

Policy Area: Local and Regional Governance	
Title of Policy: Certification of Local Workforce Development Boards	Number: 200-04 (2016)
Effective Date: July 1, 2016	Review by Date: July 1, 2018
Approved Date: June 23, 2016 Revision Date: July 1, 2016 (Rescinds and replaces current Policy 15-01)	Approved by:  Mark Herzog, Chair

I. Purpose

This policy provides guidance for certification of Local Workforce Development Boards under the Workforce Innovation and Opportunity Act (WIOA).

II. Summary

Each local workforce development area designated in the Commonwealth shall establish and maintain a Local Workforce Development Board (Local Board). Chief Local Elected Officials appoint the Local Board, which is certified every two years by the Governor.

The Local Board is part of a statewide workforce system which is business-driven, customer-centric, streamlined, and outcome-oriented. The Local Board shall carry out strategies and policies that support both the economic development mission(s) for the local area and the Virginia Board of Workforce Development's (VBWD) goals. The Local Board sets policy for the local area in compliance with broader state policy, and is the regional strategic convener, or acts in partnership with a designated regional convener, in addressing workforce development issues, including but not limited to WIOA activities.

The Local Board shall be led by committed business leaders who can ensure that the local workforce system is responsive to current and projected labor market demand, shall contain a broad range of partners needed to develop a comprehensive vision for the local workforce system, and shall focus on strategic decisions, not operational management.

The Local Board has responsibility for making the following critical decisions:

- How best to organize the regional workforce system to most effectively serve the needs of current and emerging private sector employers and job seekers;
- How best to provide comprehensive services to regional private sector employers.
- How best to deploy available resources to achieve negotiated local performance accountability measures and build capacity for continuous improvement; and
- How to expand the resource base and service capability through the development of strategic partnerships, an integrated service delivery system, and generation of additional public and private funding.

III. References

- Workforce Innovation and Opportunity Act (Pub. L. 113-128)
- Training and Employment Notice No. 05-14, *Workforce Innovation and Opportunity Act Announcement and Initial Informational Resources*
- Training and Guidance Letter No. 19-14, *Vision for the Workforce System and Initial Implementation of the Workforce Innovation and Opportunity Act of 2014*
- Notice of Proposed Rulemaking (NPRM) Docket No. ETA-2015-0001, RIN: 1205-AB73: Subpart C
- VBWD Policy 200-02, *Establishment and Membership of Local Workforce Boards*
- VBWD Policy 200-03, *Duties and Responsibilities of Local Workforce Boards*

IV. Policy

Consistent with the requirements of WIOA and state law, the Governor shall certify Local Boards at every year. The responsibilities of chief local elected officials and the Governor in the certification of Local Boards are outlined under Procedures.

V. Procedures

Local Level Responsibilities

Chief local elected officials must submit the following certification documentation to the VBWD each year:

- *Local Board Membership Nomination Forms* for each Local Board member. Information to be included on the forms include the names of the individuals initially appointed as members of the local Board, their title, company or agency name, address, E-mail address, telephone, and fax numbers, nominating entity (where applicable), appointment/term expiration date, and sector representation. For private sector representatives, the industry sector, whether the business is small or large, and whether the business is minority or female owned must be identified. The *Nomination Forms*, which are provided by the staff of the WIOA Title 1 Administrator, must be submitted to LWDB@VCCS.edu.
- A *Local Board Membership Certification Form* that lists the names of the individuals appointed as members of the Local Board, their title, company or entity name, appointment/term expiration dates, and sector representation. The *Certification Form*, which is provided by the WIOA Title 1 Administrator, must be submitted to LWDB@VCCS.edu.
- The name and contact information for the chairperson, as well as any subsequent changes in the chairperson designation, must be submitted to LWDB@VCCS.edu within 10 days of the vote.
- A board roster to the Virginia Board of Workforce Development at the beginning of each program year that includes updated Local Board membership and contact information.

The completed Nomination and Certification Forms must be kept on file at the local level.

The Local Board must meet within 30 days after the Governor's notification of certification approval to elect a chairperson, as needed.

Governor's Responsibility

- The Virginia Board of Workforce Development will recommend the certification of the Local Board to the Governor upon its determination that the composition of the Local Board and the appointment of the individuals to the Local Board are consistent with the criteria established in Section 107 of the Workforce Innovation and Opportunity Act and this policy.
- Subsequent certification of the Local Board is required annually by the Governor with the recommendation from the Virginia Board of Workforce Development.
- The Governor will notify the chief local elected officials within 30 days after the submission of the listing of the Local Board members and supporting documents of the certification or denial of the proposed Local Board. The criteria for certification or denial of certification will be based on the relevant composition requirements in Workforce Innovation and Opportunity Act, Section 107, this policy, and VBWD policy 200-02.
- For subsequent certifications of the Local Board, in addition to compliance with composition requirements, the Governor will consider the extent to which the Local Board has ensured that workforce development activities carried out in the local area have enabled the local area to meet the local performance measures and the Local Board's success in carrying out the functions listed in this policy, as well as VBWD Policy 200-03.
- If a Local Board fails to achieve certification, the Chief Local Elected officials will be required to reappoint and submit a membership listing following the procedures in VBWD Policy 200-02.
- If after a reasonable effort, the Chief Local Elected Officials in a Workforce Development Area are unable to appoint a board that can achieve certification, the Governor will appoint the members of the Local Board from individuals nominated in accordance with VBWD Policy 200-02.