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(SN 04)

WIOA BULLETIN NO. 04-15

TO: WIOA Partners

SUBJECT: Appointment of Local Workforce Development Board Members and Certification of the Local Workforce Development Board

PURPOSE

The purpose of this bulletin is to issue criteria for appointment of Local Workforce Development Board (LWDB or Local Board) members and certification of the LWDB under the Workforce Innovation and Opportunity Act (WIOA).

BACKGROUND

The Governor is required to establish the criteria for appointments of LWDB members and to certify a LWDB in each local area. The LWDBs set policies and serve as a strategic convener of partnerships between the Chief Local Elected Official (CLEO) and local workforce, education and economic agencies. Local Board members must participate actively and closely collaborate with required and other public and private partners to continuously improve and align employment, training, and education programs through innovation and development of strategies to promote economic growth and create a more comprehensive, effective, job-driven workforce development system.

POLICY

As required by WIOA section (§) 107(b)(1) and Training and Employment Guidance Letter (TEGL) 27-14, the Governor and Workforce Development Council (WDC or State Board) shall establish criteria for the appointments of a WIOA-compliant Local Board by the Chief Local Elected Official (CLEO), the LWDB shall perform the functions described in WIOA § 107(d) and work on local implementation activities.

The criteria for appointment of LWDB members shall conform with WIOA § 107(b)(2) and TEGL 27-14 as summarized in Local Workforce Development Board Membership Requirements, Attachment 1.

In addition:

- All members should have "optimum policy-making authority", that is, the individual may reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.
- A formal policy must be established to facilitate the nomination process. Business representatives must be appointed from among individuals nominated by local business organizations and business trade associations and representatives from labor organizations must be appointed from among individuals who have been nominated from local labor federations.
- When there is more than one local area provider of adult education and literacy activities under Title II, or multiple institutions of higher education providing workforce investment activities, the CLEO must solicit nominations from those providers and institutions respectively in appointing the required representatives.
- A multiple entity representative may be appointed if the individual meets all the criteria for representation.
- Chairperson must be elected from among the business representatives on the Local Board as required by WIOA § 107(b)(3).

The member who is a representative of organizations with "demonstrated experience and expertise" described in subcategories under the workforce representatives and the education and training representatives means an individual who:

1. Is a workplace learning advisor as defined in WIOA § 3(70);
2. Contributes to the field of workforce development, human resources, training and development, or a core program function; or
3. Is recognized by the Local Board for valuable contributions in education or workforce development related fields.

Besides requirements highlighted in this bulletin, the CLEOs and Local Board Chairpersons must comply with requirements in the law, regulations and other guidance issued by the federal government.

PROCEDURES

The Chief Local Elected Official and Local Workforce Investment Board Chairpersons or their designees must submit a completed and signed Application for Certification of the LWDB (Attachment 2) to DLIR:

Department of Labor and Industrial Relations (DLIR)
830 Punchbowl Street, Room 329
Honolulu, Hawaii 96813

DUE DATE

A completed and signed Application for Certification of the Local Workforce Development Board is due to DLIR by **September 15, 2015**.

INQUIRIES

Inquiries regarding this Bulletin may be directed to Linda Sakamoto at (808) 586-9059.



LINDA CHU TAKAYAMA
Director

Attachments