



**Illinois
Department of Commerce
& Economic Opportunity**

Bruce Rauner, Governor

June 30, 2015

**WIOA TRANSITION POLICY #4
INITIAL CERTIFICATION OF LOCAL WORKFORCE DEVELOPMENT BOARDS**

This transition policy is one in a series of policies DCEO is issuing to provide initial local guidance regarding implementation of the Workforce Innovation and Opportunity Act (WIOA). It is our intent to establish a new, streamlined and comprehensive framework for policy issuances over the next few months.

I. POLICY

A. Initial Certification of Local Workforce Development Boards

The Department of Commerce and Economic Opportunity will make a determination regarding the initial certification of all Local Workforce Development Boards (LWDBs) based on compliance with criteria established in Section 107 of the Workforce Innovation and Opportunity Act (WIOA) and this policy.

The composition of each LWDB will be evaluated on the following criteria:

1. Federal membership composition requirements encompassing business, representatives of the workforce, including labor organizations, local education program representatives and representatives of governmental and economic and community development entities; (Sec. 107)(b)(2))
2. Specific requirements for each of the above membership categories; (Refer to WIOA Transition Policy #3 – Local Workforce Development Board Membership Requirements.)
3. Authority of board members (optimum policy making authority);
4. Majority business membership;
5. At least twenty percent (20%) workforce/labor membership; and
6. Compliance with the CEO Agreement and LWDB Bylaws of the local board.

www.ildceo.net

500 East Monroe
Springfield, Illinois 62701-1643
217/782-7500 • TDD: 800/785-6055

100 West Randolph Street, Suite 3-400
Chicago, Illinois 60601-3219
312/814-7179 • TDD: 800/785-6055

2309 West Main, Suite 118
Marion, Illinois 62959-1180
618/997-4394 • TDD: 800/785-6055

If the LWDB meets requirements for initial certification, it will be certified for a two-year period. Initial LWDB certifications will be effective from October 1, 2015 through September 30, 2017.

B. Recertification of Local Workforce Development Boards

WIOA requires each LWDB to be recertified every two years. The first recertification will be effective beginning October 1, 2017. Recertification of local boards will be based on the extent to which the local board has ensured:

1. Board composition requirements have been maintained;
2. Local workforce activities enable the LWDA to meet negotiated standards related to performance measures; and
3. Fiscal integrity, as defined in WIOA (Sec. 106)(e)(2), has been sustained.

Additional requirements regarding LWDB recertification will be provided in a future policy issuance.

C. Decertification of Local Workforce Development Boards

LWDBs are subject to decertification by DCEO under one or more of the following conditions:

1. Failure to carry out functions of the board; or
2. Fraud and/or abuse.

A written notice of decertification and opportunity for appeal will be provided before decertification becomes effective. An LWDB that is decertified or fails to achieve initial certification will be required to reappoint and submit a revised membership listing and repeat the process for initial certification. Additional detail regarding LWDB decertification will be provided in a future policy issuance.

D. Appeal of Certification, Decertification of Local Workforce Development Boards

If an LWDB is denied certification or decertified by the state, it may appeal the decision. The Office of Employment and Training (OET) will notify the LWDB of its decision regarding the appeal within twenty-one (21) days from the receipt of the request by the LWDB. Additional detail regarding LWDB appeals of a certification, recertification or decertification decision will be provided a future policy issuance.

E. Other Requirements

The following general provisions shall be applicable to all LWDBs.

1. Sunshine Provision

- a. LWDB meetings must follow the provisions of the Illinois Open Meetings Act and should be conducted accordingly.
- b. Local boards must conduct business in an open manner as required by Sec. 107(e).
- c. Through electronic means and open meetings, the "sunshine provision" provides the public, on a regular basis, information on the activities of the local board.
 - 1) This includes information regarding the local plan, list and affiliation of local board membership, local board bylaws consistent with 20 CFR 679.31(g), designation and certification of the Illinois workNet operators, grants and contracts awarded to eligible providers of workforce investment activities including providers of youth activities, and minutes of formal meetings of the local board. (20 CFR 679.39(a-f))
 - 2) The minutes of meetings of the local board will be made available upon request and with the knowledge that the public may add their input to the process.

2. Parliamentary Procedures

- a. All LWDBs must adopt a generally accepted parliamentary procedure, such as Robert's Rules of Order, to ensure that LWDB's conduct business in an orderly and ethical fashion.
- b. The LWDB's meeting procedures should be noted in its bylaws, and business must be conducted accordingly.

II. PROCEDURES

A. Initial LWDB Certification

Initial LWDB certification requires the electronic submittal of a complete LWDB Certification information packet (preferably in .pdf format) to DCEO.

The packet consists of the following:

1. A copy of a WIOA compliant CEO Agreement, signed and dated by the CEO(s). (Refer to WIOA Transition Policy #2 – Chief Elected Official Delegation of Authority and Acknowledgment of Financial Liability for minimum requirements of a CEO Agreement.) Among other requirements, the CEO Agreement must clearly identify:

WIOA TRANSITION POLICY #4

JUNE 30, 2015

PAGE 4

- a. The CEO(s) who have authority to appoint members;
 - b. The CEO(s) who have authority to submit appointment requests to DCEO; and
 - c. Grant Recipient designation. (Refer to WIOA Transition Policy #2 – Chief Elected Official Delegation of Authority and Acknowledgment of Financial Liability.)
2. A narrative demonstrating how the business members of the LWDB provide employment opportunities that include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; (Sec. 107)(b)(2)(ii)
3. A statement of accessibility indicating:
- a. All LWDB and LWDB committee meetings will be held in accessible facilities; and
 - b. All materials and discussions are in an accessible format (i.e., large print, Braille, interpreter, etc.) for all members, as needed or indicated.
4. Complete LWDB membership forms
- a. Nomination forms (DCEO/LWDB Form # 001) for all business, education and labor members being appointed;
 - b. Appointment/Reappointment Forms (DCEO/LWDB Form # 002) for all LWDB members; (Refer to WIOA Transition Policy #3 – Local Workforce Development Board Membership Requirements.)
 - c. A current and accurate Composition Summary Form (DCEO/LWDB Form # 003); and
 - d. A current and accurate Composition Summary Form Additional CEO Signature Page (DCEO/LWDB Form # 004), if applicable.
 - e. Forms # 001, # 002, # 003 and # 004 in an Excel format are provided as attachments to this policy.
5. The completed LWDB Certification information packet must be emailed to beverly.miller@illinois.gov with an electronic carbon copy to lora.dhom@illinois.gov no later than August 14, 2015.
- a. Do not submit partial packets. Packets without all required signatures, required members and completed documents as outlined in this policy will not be accepted

and/or reviewed. If the packet is not in compliance with state and local requirements as determined by OET staff, the packet will be returned to the local board staff for revisions.

- b. A letter of certification will be issued once the LWDB has been determined to be in compliance.

B. LWDB Bylaw Compliance

1. Upon notification of LWDB certification, the new board is required to review and revise its bylaws for WIOA compliance. At a minimum the bylaws should include:
 - a. The nomination process used by the CEO(s) to elect the local board chair and members;
 - b. The term limitations and how the term appointments will be staggered to ensure only a portion of membership expire in a given year;
 - c. The process to notify the CEO(s) of a board member vacancy to ensure a prompt nominee;
 - d. If utilized by the LWDB, the proxy and alternative designee process that will be used when a board member is unable to attend a meeting and assigns a designee as per the requirements of 20 CFR 679.110(d)(4);
 - e. The use of technology, in accordance with the Open Meetings Act, such as phone and web-based meetings, that will be used to promote board member participation (20 CFR 679.110(d)(5);
 - f. The process to ensure board members actively participate in convening the workforce development system's stakeholders, brokering relationship with a diverse range of employers, and leveraging support for workforce development activities;
 - g. A description of any other conditions governing appointment or membership on the board as deemed appropriate by the CEO(s); (20 CFR 679.310(g)(1-7);
 - h. The adopted generally accepted parliamentary procedure, such as Robert's Rules of Order, chosen by the LWDB;
 - i. The LWDB's policy assuring attendance and participation of its members;
 - j. Quorum requirements;
 - k. Any standing committees the LWDB has established; (Refer to WIOA Transition Policy #3 – Local Workforce Development Board Membership Requirements.)

- l. The LWDB's conflict of interest policy, which may not be any less stringent than the requirements of WIOA Transition Policy #3 – Local Workforce Development Board Membership Requirements;
 - m. The LWDB's policy on absentee voting, if allowed by the LWDB; and
 - n. The process the board will take when expedient action is warranted between board meetings, such as calling a special meeting or allowing the Executive Committee to act on behalf of the board.
2. Within ninety (90) days of LWDB certification, the revised bylaws must be signed, dated and emailed to beverly.miller@illinois.gov with an electronic carbon copy to lora.dhom@illinois.gov. OET will review the bylaws to assure the bylaws support the certified LWDB composition. Follow-up will be performed with local board staff as necessary.

C. Appeals of a Certification or Decertification Decision

1. The LWDB has twenty-one (21) days, from the date of receipt of the notice of denial in which to file an appeal to DCEO. The appeal must include the following information:
 - a. A statement that the LWDB is appealing the denial;
 - b. The reason(s) certification or recertification should be granted or decertification should not be made;
 - c. LWDB contact information to request additional information, if necessary; and
 - d. The signature of the CEO.
2. The appeal must be submitted formally, in writing to DCEO, and must be sent by registered mail no later than the 21st day from the date of receipt of the notice of denial.

Appeals must be sent to:

Appeal of Certification Decision
Illinois Department of Commerce and Economic Opportunity
Office of Employment and Training
500 East Monroe Street – 9th Floor
Springfield, Illinois 62701

3. DCEO will review the request for appeal within twenty-one (21) days of its receipt.
 - a. If an administrative error was made or if additional information submitted by the LWDB changes the basis upon which the original decision was issued, the decision may be reversed and the LWDB granted certification or recertification or the decertification may be revoked.
 - b. If DCEO reverses its decision, it will notify the LWDB of its action in writing.
 - c. If DCEO does not reverse its decision to deny LWDB certification or recertification or upholds its decision to decertify the LWDB, they shall notify the LWDB within twenty-one (21) days from the receipt of the request by the LWDB.

III. INQUIRIES

Inquiries related to the requirements of this policy may be directed to:

Lora Dhom
Illinois Department of Commerce and Economic Opportunity
Office of Employment and Training
(217) 558-2429
lora.dhom@illinois.gov

IV. ATTACHMENTS

DCEO/LWDB Form # 001 – Nomination Form
DCEO/LWDB Form # 002 – Appointment/Reappointment Form
DCEO/LWDB Form # 003 – Composition Summary Form
DCEO/LWDB Form # 004 – Composition Summary Form Additional CEO Signature Page

Sincerely,



Julio Rodriguez, Deputy Director
Office of Employment and Training

JR:mb

1-Date / /	NOMINATION FORM LOCAL WORKFORCE DEVELOPMENT BOARD	2-LWDA #
------------	---	----------

Nomination Forms must be submitted to the State and kept on file at the local level

Nominating Entity Information

3-Nominating Entity Name _____

4-Contact Person: _____ 5-Contact Person Phone: () -

Nominee Information

6-Nominated Individual's Name (Last, First)	7-Nominated Individual's Organization	8-City/County Representing (Enter N/A, if applicable)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature

9-Signature of Contact Person _____	_____/_____/_____ 10-Date
11-Title of Contact Person _____	

1-LWDA# _____	APPOINTMENT/REAPPOINTMENT FORM LOCAL WORKFORCE DEVELOPMENT BOARD		
2-Name _____		3-Representing Entity _____	
4-Street Address _____		5-City _____	6-County Representing _____
7-State _____ 8-Zip _____		12-Reason for Submission (Check all that apply)	
9-Phone (____) _____ - _____ ext. _____		<input type="checkbox"/> Appointment <i>Name of member being replaced:</i> _____	
10-Fax (____) _____ - _____		<input type="checkbox"/> Reappointment <input type="checkbox"/> Recertification	
11-Email _____		<input type="checkbox"/> Employer change/new contact information	
13- Title and/or job duties demonstrating optimum policy making authority (Attach additional pages, if necessary)		14-Nominee Characteristics (Optional) <input type="checkbox"/> Waived	
_____		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
_____		Race: <input type="checkbox"/> White <input type="checkbox"/> Black	
_____		<input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian	
_____		<input type="checkbox"/> Native American <input type="checkbox"/> Asian	
_____		<input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other	
15-Nominee Signature			
I certify that the above information is accurate and complete. I further acknowledge that my role as a Local Workforce Development Board member requires that I publicly disclose any conflict of interest, whether real or apparent, prior to discussion on a matter regarding provision of services by myself or an entity that I represent or that would provide direct financial benefit to myself or a member of my immediate family and shall abstain from voting on such matters. (Conflict of interest is a situation in which a person, such as a public official, an employee, or a professional, has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties.)			
_____ Signature			_____/_____/_____ Date
Fill out appropriate Entity Representative(s) below			
16-Business Representative <input type="checkbox"/> (nomination form required for initial appointment) NAICS Code: _____ <input type="checkbox"/> This is a small business as defined by the U.S. Small Business Administration at SBA.gov.			
Number of employees of the entity: _____ Average Annual Receipts: \$ _____ mil.			
Career Cluster of Employment Opportunities (Check ONLY One):			
<input type="checkbox"/> Agriculture, Food & Natural Resources	<input type="checkbox"/> Architecture & Construction	<input type="checkbox"/> Arts, A/V Technology & Communication	
<input type="checkbox"/> Business Management & Administration	<input type="checkbox"/> Education & Training	<input type="checkbox"/> Energy	
<input type="checkbox"/> Finance	<input type="checkbox"/> Governmental & Public Administration	<input type="checkbox"/> Health Science	
<input type="checkbox"/> Hospitality & Tourism	<input type="checkbox"/> Human Services	<input type="checkbox"/> Information Technology	
<input type="checkbox"/> Law, Public Safety, Corrections & Security	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Marketing	
<input type="checkbox"/> Research and Development	<input type="checkbox"/> Science, Technology, Engineering & Math	<input type="checkbox"/> Transportation, Distribution & Logistics	
17-Workforce Representative <input type="checkbox"/> (nomination form required for initial appointment - labor organization only)			
<input type="checkbox"/> Labor Organization <input type="checkbox"/> Labor-Mgmt Apprenticeship Program/Apprenticeship Program			
<input type="checkbox"/> Community-Based Organization			
Services Provided (must demonstrate expertise and effectiveness in the field of addressing needs of individuals with barriers to employment):			

<input type="checkbox"/> Youth Organizations			
Services Provided (must demonstrate expertise and effectiveness in the field of addressing employment, training, or education needs of youth):			

18-Education & Training Representative <input type="checkbox"/> (nomination form may be required for eligible providers administering adult education and literacy activities under Title II or multiple institutions of higher education providing workforce investment activities serving the local area)			
<input type="checkbox"/> Eligible Provider of Adult Education and Literacy Activities		<input type="checkbox"/> Institution of Higher Education	
<input type="checkbox"/> Community-Based Organization		<input type="checkbox"/> Local Education Agency	
Services Provided (must demonstrate expertise and effectiveness in the field of addressing education or training needs of individuals with barriers to employment):			

19-Gov't and Econ/Comm Develop. Representative <input type="checkbox"/>			
<input type="checkbox"/> Economic and Community Development		<input type="checkbox"/> Transportation, Housing, and Public Assistance	
<input type="checkbox"/> Wagner-Peyser Act (Employment Service)		<input type="checkbox"/> Philanthropic Organization	
<input type="checkbox"/> Vocational Rehabilitation			
20-Other Representative <input type="checkbox"/>			
21-Term of Appointment (FROM date should be the original appointment date, if known)			
From: ____/____/____ To: ____/____/____			

LOCAL WORKFORCE DEVELOPMENT BOARD COMPOSITION SUMMARY FORM

1-LWDB Name _____

2-Date ____ / ____ / ____

3-LWDA # _____

			8-Entity Representing (Check Appropriate Column(s))																				
			7-Reason for Submission				Business (>50% of Board membership)			Workforce (≥ 20% of Board membership)				Education & Training			Governmental & Economic/ Community Development				Other		
4-Appointment Date (mm/dd/yyyy)	5-Term Expiration Date (mm/dd/yyyy)	6-Name (Last, First)	Current Member	Appointment	Filling Vacancy	Re-Appointment	Business & Employers (A Small business as defined by SBA)	Business & Employers (NOT a small business)	Chairperson (One selected from Business)	Labor Organizations (At least 2 representatives)	Labor/Apprenticeship (At least 1 rep., if available)	CBO for Employment, Training or Education	Employment, Training or Education for Youth	Eligible Providers of Adult Education and Literacy (≥1)	Institutions of Higher Education (≥1)	Local Educational Agencies and CBOs	Economic and Community Development (≥ 1)	State Employment Services under Wagner-Peyser (≥ 1)	Programs under Title I of the Rehabilitation Act (≥ 1)	Transportation, Housing and Public Assistance	Philanthropic Organizations	Other as Deemed Appropriate by the CEO	
Total for Category:			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9-TOTALS: Members = 0 Entities Represented = 0							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

LOCAL WORKFORCE DEVELOPMENT BOARD COMPOSITION SUMMARY FORM

1-LWDB Name _____

2-Date ____ / ____ / ____

3-LWDA # _____

			8-Entity Representing (Check Appropriate Column(s))																			
			7-Reason for Submission				Business (>50% of Board membership)			Workforce (≥ 20% of Board membership)				Education & Training			Governmental & Economic/ Community Development				Other	
4-Appointment Date (mm/dd/yyyy)	5-Term Expiration Date (mm/dd/yyyy)	6-Name (Last, First)	Current Member	Appointment	Filling Vacancy	Re-Appointment	Business & Employers (A Small business as defined by SBA)	Business & Employers (NOT a small business)	Chairperson (One selected from Business)	Labor Organizations (At least 2 representatives)	Labor/Apprenticeship (At least 1 rep., if available)	CBO for Employment, Training or Education	Employment, Training or Education for Youth	Eligible Providers of Adult Education and Literacy (≥1)	Institutions of Higher Education (≥1)	Local Educational Agencies and CBOs	Economic and Community Development (≥ 1)	State Employment Services under Wagner-Peyser (≥ 1)	Programs under Title I of the Rehabilitation Act (≥ 1)	Transportation, Housing and Public Assistance	Philanthropic Organizations	Other as Deemed Appropriate by the CEO
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LOCAL WORKFORCE DEVELOPMENT BOARD COMPOSITION SUMMARY FORM

1-LWDB Name _____

2-Date ____ / ____ / ____

3-LWDA # _____

			8-Entity Representing (Check Appropriate Column(s))																				
			7-Reason for Submission				Business (>50% of Board membership)			Workforce (≥ 20% of Board membership)				Education & Training			Governmental & Economic/ Community Development				Other		
4-Appointment Date (mm/dd/yyyy)	5-Term Expiration Date (mm/dd/yyyy)	6-Name (Last, First)	Current Member	Appointment	Filling Vacancy	Re-Appointment	Business & Employers (A Small business as defined by SBA)	Business & Employers (NOT a small business)	Chairperson (One selected from Business)	Labor Organizations (At least 2 representatives)	Labor/Apprenticeship (At least 1 rep., if available)	CBO for Employment, Training or Education	Employment, Training or Education for Youth	Eligible Providers of Adult Education and Literacy (≥1)	Institutions of Higher Education (≥1)	Local Educational Agencies and CBOs	Economic and Community Development (≥ 1)	State Employment Services under Wagner-Peyser (≥ 1)	Programs under Title I of the Rehabilitation Act (≥ 1)	Transportation, Housing and Public Assistance	Philanthropic Organizations	Other as Deemed Appropriate by the CEO	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
/ /	/ /		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9-TOTALS: Members = 0 Entities Represented = 0							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			Total for Category:				0	0	0	0	0			0			0				0		

Cells highlighted in RED indicate a lack of sufficient representation of that entity.

10-Signature of Local Chief Elected Official

Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act and WIOA Transition Policy #3 and #4, the persons nominated herein have been duly appointed to the Local Workforce Development Board by the Chief Elected Officials of this Local Workforce Development Area. This appointment is consistent with the local CEO agreement and bylaws.

Signature of Local Chief Elected Official (Attach additional signature page, if necessary.)

____ / ____ / ____
Date

Local Workforce Development Board Membership

of Entities Represented 0

of Board Members 0

0	0	<p>>50% majority shall be representatives of businesses in the local area, to include the Chairperson, who Chairperson elected by members of the board from among the approved business representatives</p> <p>Are Owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; and who, represent businesses (including small businesses), or organizations representing businesses, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area.</p> <p>Are appointed from among individuals nominated by local business organizations and business trade associations.</p> <p>At a minimum, two members must represent small business as defined by the U.S. Small Business Administration. Information on small business size standards matched to North American Industry Classification Codes (NAICS) may be found at: https://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf</p> <p>Are Owners of businesses, CEOs or operating officers of businesses as described above, but do NOT represent small business.</p>
0	0	<p>≥ 20% Shall be representatives of the workforce within the local area, who</p> <p>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</p> <p>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 program exists</p> <p>May include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive, integrated employment for individuals with disabilities</p> <p>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</p>
0	0	<p>Representatives of entities administering education and training activities in the local area, who</p> <p>Shall include a representative of eligible providers administering adult education and literacy activities under title II</p> <p>Shall include a representative of institutions of higher education providing workforce development activities (including community colleges)</p> <p style="padding-left: 20px;">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, respectively, shall be appointed from among individuals nominated by local providers representing such providers or institutions, respectively.</p> <p>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</p>
0	0	<p>Representatives of governmental and economic and community development entities serving the local area, who</p> <p>Shall include a representative of economic and community development entitie:</p> <p>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</p> <p>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 (26 U.S.C. 732, 741), serving the local area</p> <p>May include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance</p> <p>May include representatives of philanthropic organizations serving the local area</p>
0	0	<p>Such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate</p>

No entries are required on this form. It automatically fills as the Composition Summary form is completed.

Red Highlighted Boxes indicate there is not enough representation appointed to meet the requirements of the Workforce Innovation and Opportunity Act.

As members are appointed, the limits of other representation may change to meet the minimum requirements.

Members of the board that represent organizations, agencies, or other entities **shall be individuals with optimum policymaking authority** within the organizations, agencies, or entities.

The members of the board **shall represent diverse geographic areas** within the local area.

Instructional and Error messages will appear when a limit for a particular representative appointment cell has not been met.

LWDB COMPOSITION SUMMARY FORM
ADDITIONAL CEO SIGNATURE PAGE

LWDA #: _____

Signature of Chief Elected Official(s)

This form to be used when more than one Chief Elected Officials in the local workforce area must sign. All CEOs should sign the form and enter the current date in the MM/DD/YYYY format. **Dates must be within 90 days of nominee signature and within 30 days of submission date.**

Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act and WIOA Transition Policy #3 and #4, the persons nominated herein have been duly appointed to the Local Workforce Development Board by the Chief Elected Officials of this Local Workforce Area. This appointment is consistent with the local CEO agreement and bvlaws.

Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act and WIOA Transition Policy #3 and #4, the persons nominated herein have been duly appointed to the Local Workforce Development Board by the Chief Elected Officials of this Local Workforce Area. This appointment is consistent with the local CEO agreement and bvlaws.

_____/_____/_____
 Signature Date

_____/_____/_____
 Signature Date

Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act and WIOA Transition Policy #3 and #4, the persons nominated herein have been duly appointed to the Local Workforce Development Board by the Chief Elected Officials of this Local Workforce Area. This appointment is consistent with the local CEO agreement and bvlaws.

Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act and WIOA Transition Policy #3 and #4, the persons nominated herein have been duly appointed to the Local Workforce Development Board by the Chief Elected Officials of this Local Workforce Area. This appointment is consistent with the local CEO agreement and bvlaws.

_____/_____/_____
 Signature Date

_____/_____/_____
 Signature Date

Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act and WIOA Transition Policy #3 and #4, the persons nominated herein have been duly appointed to the Local Workforce Development Board by the Chief Elected Officials of this Local Workforce Area. This appointment is consistent with the local CEO agreement and bvlaws.

Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act and WIOA Transition Policy #3 and #4, the persons nominated herein have been duly appointed to the Local Workforce Development Board by the Chief Elected Officials of this Local Workforce Area. This appointment is consistent with the local CEO agreement and bvlaws.

_____/_____/_____
 Signature Date

_____/_____/_____
 Signature Date

Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act and WIOA Transition Policy #3 and #4, the persons nominated herein have been duly appointed to the Local Workforce Development Board by the Chief Elected Officials of this Local Workforce Area. This appointment is consistent with the local CEO agreement and bvlaws.

Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act and WIOA Transition Policy #3 and #4, the persons nominated herein have been duly appointed to the Local Workforce Development Board by the Chief Elected Officials of this Local Workforce Area. This appointment is consistent with the local CEO agreement and bvlaws.

_____/_____/_____
 Signature Date

_____/_____/_____
 Signature Date

Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act and WIOA Transition Policy #3 and #4, the persons nominated herein have been duly appointed to the Local Workforce Development Board by the Chief Elected Officials of this Local Workforce Area. This appointment is consistent with the local CEO agreement and bvlaws.

Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act and WIOA Transition Policy #3 and #4, the persons nominated herein have been duly appointed to the Local Workforce Development Board by the Chief Elected Officials of this Local Workforce Area. This appointment is consistent with the local CEO agreement and bvlaws.

_____/_____/_____
 Signature Date

_____/_____/_____
 Signature Date