

**WASHINGTON STATE  
WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD  
MEETING NO. 188  
June 5, 2015**

**LOCAL BOARD MEMBER CRITERIA**

**Background:**

On May 28, 2015, the Workforce Board adopted numerous recommendations forwarded from the WIOA Planning Steering Committee for implementation of the Workforce Innovation and Opportunity Act (WIOA). Included were the following criteria for selection of Local Workforce Board members:

WIOA specifically reduces the number of mandatory members of local workforce boards. However, the Act also recognizes the important leadership role of local boards. Therefore, representation of all the core programs is required, and the voice of those representing the workforce is strengthened while the business majority is maintained. In addition, the Act requires that board members have both “optimal policy making authority” within their institutions, and “demonstrated experience and expertise” to help the board achieve its strategic vision.

The following criteria were adopted by the Board at the May 28 meeting:

- Do not require additional membership categories to local workforce boards with one possible exception: if the Governor decides to submit a combined plan that includes Temporary Assistance for Needy Families (TANF) as a mandatory One-Stop partner, the task force recommends that there be a TANF representative to both state and local workforce boards.
- Because WIOA board membership requirements represent a floor, not a ceiling, local areas may increase the number of representatives in any membership category to meet local goals. Local areas may also decide how best to fill the seats within categories (e.g. selecting business members that represent targeted industry sectors, selecting community-based organizations that provide services to a targeted population).
- The local workforce board appointment process must result in local board members who have optimal policy-making authority for their own organizations and demonstrated experience and expertise as defined in WIOA and the Notice of Proposed Rule Making to support the local strategic vision.
  - All potential local workforce board members must be nominated by an appropriate nominating body for consideration in the appointment process. As per the Act, organized labor representatives and the joint-labor management registered apprenticeship program representatives must be nominated by local labor federations, and business representatives must be nominated by local business or trade associations.
  - Organized labor will provide 51 percent of the nominations in the majority in the “workforce” category (aka the 20 percent category). If a local area increases the size of its board, labor nominations would also increase to maintain at least 51 percent of the workforce category.

- Nominations for other representatives could be made by local labor federations, local business/trade associations, or locally recognized social services, networks/community based partnerships, or other appropriate nominating bodies.
- Local areas with vacant board seats must notify various public media, business and trade organizations, including chambers of commerce, economic development organizations, local labor federations, social services networks, and others of the opportunity to nominate potential board members.

**Action:**

The WIOA Steering Committee asked the Board for discussion on one criterion concerning an option for a local board member to fill more than one seat. The Board directed staff to further research the issue to determine if this has been a practice in the past, and to take this information back to the subcommittee for a revised recommendation, if warranted.

The research showed that four of the large workforce development councils under the Workforce Investment Act have seated representatives to their council who have filled two seats. After further subcommittee discussion of this criterion, the subcommittee asks the Board to adopt the following recommendation:

Each local workforce development board member will represent only one constituency group. If a Chief Local Elected Official (CLEO) cannot fill a constituent seat at the time of certification/recertification, the Workforce Development Council applicant will be required to demonstrate active recruitment to fill the position and will notify the state's Workforce Board upon successful completion of the recruitment process.

**Recommendation:** Board adoption of the Local Board Appointment Criterion concerning one individual/one seat.

**RECOMMENDED MOTION**

**WHEREAS**, The Workforce Training and Education Coordinating Board (Workforce Board) is designated as the state's Workforce Board by the Governor; and

**WHEREAS**, the Workforce Innovation and Opportunity Act requires states to fully implement the Act's plan requirements by June 30, 2016; and

**WHEREAS**, the Workforce Board adopted a four committee structure to develop recommendations for the implementation of the Workforce Innovation and Opportunity Act to be conducted through a Steering Committee/Subcommittee structure; and

**WHEREAS**, the Workforce Innovation and Opportunity Act subcommittees used an open and inclusive process to develop policy recommendations; and

**WHEREAS**, the Workforce Innovation and Opportunity Act Steering Committee considered and approved subcommittee policy recommendations presented to the Workforce Board,

**BE IT RESOLVED**, the Workforce Board approves the presented policy recommendation and directs staff to implement and include it in the Washington Workforce Innovation and Opportunity Act State Plan.