

**WASHINGTON STATE  
WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD  
MEETING NO. 178  
MAY 8, 2014**

**WORKFORCE DEVELOPMENT COUNCIL  
CERTIFICATIONS FOR 2014–2016**

The Workforce Investment Act requires governors to certify Workforce Development Councils (WDCs) every two years. The role of the Workforce Board is to recommend certification to the Governor. In March 2014, Chief Local Elected Officials (CLEOs) submitted their applications for 2014-2016 council recertification. Each application identifies leaders appointed by CLEOs to serve on their local area council for a period beginning July 1, 2014.

The Board’s certification review committee is made up of Amy Johnson, Lori Province, and Gary Kamimura. The committee conducted review of the submitted WDC certification applications during April. The committee concluded that eight applications satisfied the Governor’s certification criteria (see Appendix A) and were determined complete. The committee unanimously agreed to advise the full Board to recommend Governor Inslee certify the following WDCs:

WDC of Seattle-King County	Southwest Washington WDC
WDC Snohomish County	Olympic WDC
Tacoma-Pierce County WDC	Benton-Franklin WDC
Pacific Mountain WDC	Northwest Workforce Council

The committee unanimously agreed to recommend conditional approval for three additional applications pending their completion of outstanding appointments. Further, the committee recommends that these applications move forward to the Governor once a full roster of appointments is completed:

South Central WDC	Spokane Area WDC
Eastern Washington Partnership WDC	

Workforce Board staff will share copies of updated applications with committee members as they are received. In this way, committee members can confirm that: (1) CLEOs have completed their appointments to vacant council positions; (2) updated applications meet the Governor’s certification criteria; and (3) conditional approval can be lifted.

The committee unanimously agreed to recommend “No Action at This Time” for North Central Washington WDC. This Council has not submitted a roster for approval.

The Board will receive an update on certification at its June 26, 2014 meeting, and may be asked to consider a recommendation for the outstanding WDC’s approval.

**Board Action Requested:** Adoption of the recommended motion.

## **RECOMMENDED MOTION**

**WHEREAS,** The Workforce Investment Act requires governors to certify Workforce Development Councils every two years, and current certifications of the local councils end in June 2014;

**WHEREAS,** One of the roles of the Workforce Training and Education Coordinating Board is to review council certification applications and recommend the Governor's approval for councils meeting the Governor's certification criteria; and

**WHEREAS,** On April 30, 2014, a committee of the Board concluded that certification applications for eight Workforce Development Councils meet the Governor's criteria for council certification;

**THEREFORE BE IT RESOLVED,** That the Workforce Training and Education Coordinating Board recommends that Governor Inslee certify the following Workforce Development Councils a two-year period beginning July 1, 2014:

- Workforce Development Council of Seattle-King County
- Southwest Washington Workforce Development Council
- Workforce Development Council Snohomish County (Workforce Snohomish)
- Olympic Workforce Development Council
- Tacoma-Pierce County Workforce Development Council (Workforce Central)
- Benton-Franklin Workforce Development Council
- Northwest Workforce Council
- Pacific Mountain Workforce Development Council

**BE IT FURTHER RESOLVED,** That the Workforce Training and Education Coordinating Board recommends that Governor Inslee certify the following three Workforce Development Councils for a two-year period beginning July 1, 2014, once members of the Board's certification review committee confirm that Chief Local Elected Officials have completed their council appointments:

- South Central Workforce Council
- Spokane Area Workforce Development Council
- Eastern Washington Partnership Workforce Development Council

**AND, BE IT FURTHER RESOLVED,** That the Workforce Training and Education Coordinating Board consider a recommendation for approval of North Central Washington's WDC at a later date.

**WASHINGTON STATE'S 2014  
WORKFORCE DEVELOPMENT COUNCIL  
MEMBERSHIP CRITERIA**

- (1) Business. Section 117(b)(2)(A) of the Workforce Investment Act (WIA) requires a majority (at least 51 percent) of Workforce Development Councils (WDCs) must be representatives of business. The WDC shall include representatives of business in the local area, who are owners, chief executives or operating officers, and other business executives or employers with optimum policymaking or hiring authority. The business members shall represent businesses with employment opportunities that reflect the employment opportunities of the local area. They must also be appointed from among individuals nominated by local business organizations and business trade associations.

Additional state criteria established in 1999: Business members must include at least three representatives of businesses with substantial employment and at least three representatives of small businesses employing fewer than fifty employees. Local business organizations and associations must nominate individuals, and the Chief Local Elected Officials (CLEOs) must appoint members from among the nominees. Business defined: Members are owners, chief executives, or operating officers of businesses, and their private sector executives (including business contractors) with maximum “within region” policy or hiring authority. Additionally, CLEOs are encouraged to select representatives from key economic sectors in the area and employers with highly regarded human resource practices.

- (2) Labor. WIA Section 117 requires that there be at least two representatives of labor. Washington’s criteria, established in 1999, require that the WDC membership include at least three labor representatives.<sup>1</sup> The central labor councils must nominate individuals, and the CLEOs must appoint members from among the nominees.
- (3) Education. WIA Section 117 requires that there be at least two representatives of education. Washington’s criteria, established in 1999, require that there be at least two representatives of K-12 education, and at least two representatives of postsecondary education. Local education agencies, institutions, or organizations must nominate representatives. The CLEOs must appoint members from among the nominees.
- (4) There must also be at least one member who represents each of the following:
- The state’s public vocational rehabilitation agency
  - Public assistance agencies
  - Economic development agencies
  - Community-based organizations
  - The public employment services

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<sup>1</sup> Business and labor members whose term on a WDC has not expired on June 30, 2014, do not need to be re-nominated by the appropriate nominating entity. CLEOs will need to ask the appropriate nominating entity to re-nominate any business or labor member whose current term ends on or before June 30, 2014, if the member seeks to serve for another term.

Note: Federal CFR 661.315 requires WDCs, other than those established under WIA Sec.117(i) Alternative Entity, to have two or more representatives of community-based organizations, two or more representatives of economic development, and one member representing each One-Stop partner. An entity administering two or more of the required One-Stop programs may be represented on a WDC by a single individual (WIA 12-16-98 rule).

- (5) If any of the membership criteria requires a change in the membership categories represented on a pre-existing entity or in the charter of a pre-existing entity, per Department of Labor rule (CFR 661.330), then that criterion is null and void for that entity.
- (6) Meeting annual WIA Title I-B levels of performance is a council certification criteria (WIA Sec. 117(c)(3)(B)).