Idaho Workforce Development Council

Idaho WIOA Policy for Appointment/Certification of Local Workforce Development Boards
Adopted October 19, 2015

Introduction

Section 107 of the Workforce Innovation and Opportunity Act (WIOA) authorizes Local Elected Officials in designated Workforce Investment Areas to appoint local workforce investment boards, in accordance with criteria established by the Governor of each state. The primary function of these boards will be to set policy for the local workforce investment system.

The material that follows describes certification criteria established by the Governor, through the Idaho Workforce Development Council, and is divided into the following sections:

I. Roles and responsibilities of Local Idaho Works Boards
II. Composition requirements for local boards
III. The certification process
IV. Certification timelines
V. Recertification/Decertification of local boards

I. Roles and Responsibilities

The local workforce development board is responsible for the functions outlined in WIOA Sec. 107(d). Among these functions are:

A. Analyses of regional conditions;
B. Leading efforts to engage employers;
C. Leading efforts to develop and implement career pathways;
D. Identifying and promoting proven and promising practices;
E. Establishing standing committees to more effectively accomplish the work of the local boards;
F. Better utilizing technology to facilitate connections among the intake and case management information systems of one-stop partners, to access services provided through the one-stop system (including remote areas), to meet the needs of individuals with barriers to employment, and to leverage resources and capacity;
G. Promoting consumer choice of participants among providers;
H. Enhancing coordination with education providers; and
I. Assessing the physical and programmatic accessibility of one-stop centers annually in accordance with applicable nondiscrimination provisions under Title I of the WIOA and the Americans with Disabilities Act.

II. Composition

A. Each Local Board must comply with the composition requirements listed at WIOA Section 107(b)(2).
B. Local Elected Officials may appoint other individuals or representatives of other appropriate entities, including entities representing individuals with multiple barriers to employment and other special populations, as deemed appropriate.
C. Members that represent organizations, agencies or other entities shall be individuals with optimum policy-making authority within the entities they represent.
D. Statutorily-required Local Board members (Letter A above) must be appointed as full voting members.

III. Certification Process

A. Applications
Applications for certification of Local Boards (how often) must contain the following information:

(1) Name, address, title, organizational affiliation/place of business, membership category, and term of appointment of proposed Local Board appointees. For those business sector representatives that are not chief executive officers or chief operating officers, the application must describe the "optimum policy-making or hiring authority" of the proposed appointee(s).

(2) Documentation that the proposed business sector appointments represent businesses with employment opportunities that reflect the employment trends of the local area;

(3) Assurances that the Local Board will:

- *a.* select a Chair from among the business sector representatives on the local board;
- *b.* adopt bylaws which comply with conflict of interest provisions described in Section 107(h) of WIOA as well as any conflict of interest policies established by the State.
- *c.* conduct business in an open manner, in accordance with Section 107(e) of WIOA, by making available to the public, on a regular basis through open meetings, information about the activities of the local board, including information about the local plan before submission of the plan, about membership, the designation of One Stop operators, and the award of grants or contracts to eligible providers of youth activities, and on request, minutes of formal meetings of the local board.

(4) Signature(s) of Chief Elected Official(s) authorized to act on behalf of the Local Elected Officials requesting certification.

Submit an original and two copies of each applications to:
Governor's Workforce Development Council
Workforce Development Division
Idaho Department of Labor
317 Main St.
Boise, Idaho 83735

IV. Timelines

Local Elected Officials may submit certification applications December 1-31 and should allow 45 days for review/approval of applications by the Governor.

V. Recertification/Decertification

A. Recertification

Recertification of Local Boards will be based upon compliance with membership and nomination requirements (in filling board vacancies), the extent to which the local board has ensured that workforce investment activities have enabled the local area to meet local performance measures, and fiscal integrity.

Failure of a local board to meet recertification requirements will result in dissolution of the board.

B. Decertification

Local boards may be decertified by the Governor at any time (after notice has been provided, along with an opportunity for comment) for fraud or abuse, failure to carry out the roles and responsibilities described above, or failure to meet local performance measures for two consecutive program years (in accordance with WIOA Section 116(c)).

If a local board is decertified, the Governor may require that a new local board be appointed and certified for the local area pursuant to a reorganization plan developed by the Governor, in consultation with Local Elected Officials in the local area.