

Goal: identify must do's, what we shouldn't do and prioritize those things in between (to support boards in continuous improvement) as part of the Board Certification process

Members reviewed the requirements for local board certification and discussed whether any additional clarifications are needed in any of the categories. They agreed that there needs to be some acknowledgement that it is legitimate for the review committee to ask questions, and that there are often good reasons behind local decisions. This is not about a "gotcha" – its about making sure that all necessary information is taken into consideration.

Key questions

Does a business have to be for-profit?

- Recommendation 1: Non-profit that serve job seekers, people with barriers to employment, etc., belong in the "voice of workforce category". Non-profits that are major employers in a growth industry or prioritized sector could fit into the business category. When there are questions about these appointments, the certifiers should first look to the nomination letters to clarify why these individuals were nominated. If these letters do not provide sufficient information, the certification committee should ask for further clarification. It would be helpful if a strategic statement was made in the nominating letters regarding the appointment of members - what are they accomplishing?
- Recommendation 2: The tool for board certification needs to be flexible enough to use for years. It should be simple and leave room for questions to be asked when things are not clear. We may need to provide training, orientation, best practices etc.
- Recommendation 3: Local Board staff should keep nominating letter on file to attach to the application.
- Recommendation 4: Letters of nomination are required for agency appointees as well as all other appointees. These letters should document that appointees have optimal decision making authority as it relates to their role on the board. These letter could come from the agency making the recommendation or from community members. The policy should be reviewed to determine whether the language is board enough for this, and whether community is defined broadly enough to mean "community of educators" for example.

What does it mean to "provide evidence of casting a wide net..."

Locals should document their recruitment process. Recruitment is often on a rolling basis rather than a once-a-year activity. Would it be helpful to provide a list of where the request is sent? Locals direct a lot of recruitment through their websites. Should the questions be: where do you advertise? Who did you contact? How long was the vacancy information available to the public? Can you provide link?

- Recommendation: ask the locals to describe their board member recruitment and screening processes as part of the certification document, specifically focusing on whether an effort was made to reach out to the community in a number of ways.

How would the certifying committee know whether the "Secretary of labor has not made a formal determination" regarding the lack of fiscal integrity?

ESD would know as grant recipient, and likely WTECB would also be in the conversation. A lot has to go wrong before the secretary would make such a ruling. The WDC would typically be give multiple opportunities to address such a situation. If the Locals provides a corrective action plan, it would be monitored by ESD. Fraud/ Abuse doesn't need to be defined. These indicate criminal activity, and the certification committee would not be the ones making that judgement.

How would the committee know if a board was meeting performance?

WTECB has the data, and ESD does the monitoring to see if a corrective action plan is being followed. One issue is that the data is lagged and hence locals are being judged on what they did two years ago..

Review of the 13 functions and whether approval of the regional/local plan would suffice as evidence of these functions

1. WTECB would have the plan on file, whether it's local or regional.
2. WF research & analysis for the region. Certifying entity would have access to an approved plan for this one.
3. Need to show that they convene local stakeholders to help write the regional/local plan. Typically, locals are asked to submit evidence of who was included in the planning process as part of their plan. This could include specialized projects with other entities. Will need a way to address whether (and how) they are bringing non-federal resources to bare on regional/local issues. [potential best practice area]
4. Employer engagement. Plan is detailed and could provide evidence of this. This will need more definition, which the WTECB is working on. [potential best practice area]
5. Career Pathways – plan takes care of it. This too will need more definition from WTECB. [potential best practice area]
6. Proven & promising practices: We need a space for boards to look at strategic elements to share & vet. As HSHW identifies key themes, we shall look at best practices that align with it. As a state we could identify big themes, but then show how locals have participated in these types of activities. This is an area where locals might want to shine. They could select from their strategic plan. Local areas could be expected to put forth promising practices based on statewide over-arching theme. (with enough flexibility to include some very unique efforts). [potential best practice area]
7. Technology: This could identified in the MOU and possibly Center Certification. [potential best practice area]

Agnes to ask what the monitoring function might look like? Would these be included in program/WDC monitoring?

Our next meeting is August 10. We might need to cancel if we cannot pull together all that is needed in time.