



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SERVICES
220 French Landing Drive
Nashville, TN 37243-1002
(615) 741-1031

Effective Date: November 18, 2016

Duration: Indefinite

Workforce Services Policy – Local Governance
TN-WIOA (16-11)

Subject: Local Governance

Purpose

To provide guidance on the appointment of Local Workforce Development Boards and outlines the roles, responsibilities, and authority of the Chief Elected Officials and the Local Workforce Development Boards in regard to the Local Workforce System. This policy also builds upon and enhances Tennessee’s Combined State Plan.

Scope

Tennessee Department of Labor and Workforce Development (TDLWD), State Workforce Development Board (SWDB), Regional Planning Council (RPC), American Job Center (AJC), One-Stop Operator (Operator), Workforce Innovation and Opportunity Act (WIOA), Local Workforce Development Boards (LWDBs), Local Workforce Development Areas (LWDAs), other Workforce System Subrecipients (Subrecipients), Workforce System Partners (Partners), Chief Elected Official (CEO), Lead Chief Elected Official (Lead CEO), Training and Employment Guidance Letter (TEGL), Training and Employment Notice (TEN).

References

WIOA, Office of Management and Budget (OMB) cost principles codified in 2 CFR Part 220, Part 225, and Part 230, Tenn. Code Ann. Title 4, Chapter 3, Part 14, §4-3-1401 et. seq., Tennessee Sunshine Law.

A. Chief Elected Official is the chief elected executive officer of a unit of general local government in a local area, which is the mayor, county commission chair, or

Definitions

Native American tribal governor or president.

- B. Lead Chief Elected Official** is the individual selected by the participating CEOs who may act on behalf of the other CEOs in a given LWDA or in an investigation, review, proceeding, or hearing under this policy.

Chief Elected Official Agreement

As noted in Final Rule 680.100 (b), when a LWDA includes more than one unit of government, the CEOs of each unit shall execute a written agreement that specifies the liability of the individual CEO. The TDLWD, as the designated representative of the Governor, provides the following guidance on this agreement.

- A. Required Inclusions.** CEOs must enter into an agreement with each other that, at a minimum, includes the following sections:
- 1) Liability of Funds.** Acknowledge financial liability as noted in **WIOA 107(d)(12)(B)(i)** and outline the process for determining each CEOs' share of responsibility as required in **Final Rule 680.100(b)**. This determination could be based on allocation, population, expenditures, or other criteria determined by the CEOs; and,
 - 2) Grant Recipient and Signatory.** Acknowledgement that the CEOs are the Grant Recipient for all local WIOA funds as outlined in **WIOA 107(d)(12)(B)(i)** or have designated Grant Recipient authority to the LWDB. If the CEOs will serve as the Grant Recipient, they must outline the process they will use to sign contracts and enter into agreements related to the WIOA. This may be accomplished by designating signatory authority to a Lead CEO. If a Lead CEO is used in this capacity, CEOs must include the information outlined in the Recommend Inclusions section (Part B).
 - 3) Fiscal Agent Designation.** Describe the process for designating a local fiscal agent within the guidelines as addressed in this section of law - **WIOA 107(d)(12)(B)(i)**.
 - 4) Local Board Budget Approval.** Describe the process for reviewing and approving the LWDB annual budget as required in **WIOA 107(d)(12)(B)(i)** and **WIOA 107(d)(12)(A)**.
 - 5) Participating Chief Elected Officials.** The agreement must contain the name, representation, contact information, and signature of each CEO in the local area.
 - 6) Election of a New Chief Elected Official.** When a new CEO is elected within the LWDA, either participating as a signatory on the Agreement or as a participating CEO, the newly elected individual must submit to the LWDB a written statement acknowledging that he or she:
 - 1)** Has read, understands, and will comply with the current CEO Agreement; and,
 - 2)** Reserves the option to request negotiations to amend the CEO Agreement at any time during the official's tenure as a CEO.

7) Amendment or Change to the Chief Elected Official Agreement. Outline the process that will be used for amendments or changes to the CEO Agreement. All amendments or changes must be maintained at the local Operator office and available for monitoring by the State Office.

B. Recommended Inclusions. In order to improve the coordination and functionality of the local workforce system, the TDLWD encourages the CEOs to also address the following items in their agreement.

1) Designation of a Lead Chief Elected Official. Because CEOs are liable for all WIOA funds in the LWDA, and are required by the WIOA to approve or provide guidance on a number of LWDB activities, the State Office encourages CEOs to select a Lead CEO who will act on behalf of the other CEOs. If a Lead CEO is appointed, the following information must be sent to the local Operator office and kept on file for review by the TDLWD.

- a)** Appointment process and term of the Lead CEO; and,
- b)** Designate the Lead CEO to serve as the signatory for the CEOs; and,
- c)** Outline decisions that may be made by the Lead CEO on behalf of the CEOs; and
- d)** Name, title, and contact information of the appointed Lead CEO.

2) Local Board Member Representation. Outline how CEOs will ensure LWDB representation is fair and equitable across the LWDA.

3) Communication. Description of how the CEOs will communicate with each other regarding LWDB activities. Determine how many times a year the CEOs will meet and how often a joint meeting with the LWDB will be held. The TDLWD encourages CEOs to meet at least once a year just as CEOs, and once a year with the LWDB.

C. For Single County Local Areas. For local areas within only one county and one CEO, the CEO shall execute a written agreement that specifies the liability of the individual CEO. TDLWD, as the designated representative of the Governor, provides the following guidance on this agreement. This agreement shall include items previously described in **A. (1)-(7) and B. (2)-(3)**.

Chief Elected Official and Local Board Partnership Agreement

In accordance with **WIOA 107(b)(1)** State Criteria, "The Governor, in partnership with the State board, shall establish criteria for use by chief elected officials in the local areas for appointment of members of the local boards...." To ensure the criteria established by TDLWD are acknowledged by both the CEOs and the members of the LWDB, a partnership agreement is required. TDLWD, as the designated representative of the Governor, provides the following guidance on this agreement.

A. Required Inclusions. The LWDB and CEOs must enter into a partnership agreement that, at a minimum, addresses the following sections:

1) Local Board Membership. **WIOA Section 107(c)(1)(A)** authorizes CEOs to

appoint the members of the LWDB in accordance with the criteria established under **WIOA Section 107(b)**. Authority to appoint members to the LWDB lies solely with the CEOs.

- a) Terms.** The terms of LWDB member appointments. It is recommended that the terms are staggered so that only a portion of membership expires in a given year.
- b) Nomination.** The following will be needed for each nominee to the board.
 - (i)** A signed appointment form, referenced in Section “c)” below; and,
 - (ii)** A signed letter which must identify the individual being nominated by his or her organization. This letter must also acknowledge the nominee’s optimum policy making authority and include documentation in the form of curriculum vitae, resume, or work history supporting the qualifications of the nomination; and,
 - (iii)** The submission of this signed letter to the appointing CEOs of the LWDA. Composition of LWDB members should reflect the demographic makeup for the Local Area. The most recent US Census is the best source for identifying respective demographics information.
- c) Appointment.** LWDB member appointments must be signed by the appointing CEO and submitted to the Administrative Entity. (See Attachment A for the Local Workforce Development Board Nomination Form.)
- d) Change in Status.** Acknowledgement that LWDB members who no longer hold the position or status that made them eligible Local Board members must resign or be removed by the CEOs immediately as a representative of that entity; (i.e. no longer work in the private sector, or no longer with an education institution, etc.); and,
- e) Mid-Term Appointment.** LWDB members replacing out-going members mid-term will serve the remainder of the out-going member term; and Vacancies. LWDB vacancies must be filled within a reasonable amount of time of the vacancy. The CEOs in a LWDA are authorized to make all reappointments of members. Reappointments must be made within a reasonable amount of time of the term expiration. Any action taken by a LWDB, with a vacancy or term expiration beyond the time period described in the LWDB by laws shall be void unless the LWDB has an approved waiver from the TDLWD prior to the LWDB meeting. Waivers are to be requested in writing to the Administrator of Workforce Services with an explanation of why a vacancy was not filled in the defined timeframe and a description of the process underway to fill the vacancy.

f) Removal. LWDB members must be removed by the CEOs if any of the following occurs: documented violation of conflict of interest, failure to meet LWDB member representation requirements defined in WIOA and this policy, or documented proof of fraud and/or abuse. LWDB members may be removed for other factors outlined in the LWDB bylaws such as attendance. The bylaws must define the specific criteria that will be used to establish just cause for such removal and the process that will be required to document proof, and the steps regarding filing an appeal and arbitration.

2) Relationship between Chief Elected Officials and the Local Workforce Development Board. Establish roles and responsibilities of the CEOs and the LWDB along with a description of what the partnership will consist of and specific responsibilities.

a) Local Plan Requirements. The local workforce development plan will be developed in partnership between the CEOs and the LWDB.

b) Budget and Approval. As referenced in **WIOA Section 107 (d)(12)(A)** the LWDB will develop the LWDA budget and the process for obtaining the CEOs' approval.

c) Workforce System Operator. Establish the guidelines will be followed by the LWDB for selection of a Local Workforce System Operator in accordance with **WIOA 107 (d)(10)** including the process for getting CEO Agreement on the selection.

d) Youth Council. Optional (**WIOA 107 (b)(4)(A)**)

e) Local Board Policy. Describe the process for approving LWDA policy.

3) Authorized Signatures. The Partnership Agreement shall be signed by the current Chief Elected Officials that have been identified as participating in the Chief Elected Official Agreement or by the Lead Chief Elected Official, and by the LWDB Chair at the time of the signing.

4) Amendments, Change, or Election. Any amendment or change to the Partnership Agreement, notice of an election of a new CEO, or notice of an election of a new LWDB Chair must be maintained at the LWDA Administrative Entity office and available for monitoring by the TDLWD. If a new CEO or Local Board Chair is elected within the LWDA, the newly elected individual must submit to the LWDB a written statement acknowledging that he or she:

a) Has read, understands, and will comply with the current Partnership Agreement; and,

b) Reserves the option to request negotiations to amend the Partnership Agreement at any time during the individual's tenure.

B. Recommended Inclusions

a) Communication. Establish requirements for informing the CEOs on a regular basis regarding activities, performance outcomes, and budgets with at least one joint meeting held annually between the CEOs and

the LWDB.

Local Board Membership

All board members should be in positions of optimum policy-making authority within each of the entities they are representing; even those representing more than one. Each LWDB is required to have the following representation.

- A.** A majority of the members of each local board shall be representatives of business in the local area, who
 - (i)** Are owners of businesses, chief executives, or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
 - (ii)** Represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupation in the local area; and
 - (iii)** Are appointed from among individuals nominated by local business organizations and business trade associations;
- B.** Not less than 20 percent of the members of each local board shall be representatives of the workforce within the local area, who –
 - (i)** Shall include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees;
 - (ii)** Shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;
 - (iii)** May include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
 - (iv)** May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth
- C.** Each local board shall include representatives of entities administering education and training activities in the local area, who-
 - (i)** Shall include a representative of eligible providers administering adult education and literacy activities under Title II;
 - (ii)** Shall include a representative of institutions of higher education providing

- workforce investment activities (including community colleges);
- (iii) May include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment
- D.** Each local board shall include representatives of governmental and economic and community development entities serving the local area, who-
- (i) Shall include a representative of economic and community development entities;
 - (ii) Shall include an appropriate representative from the State employment service office under the **Wagner-Peyser Act (29 U.S.C. 49 et seq.)** serving the local area;
 - (iii) Shall include an appropriate representative of the programs carried out under **Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.)**, other than **Section 112 or part C** of that title (**29 U.S.C. 732, 741**), serving the local area;
 - (iv) May include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and
 - (v) May include representatives of philanthropic organizations serving the local area; and
- E.** Each local board may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.

Special Rule – If there are multiple eligible providers serving the local area by administering adult education and literacy activities under Title II, or multiple institutions of higher education serving the local area by providing workforce investment activities, each representative on the local board described in **clause (i) or (ii) of paragraph (2)(C)**, respectively, shall be appointed from among individuals nominated by local providers representing such providers or institutions, respectively” (**WIOA Section 107(b)(2)(A)-(E), and (b)(6)**).

Local Board Roles and Responsibilities

The LWDB shall have the following roles and responsibilities which may require agreement, approval, or partnership with the CEOs as described in the Agreement between the CEOs and the LWDB.

A. In Partnership with the Chief Elected Officials and the Local Workforce Development Board.

- 1)** Develop the LWDB plan consistent with WIOA and TDLWD requirements; and,
- 2)** Select the Local Workforce System Operator according to **WIOA 107 (d)(10)** and,
- 3)** Select eligible youth service providers consistent with Federal, State, and local procurement requirements; and,
- 4)** Select eligible providers of adult and dislocated worker intensive and training services; and,
- 5)** Maintain a list of eligible training providers including cost and performance data in conjunction with the **Workforce Services Policy – Eligible Training**

- Provider List under the WIOA;** and,
- 6)** Conduct oversight of the One-Stop Delivery system including all WIOA activities; and,
- 7)** Negotiate local performance measures; and,
- 8)** Appoint, if the LWDB wants to, a Youth Council to advise the LWDB on youth activities. (**See WIOA 107 (b)(4)(A)**)

B. Approval Required by the Chief Elected Officials. Develop a budget for carrying out the duties of the LWDB.

C. Other Local Workforce Development Board Roles and Responsibilities.

- 1)** Elect a private-sector business representative as LWDB Chair; and,
- 2)** Create an annual report that must be submitted to the State office as per guidelines established by TDLWD; and,
- 3)** Promote American Job Center programs and activities; and,
- 4)** Assist the State Office in developing the statewide employment statistics system under the **Wagner-Peyser Act**; and,
- 5)** Coordinate with economic development strategies and establish employer linkages with workforce development activities; and,
- 6)** Carry out regional planning responsibilities as required by TDLWD; and,
- 7)** Conduct business in an open manner by making available to the public information about the activities of the LWDB. This includes the local plan before submission, membership, designation of the local Workforce System Operator, the awards of grants or contracts, and minutes of LWDB meetings.

Bylaws

The LWDB must establish bylaws that include, at a minimum, the following sections:

- A. Establishment.** A statement that the LWDB is established in accordance with **WIOA Section 107** and the **Tennessee Workforce Development Act of 1999**.
- B. Name.** The name of the LWDB.
- C. Purpose.** The purpose for the establishment of the LWDB consistent with **WIOA Section 107(a) and (b)**.
- D. Duties and Responsibilities.** Acknowledge the duties and responsibilities as outlined in WIOA and in the Partnership Agreement between the CEOs and the LWDB.
- E. Membership.** A description of membership as outlined in **WIOA Section 107(b)** and in the CEO Agreement.
- F. Local Board Chair Election.** A description of the process used to elect a Local Board Chair, including term details.
- G. Election of Officers.** A description of the process used to elect officers, officer positions, and terms, removal of officers, and specific officer roles and

responsibilities.

H. Meetings.

- 1) Information on how often LWDB and committee meetings will be held;
- 2) Acknowledgement of open meeting requirements and compliance;
- 3) A description of the process of announcing regular and special meetings;
- 4) Acknowledgement that a quorum must consist of at least one-third of the currently appointed membership for LWDB decisions; and
- 5) Clarification as to whether phone and web-based meetings will be permitted.

I. Delegation of Local Workforce Development Board Duties. Any Board member may proxy to another Board member once per year.

J. Committees. A list of standing committees including the descriptions for each and composition, and description of the process for having ad hoc committees. Such standing committees shall meet the following standards of **WIOA Section 107(b)(4)**:

A. IN GENERAL — The local board may designate and direct the activities of standing committees to provide information and to assist the local board in carrying out activities under this section. Such standing committees shall be chaired by a member of the local board, may include other members of the local board, and shall include other individuals appointed by the local board who are not members of the local board and who the local board determines have appropriate experience and expertise. At a minimum, the local board may designate each of the following:

- (i) A standing committee to provide information and assist with operational and other issues relating to the one-stop delivery system, which may include as members representatives of the one-stop partners.
- (ii) A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.
- (iii) A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with 188, if applicable, and applicable provisions of the **Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et. seq.)** regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

B. ADDITIONAL COMMITTEES — The local board may designate standing committees in addition to the standing committees specified in subparagraph (A).”

K. Conflict of Interest. Acknowledgement that LWDB members shall adhere to the following in regard to conflict of interest.

- 1) A LWDB member may not vote on any matter that would provide direct financial benefit to the member or the member’s immediate family, or on matters of the provision of services by the member or the entity the member represents.
- 2) A LWDB member shall avoid even the appearance of a conflict of interest. Prior to taking office, LWDB members must provide to the Local Board Chair a written declaration of all substantial business interests or relationships they, or their immediate families, have with all businesses or organizations that have received, currently receive, or are likely to receive contracts or funding from the LWDB. Such declarations shall be updated annually or within 30 days to reflect any changes in such business interests or relationships. The LWDB shall appoint an individual to timely review the disclosure information and advise the Local Board Chair and appropriate members of potential conflicts.
- 3) Prior to a discussion, vote, or decision on any matter before a LWDB, if a member, or a person in the immediate family of such member, has a substantial interest in or relationship to a business entity, organization, or property that would be affected by any official LWDB action, the member shall disclose the nature and extent of the interest or relationship and shall abstain from discussion and voting on or in any other way participating in the decision on the matter. All abstentions shall be recorded in the minutes of the LWDB meeting and be maintained as part of the official record.
- 4) It is the responsibility of the LWDB to monitor potential conflict of interest and bring it to the LWDB’s attention in the event the member does not make a self-declaration.
- 5) A LWDB shall ensure that the LWDB, its members, or its employees do not directly control the daily activities of its workforce service providers.
- 6) LWDB members or their organizations may receive services as a customer of a local workforce service provider.

L. Compensation and Reimbursement of Expenses. A description of the policy on compensating Local Board members and reimbursing expenses.

M. Amendment. A description of the process for amending the bylaws.

N. Compliance with Law

- 1) Acknowledgement stating, in execution of its business, the LWDB shall comply with all applicable Tennessee statutes and regulations including, but not

limited to, the governing procurement standards or regulations for the LWDA, the Sunshine Law, and the State Travel Regulations.

- 2) Acknowledgement stating, in execution of its business, the LWDB shall comply with the WIOA and regulations as well as policies and directives from the TDLWD and State Board.

Local Board Certification

A. Local Board Initial Certification. The State Office will certify that the composition of each LWDB, including the appointment process, complies with the criteria outlined in **WIOA Section 107** and with this policy. The composition of each LWDB will be evaluated annually during the local planning cycle on:

- 1) State membership criteria,
- 2) Single audits being complete and up-to-date and reported to the TDLWD as required (See Attachment B for the Local Workforce Development Board Certification forms.)

B. Local Workforce Development Board Recertification. Recertification will be conducted by the TDLWD once every two years to: ensure the Local Workforce System activities support meeting local performance measures as outlined in the local grant agreement; and the LWDB composition requirements have been maintained. If a LWDB meets all membership requirements, but fails to meet all performance measures, certification will be granted for only a one-year review period, instead of a two-year period. At the end of the one-year review period, the recertification process will be repeated with an updated review of performance and membership composition. If this review shows the LWDB is meeting all performance measures, the regular two-year certification will be continued.

C. Decertification.

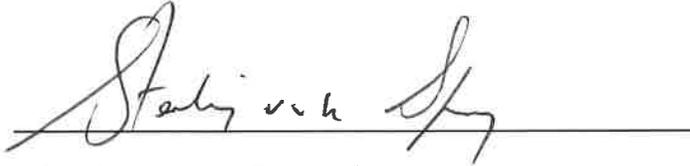
- 1) A LWDB is subject to decertification under the following conditions:
 - a. Fails to meet all LWDB certification requirements; or,
 - b. Fails to carry out required functions of the LWDB; or
 - c. Fraud; or,
 - d. Abuse.
- 2) If a LWDB has already been placed on a one-year review period due to a lack of meeting all performance measures, and fails to meet performance measures a second-year, the LWDB may be decertified.
- 3) A written notice and opportunity for comment from the TDLWD to the LWDB will be provided prior to decertification.
- 4) In accordance with **WIOA Section 107(c)(3)**, if a LWDB is decertified, the TDLWD may require a new LWDB be appointed for the LWDA pursuant to a reorganization plan developed by State Office, in consultation with the CEOs.

Contact: For questions regarding this policy contact Nicholas Bishop, Director of

Compliance and Policy-Division of Workforce Services, at (615) 741-0286 or
Nicholas.Bishop@tn.gov

Effective Date: November 18, 2016

Duration: Indefinite

A handwritten signature in cursive script, reading "Sterling van der Spuy", is written over a solid horizontal line.

Sterling van der Spuy, Administrator

Attachment A



LOCAL WORKFORCE DEVELOPMENT BOARD NOMINATION

1. Name (First, MI, Last) _____		2. Local Workforce Development Area # _____	3. Date _____
4. Street Address _____		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Race: White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Amer Indian <input type="checkbox"/> Native Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/>	
5. City _____	6. County _____		
7. State _____	8. Zip _____		
9. Home Telephone (include area code) _____	10. Work Telephone (include area code) _____		
11. Category Recommended: <input type="checkbox"/> Business (50% plus)* <input type="checkbox"/> Labor/Apprenticeship (Minimum 20%)* <input type="checkbox"/> Other*			
*Each LWDA must <u>keep</u> documentation of each nominee's optimum policy-making authority.		12. Replacement Nomination: If this is a replacement nomination, please enter the name of the board member being replaced. _____	
13. Private Sector (Business) Representative a) Nominee's Title: _____ b) Name of Business: _____		c) Number of Employees: _____ d) Nature of Business: _____ e) Minority Owned Business? Yes <input type="checkbox"/> No <input type="checkbox"/>	
14. Labor/Apprenticeship Representative If Labor: a) Title: _____ b) Please specify local labor council or building and trades council of affiliation: _____ If Apprenticeship a) Organization _____ b) Type _____ If "Other" - Organization _____		15. Education Representative: a) Title: _____ b) Institution/Organization/Agency: _____ c) Adult Educ. <input type="checkbox"/> d) Higher Educ <input type="checkbox"/> e) Other <input type="checkbox"/>	
16. ECD/VocRehab/Wagner-Peyser Representative: a) Title: _____ b) Name of Agency: _____ c) Office Location Serving the LWDA: _____		17. Other Explain: _____	
18. RECOMMENDATION OF NOMINATOR: I hereby recommend the above named person for membership on the Local Workforce Development Board for LWDA; # _____ _____ Signature and date _____ Typed/Printed Name and Title of Nominator _____ Nominator Organization Phone		19. ACTION BY LOCAL ELECTED OFFICIAL: Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Elected Official of LWDA # _____ Term of Appointment: From _____ To: _____ N/A <input type="checkbox"/> _____ Signature of Local Chief Elected Official and Date _____ Signature of Designated CEO Chair and Date	

RDA Pending

Attachment B

CERTIFICATION OF
 LOCAL WORKFORCE
 DEVELOPMENT BOARD
 PART C



LWDA # _____ NUMBER OF MEMBERS _____ CERTIFICATION PERIOD _____ TO _____

	REPRESENTING			
	Business (50%+ Group)	Labor/Apprenticeship (20% Minimum Group)		
TOTAL MEMBERS _____				
PERCENTAGE OF TOTAL	%	%		

The above-named Local Workforce Development Board is certified in accordance with the provisions of Section 107 (b) of the Workforce Innovation and Opportunity Act of 2014.

_____ Governor	_____ Date
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