

**Attachment A – WIOA 107(b) – Local Board Membership Criteria**  
**Local Board Membership Requirements**

<b>LWDB Members</b>	<b>Who May Satisfy The Requirement</b>
<p>Representatives of Business (WIOA Section 107(b)(2)(A))</p>	<p><b>The majority</b> of the members of the Local Board must be representatives of business in the local area. At a minimum, two members must represent small business as defined by the U.S. Small Business Administration. Business representatives serving on Local Boards may also serve on the State Board. Each business representative must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• be an owner, chief executive officer, chief operating officer, or other individual with optimum policymaking or hiring authority;</li> <li>• provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in WIOA section 3(23); and provide high-quality, work-relevant training and development opportunities to its workforce or the workforce of others (in the case of organizations representing business as per WIOA Sec. 107(b)(2)(A)(ii); and</li> <li>• are appointed from among individuals nominated by local business organizations and business trade associations.</li> </ul>
<p>Representatives of Workforce (WIOA Section 107(b)(2)(B))</p>	<p><b>Not less than 20 percent</b> of the members of the Local Board must be workforce representatives. These representatives:</p> <ul style="list-style-type: none"> <li>• must include <b>two or more representatives of labor organizations</b>, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives;</li> <li>• must include <b>one or more representatives of a joint labor-management, or union affiliated, registered apprenticeship program</b> within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists; and <b>may include:</b></li> </ul> <p>In addition to the representatives enumerated above, the Board may include the following to contribute to the 20 percent requirement:</p> <ul style="list-style-type: none"> <li>• one or more 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 provide or support competitive integrated employment for individuals with disabilities; and</li> <li>• one or more representatives of organizations that 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.</li> </ul>

<p>Representatives of Education and Training (WIOA Section 107(b)(2)(C))</p>	<p>The balance of Local Board membership <b>must include</b>:</p> <ul style="list-style-type: none"> <li>• At least one eligible provider administering adult education and literacy activities under WIOA title II;</li> <li>• At least one representative from an institution of higher education providing workforce investment activities, including community colleges; and</li> <li>• At least one representative from each of the following governmental and economic and community development entities: <ul style="list-style-type: none"> <li>○ Economic and community development entities;</li> <li>○ The state Employment Service Office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area; and</li> <li>○ The programs carried out under title I of the Rehabilitation Act of 1973, other than sec. 112 or Part C of that title.</li> </ul> </li> </ul> <p><b>In addition to the representatives enumerated above, the CLEO may appoint</b> other appropriate entities in the local area, including:</p> <ul style="list-style-type: none"> <li>• Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment;</li> <li>• Governmental and economic and community development entities who represent transportation, housing, and public assistance programs;</li> <li>• Philanthropic organizations serving the local area; and</li> <li>• Other appropriate individuals as determined by the chief elected official.</li> </ul>
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Members of the Local Board may be appointed as a representative of more than one entity if the individual meets **all of the criteria for representation for each entity represented.**

*Optimum policy-making authority* means that is the individual may reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.

*Demonstrated experience and expertise* means an individual who is a workplace learning advisor; contributes to the field of workforce development, human resources, training and development, or a core program function; or the Local Board recognizes for valuable contributions in education or workforce development related fields.

*Workplace learning advisor*, defined in WIOA Sec. 3(70), means an individual employed by an organization who has the knowledge and skills necessary to advise other employees of that organization about the education, skill development, job training, career counseling services, and credentials, including services provided through the workforce development system, required to progress toward career goals of such employees in order to meet employer requirements related to job openings and career advancements that support economic self-sufficiency.