include: Ada, Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley, Washington.

The principal contact is Ms. Kathleen Simko, President, Sage Community Resources.

Address: 10624 West Executive Drive; Boise ID 83713

Phone Number: 208.322.7033 x 219

Fax: 208.322.3569

E-mail: ksimko@sageidaho.com

Elected officials representing each of the ten counties in southwest Idaho have passed resolutions designating IDA-ORE (Sage) as its representative under and delegate's responsibility to act on the behalf of the Counties with respect of the Workforce Investment Act of 1998. Sage provided sponsorship of the Job Training Partnership Act services for southwest Idaho, Region III, for fifteen years and has held the designation as a Workforce Investment Act workforce investment area since December 15, 1998. Copies of the original Local Elected Official resolutions are attached to this application. The corporate resolution, adopted by IDA-ORE (November 5, 1998) is also attached affirming our responsibilities under the Workforce Investment Act. Sage, representing the local elected officials of the ten counties, is submitting this application for continued designation as a Workforce Investment Area. In designating Sage to act on their behalf, the decision-making responsibilities the officials will use in executing their responsibilities under the Workforce Investment Act will be in accordance with the bylaws of the Sage Community Resources. Those bylaws are enclosed.

The geographic area covered by this application is the ten southwestern counties of Idaho: Ada, Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley, and Washington Counties. It includes the tribal lands for the Shoshone-Paiute tribes of the Duck Valley Indian Reservation. The area is also known as WorkSOURCE, an *IdahoWorks* Board, Region III and/or the Region III Service Delivery Area. It covers 21,773 square miles with a population of 596,829.

This same area is consistent with the aggregate school district boundaries of: Boise #001; Meridian #002; Kuna #003; Meadows Valley #011; Council #013; Garden Valley #071; Basin #072; Horseshoe Bend #073; Nampa #131; Caldwell #132; Wilder #133; Middleton #134; Notus #135; Melba #136; Parma #137; Vallivue #139; Prairie Elementary #191; Mountain Home #193; Emmett #221; Marsing #363; Pleasant Valley #364; Bruneau-Grand View #365; Homedale/COSSA #370; Payette #371; New Plymouth #372; Fruitland #373; McCall-Donnelly #421; Cascade #422; Weiser #431; Cambridge #432; Midvale #433. The Superintendents of these districts meet as the Region III Idaho School Superintendents Association.

The geographic area is also consistent with the post secondary education area for the Seland College of Applied Technology. As stated on their website, "Our College is one of eight colleges on the campus of Boise State University and is the only public technical college in southwest Idaho." Additionally, this area incorporated the economic service area of the greater Treasure Valley and corresponds to the designated, federal IDA-ORE Economic Development District. The area also has the designation for aging services under the Older Americans Act as a Planning and Service Area. It corresponds to the two Health and Welfare and Health Districts located in the region.

Idaho Commerce & Labor recognizes this geographic area as the boundaries for the Southwest Idaho Labor Market Area (LMA). The Department, through publications and reports, generates various labor force, demographic, occupational, and economic indicators specific to the area.

While the commuting distances in the area can be lengthy, residents are willing to travel from Adams county in the north, Owyhee county in the south and Elmore County in the east to the Ada and Canyon county area to receive services not available in their communities.

Continued designation of this area as a Workforce Investment Area will ensure this long standing, cost effective coordinated regional service delivery system remains in place. The geographic boundaries of this area, whether known as the WorkSOURCE, an *Idaho Works* Board, Region III, the Region III Service Delivery Area, or southwest Idaho are the same for such agencies and groups as Idaho Commerce & Labor, the Idaho Division of Vocational Rehabilitation, the Region III School Superintendent's Association, Seland College of Applied Technology, the Area Agency on Aging, the Commission for the Blind and Visually Impaired, the Idaho Department of Health and Welfare, the Idaho State Police, the Southwest Idaho Health District, the Idaho Department of Parks and Recreation, and the Idaho Department of Transportation. This coordinated regional service delivery system also includes other state agencies and federal agencies whose boundaries differ from those of the region. This includes such agencies and groups as the Small Business Administration, the Idaho Commission for National and Community Service, and the U.S. Department of Agriculture.

The common geographic area fosters both formal and informal coordination between the local elected officials represented through out southwest Idaho and other groups in the area. This coordination has encompassed everything from formal monetary contacts, to worksite agreements, to verbal agreements on special projects.

The continued designation of Region III in southwest Idaho as a Workforce Investment Area will ensure the continuation of the partnerships developed during the Job Training Partnership Act years as well as those which have occurred during WIA. WorkSOURCE has developed a true public – private partnership which utilizes Memorandums of Understanding between WorkSOURCE and partnering agencies to support the One-Stop Career Center with both cash and staffing contributions. Business and Industry Clusters fostered by WorkSOURCE have led to collaboration between business and education in developing curriculum and have resulted in industry sponsored training and scholarships. WorkSOURCE has also sponsored fund-raising efforts to support its Youth Council Urban ArtWORKS projects. By leveraging funds from many sources, WorkSOURCE is not only cost-effective but it is also able to provide services beyond WIA limitations, as is the intent of the Act.

Sage Community Resources, representing the local elected officials, may negotiate an alternative grant recipient for the administration of Workforce Investment Act funds with the Governor.

It is Sage's intent to serve as the local grant recipient and administrative entity. Sage has unrestricted funds that may be directed to support WIA functions should federal resources prove to be inadequate. There are opportunities for shared costs, which can benefit the WorkSOURCE Board and its functions.

Sage has 34 years of experience administering local, state, federal and foundation grant funds, such as Older American's services through the Southwest Idaho Area Agency on Aging and the administration of community block grants, within the limits of program design. Through the five years that Sage has administered the WIA funds it has consistently used less than the available 10% administrative funds. In fact, each program year WorkSOURCE has carried administrative funds forward into the next year. Administrative funding has historically been converted to program dollars to provide WIA services to additional participants.

Sage has been administering employment and training programs for the past 34 years. Most recently this includes being the Administrative Entity under the Workforce Investment Act of 1998 and the Job Training Partnership Act of 1982. Sage also has experience as a direct provider of job training services to adults, youth and older workers. It is a planning agency for a number of related functions which have broad community and economic development missions. As the WIA grantee and administrative entity for the past five years, Sage has appointed members to the WorkSOURCE, an *IdahoWorks* Board, approved their Comprehensive Five-Year Plan and annual budgets for WIA services throughout the ten county region. This experience encompasses the roles and responsibilities delineated in the Workforce Investment Act. This includes, but is not limited to, appointment of private sector employment and training councils, developing and negotiating memoranda of understanding with local and state groups, procurement and selection of service provider agencies, developing and negotiating performance standards, developing employment and training plans for the geographic area and providing effective administrative direction and oversight for those plans.

The Sage Community Resources Board of Directors agrees to comply with all criteria for appointing Workforce Investment Boards. Sage views these as minimal requirements that may be exceeded where necessary and appropriate for the benefit of Region III and in fulfillment of its workforce development mission.

All of the region's counties will be guaranteed representation. Recommendations for potential members will be solicited from relevant business groups, agencies and the public, including organizations located in our region representing target groups such as individuals with disabilities, older workers and minority groups. WorkSOURCE Board will make membership recommendations and appointments will be made by the Sage Board.

THE SAGE BOARD OF DIRECTORS

WORKFORCE INVESTMENT ACT

RESOLUTION

- WHEREAS: The Workforce Investment Act of 1998 provides for the designation of local Workforce Investment Areas; and
- WHEREAS: Eligible applicants include consortia of local elected officials; and
- WHEREAS: The IDA-DRE Planning and Development Board dba Sage Community Resources includes representation for the region which includes Ada, Adams, Boise, Canyon, Elmore, Gem Payette, Owyhee, Valley and Washington Counties, Idaho; and
- WHEREAS: The Sage Board of Directors has successfully operated as the WIA Grantee for Southwest Idaho for the past five years; and
- WHEREAS: A local approach to management of workforce and economic development will result in local ownership and accountability and empower the region to create locally developed strategies which are specifically designed to meet the needs of the residents in the region.

NOW, THEREFORE LET IT BE RESOLVED that Sage Board of Directors herewith has the authority to act on behalf of the ten counties, commonly know as Region III (southwest Idaho) in matters relating to the Workforce Investment Act; and

FUTHERMORE assumes responsibilities under the conditions fo this designation as both grantee and administrative entity for the workforce programs affecting this ten county region.

Adopted this _____ day of May, 2005 by the Sage Board of Directors:

Signed: _____
Dave Jett, Chairman of Sage Community Resources Board

Notary:

Southeast Idaho Council of Governments, Inc.

P.O. Box 6079
Pocatello, Idaho 83205-6079
(208) 233-4032
FAX (208) 233-4841

BANNOCK COUNTY
Chubbuck
Downey
Inkom
Lava Hot Springs
McCammon
Pocatello
Armo

BEAR LAKE COUNTY
Bloomington
Georgetown
Montpelier
Paris
St. Charles

BINGHAM COUNTY
Aberdeen
Atomic City
Basalt
Blackfoot
Firth
Shelley

CARIBOU COUNTY
Bancroft
Grace
Soda Springs

FRANKLIN COUNTY
Clifton
Dayton
Franklin
Oxford
Preston
Weston

ONEIDA COUNTY
Malad

POWER COUNTY
American Falls
Rockland

IDAHO MIGRANT COUNCIL

JAPANESE AMERICAN CITIZENS LEAGUE

NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE

POCATELLO CENTRAL LABOR COUNCIL

THE SHOSHONE BANNOCK TRIBES

IDAHO STATE UNIVERSITY

COMMUNITY DEVELOPMENT DIVISION

AREA AGENCY ON AGING

WORKFORCE DEVELOPMENT DIVISION

BANNOCK PLANNING ORGANIZATION

April 29, 2005

The Honorable Dirk Kempthorne
Governor of Idaho
Office of the Governor
700 West Jefferson, 2nd Floor
PO Box 83720
Boise, Idaho 83720-0034

Dear Governor Kempthorne:

The Southeast Idaho Council of Governments, Inc., on behalf of the Local Elected Officials of the seven Southeast Idaho counties, requests and applies for continued designation as a Workforce Investment Area under the Workforce Investment Act of 1998. Application materials are enclosed.

The Council also requests that such designation be included in the new WIA State Plan currently being developed by Idaho Commerce and Labor for submission to the U.S. Department of Labor.

Finally, we request that our designation be continued, or that we be given the opportunity to complete requirements for continuance, under any WIA reauthorization or replacement legislation enacted by Congress or regulations promulgated by the United States Department of Labor.

Please consider this letter and the accompanying application materials to be part, though not all, of our region's required consultation with local elected officials on development of the new State Plan in accordance with the requirements of the Planning Guidelines and Instructions published in the *Federal Register*, Vol. 70, No. 69, part XI, 15.

Should you have questions or require further information or documentation, please contact Kathleen Lewis, Executive Director, SICO, Inc., at (208) 233-4032, ext. 26.

Sincerely,



Kent Kearns
Chubbuck City Councilman
SICO, Inc. President

RESOLUTION

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTHEAST IDAHO COUNCIL OF GOVERNMENTS, INC. REQUESTING THAT THE SEVEN COUNTIES OF SOUTHEAST IDAHO BE REDESIGNATED AS THE SOUTHEAST IDAHO WORKFORCE INVESTMENT AREA.

WHEREAS, Local Elected Officials from all the seven counties and thirty cities in Southeast Idaho meet together in a consortium of Local Elected Officials body known as the Southeast Idaho Council of Governments (SICOG);

WHEREAS, the seven counties in Southeast Idaho (Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida and Power) comprise a labor market area;

WHEREAS, SICOG Board of Directors has been designated as the consortium of Chief Local Elected Officials for the Region V Service Delivery Area to meet the legal requirements under the Workforce Investment Act;

WHEREAS, SICOG Board of Directors is the appointing body for the membership of the Southeast Idaho Works Board since the inception of the Workforce Investment Act;

WHEREAS, the Workforce Investment Act specifies that the Local Elected Officials of a Workforce Investment Area may choose to serve as the grant recipient for administration of local Workforce Investment Act funds and assume liability for any misuse of funds;

Whereas, SICOG has and will maintain both Directors and Officers and Errors and Omissions policies;

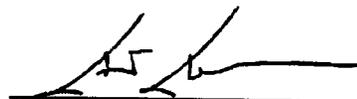
WHEREAS, SICOG is interested in negotiating an alternative grant recipient for administration of the Workforce Investment Act funds with the Governor;

WHEREAS, services in the seven counties have been established to meet the needs of this geographic area, considering distances that individuals will need to travel to receive services.

WHEREAS, SICOG has a vested interest in the well-being of the citizens of Southeast Idaho, and therefore in workforce development, economic development, welfare, and education planning, development and program implementation;

NOW THEREFORE BE IT RESOLVED THAT, the Board of Directors of the Southeast Idaho Council of Governments formally requests and directs staff to make application for the seven counties of Southeast Idaho (Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida and Power), known as Region V by Idaho Commerce and Labor and as Region VI by the Idaho Department of Health & Welfare, to be designated as a Workforce Investment Area under the Workforce Investment Act of 1998.

This Resolution adopted on April 28, 2005.



Kent Kearns, President

Attest:



Kathleen Lewis, Executive Director, SICOG

**Application to Governor Dirk Kempthorne
and the
Idaho Workforce Development Council
for
Continued Designation
as an
Idaho Workforce Investment Area
Under the Workforce Investment Act of 1998**

**Submitted by
The Southeast Idaho Council of Governments, Inc.
P.O. Box 6079
Pocatello, Idaho 83205-6079
(208) 233-4032**

**Southeast Idaho Council of Governments, Inc.
Application for Continued Designation
as a Workforce Investment Area
Under the Workforce Investment Act of 1998**

1. The Southeast Idaho Council of Governments, Inc. (SICOG), representing local elected officials and governments in seven southeast counties of Idaho, i.e., Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida, and Power is requesting continued designation as a Workforce Investment Area under the Workforce Investment Act of 1998.
2. The principal contact is Ms. Kathleen Lewis, Executive Director, Southeast Idaho Council of Governments, Inc.

Address: P.O. Box 6079, Pocatello, ID. 83205-6079
Phone Number: (208) 233-4032 ext. 26
Fax: (208) 233-4841
E-mail: kathleen@sicog.org

3. The consortium of local units of government known as the Southeast Idaho Council of Governments, Inc is applying on behalf of the local elected officials of southeast Idaho for continued designation as a Workforce Investment Area in accordance with the enclosed Resolution. The decision-making process the officials will use in executing their responsibilities under the Workforce Investment Act will be in accordance with the bylaws of the Southeast Idaho Council of Governments, Inc. Those Bylaws, a Certificate of Incorporation, and Articles of Incorporation were filed with SICOG's original application for designation as an Idaho Workforce Investment Area dated November 4, 1998. A copy of SICOG's current Certificate of Existence dated 15 February 2005 is enclosed. If other documentation is needed, it can be requested from Kathleen Lewis at the address above.
4. The geographic area covered by this application is seven southeast counties of Idaho: Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida, and Power. It includes the tribal lands for the Shoshone-Bannock tribes. The area is also known as Region 5. It covers 9,241 square miles with a population of 155,393, a population density of approximately 16.8 people per square mile. The region contains one population center, Pocatello, over 50,000, another, Blackfoot, over 10,000, and 28 incorporated communities with populations ranging from 26 to 9700 people.

Regional boundaries are consistent with school district boundaries insofar as the districts are consistent with boundaries established by other departments of state government. Differences are minor and have no effect on workforce investment area functions. Graduate, baccalaureate and associate postsecondary education and professional-technical education within and beyond the area is provided both on campus and via distance learning by Idaho State University, which is located in Region 5. The region is a U.S. Economic Development Administration Economic Development District and an Idaho Workforce Investment Area.

The region includes Southeast Idaho Labor Market Area and the Pocatello Metropolitan Statistical Area. It is served by two Idaho Commerce and Labor local offices, one in Blackfoot serving Bingham County and one in Pocatello serving the balance of the region. The Department, through publications and reports, generates various labor force, demographic, occupational, and economic indicators specific to the area.

Commuting distances between municipalities area can be covered in twenty minutes to an hour and a half. Many residents commute from outlying areas to population centers for work, school, medical and social services, and recreation.

5. Cost effectiveness depends on coordination and cooperation. For 29 years, the local elected officials of Region 5 cities and counties, acting through the Southeast Idaho Council of Governments, Inc., have coordinated efforts to obtain and utilize millions of dollars in resources. SICOG appoints the Southeast *IdahoWorks* Board, which has formed effective linkages and partnerships with business, labor, community based organizations and a variety of agencies, resulting in consistently successful results in WIA programs and contributing to Idaho's place at the top of western region WIA performance. Prior to the Workforce Investment Act, SICOG was the appointing body for the Southeast Idaho Private Industry Council under JTPA; that body also planned, supervised, and carried out award-winning programs.

6. As stated in the attached Resolution, the Southeast Idaho Council of Governments, representing Region 5 local elected officials, may negotiate an alternative grant recipient for the administration of Workforce Investment Act funds with the Governor, thereby helping to maintain certain economies of scale that motivated such negotiations at the beginning of WIA.

Budget planning based on PY 2005 allocations promulgated by Idaho Commerce and Labor indicates adequate funding to accomplish required activities. It is possible both the Board and our service provider can achieve additional economies, as has been done in response to past reductions. One example might be to reduce the percentage of dollars transferred to "Local Administration," a category that has had historically high carry-in, thereby freeing more dollars for direct participant use. There are a number of other possibilities for improving the flow of dollars directly to participant activities, although these measures are not required simply to "carry out" what is required.

7. For the past 29 years, the Southeast Idaho Council of Governments, Inc. has administered, managed and operated a variety of employment and training programs under the Comprehensive Employment and Training Act, Job Training Partnership Act, School to Work Opportunities Act, and the Workforce Investment Act of 1998. In addition to its Workforce Development Division, SICOG contributes to regional economic development, job creation, and business development and expansion through its revolving loan fund, financial packaging, and infrastructure development, supporting the creation of hundreds of new jobs. It has administered and leveraged funds from the Economic Development Administration, Regional Development Alliance, Community Development Block Grant Program, Regional Development Alliance and U.S. Department of Agriculture, and has worked with a number of private sector partners including First Security Bank and Wells Fargo Bank.
8. SICOG has complied and will continue to comply with the criteria for appointing Workforce Investment Boards. Appointments to the Southeast *IdahoWorks* Board will be accomplished in accordance with existing SICOG procedures. Nominations for representatives of business will be solicited from general business organizations. Nominations for other Workforce Investment Board representatives will come from the appropriate entities to ensure compliance with the criteria for appointing Workforce Investment Boards.

State of Idaho

Office of the Secretary of State

CERTIFICATE OF EXISTENCE
OF
SOUTHEAST IDAHO COUNCIL OF GOVERNMENTS, INC.

File Number C 52977

I, BEN YSURSA, Secretary of State of the State of Idaho, hereby certify that I am the custodian of the corporation records of this State.

I FURTHER CERTIFY That the record of this office show that the above-named non-profit corporation was incorporated under the laws of Idaho on 3 March 1976.

I FURTHER CERTIFY That the non-profit corporation is in goodstanding on the records of this office.

Dated: 15 February 2005



Ben Yursa

SECRETARY OF STATE

By 