



Governor's Talent Investment Board Meeting

Board Book

Monday, June 15, 2015

10:00 a.m. - 1:00 p.m.

Michigan Manufacturer's Association

620 South Capitol

Lansing, Michigan



Governor's Talent Investment Board (GTIB) Meeting

June 15, 2015

10:00 a.m. – 1:00 p.m.

Michigan Manufacturers Association

620 South Capitol Ave

Lansing

AGENDA

- | | | | |
|------|------------|--|-------------------|
| I. | 10:00 a.m. | Welcome and Roll Call <ul style="list-style-type: none">• Message from the Governor• Public Comment Opportunity | Mark Alyea, Chair |
| II. | 10:15 a.m. | Action Item: Consent Agenda <ul style="list-style-type: none">• By Laws• 2015 Meeting Schedule | |
| III. | 10:20 a.m. | Action Item: Local Area Designation Policy | WDA Staff |
| IV. | 10:50 a.m. | Action Item: Local Board Certification Policies | WDA Staff |
| V. | 11:15 a.m. | Working Lunch | All |
| VI. | 12:50 p.m. | Closing Remarks | Mark Alyea, Chair |
| VII. | 1:00 p.m. | Adjourn | |

GOVERNOR'S TALENT INVESTMENT BOARD BY-LAWS

Article I

Name

The name of this body shall be the Governor's Talent Investment Board, hereinafter referred to as "GTIB" or the Board.

Article II

Purpose

Established per Executive Order 2015-11, the GTIB is created as an advisory body within the Michigan Talent Investment Agency and is charged with advising and assisting the Governor regarding compliance with the federal Workforce Innovation and Opportunity Act of 2014 and overall talent development. The GTIB shall be the state workforce investment board required for this state under Section 101 of the federal Workforce Innovation and Opportunity Act of 2014.

Article III

Organization

Membership

The GTIB shall consist of not less than the following:

1. The Governor;
2. A member of the Michigan House of Representatives, appointed by the Speaker of the House of Representatives. A member appointed under this subsection shall only serve while serving as a member of the Michigan House of Representatives;
3. A member of the Michigan Senate, appointed by the Majority Leader of the Michigan Senate. A member appointed under this subsection shall serve only while serving as a member of the Michigan Senate;
4. Members appointed by the Governor, consisting of the following:
 - a. A majority of the board shall by representatives of businesses in Michigan, who-
 - i. Are owners of businesses, chief executives or operating

officers of businesses, and other business executives or employers with optimum policymaking or hiring authority, and who, in addition, may be members of a local workforce development board established by the Michigan One-Stop Service Center System Act of 2006, Mich. Comp. Laws & 4008.111-123, or its successor;

ii. Represent businesses or organizations representing businesses that provide employment opportunities that include emerging and in-demand occupations in Michigan;

iii. Are individuals nominated by business organizations and business trade associates in Michigan;

b. A minimum of two (2) representatives of individuals who are elected chief executive officers of a city or a county;

c. Not less than 20 percent of the board shall be representatives of the workforce in Michigan, who –

i. Shall include representatives of labor organizations, who have been nominated by labor federations in Michigan;

ii. Shall include a representative of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in Michigan, such a representative of an apprenticeship program in Michigan;

iii. 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;

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; and

d. The lead state official with primary responsibility for the administration of core programs as defined by Section 3(12)-(13) of the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128

5. In addition to the aforementioned members, the state department directors listed below shall serve in an ex-officio capacity on the board. They shall be non-voting members and their participation shall not count for the purpose of establishing a quorum:

1. Director of the Department of Agriculture and Rural Development;
2. Director of the Department of Health and Human Services;
3. Director of the Department of Licensing and Regulatory Affairs;
4. Director of the Talent Investment Agency;
5. Director of the Unemployment Insurance Agency;
6. Director of Labor Market Information and Strategic Initiatives; and
7. The Superintendent of Public Instruction.

A GTIB member may not represent more than one of the categories described in Article III. In accordance with regional diversity requirements for state workforce development board under Section 101(b)(2) of the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, the Governor shall consult with representatives of each of Michigan's ten prosperity regions as part of the process of making appointments to the GTIB.

Officers

The Governor shall designate a Chair and Vice Chair for the GTIB from among representatives of state business entities. The Chair and Vice Chair shall serve at the pleasure of the Governor. The Chair shall convene and preside over all meetings of the GTIB. The Vice Chair, in the absence of the Chair, shall perform the duties of the Chair. If both the Chair and Vice Chair will be absent from the Board meeting, the Director of the Workforce Development Agency will preside over the meeting.

Designees

The Governor may send a designee to any meeting of the GTIB and that designee's attendance shall constitute attendance by the Governor for quorum purposes. No other designees or alternatives are permissible.

Terms

Of the members initially appointed after the effective date of EO 2015-11, seven (7) members shall be appointed for a term of two years, seven (7) members shall be appointed for a term of three years, and six (6) members shall be appointed for a term of four years. All subsequent appointments shall be for a term of three years. A vacancy of the Board shall be filled in the same manner as the original appointment.

Committees

The Board shall have committees to help conduct its business. Standing committees shall meet as needed, but at least once, between GTIB meetings to address their plans and other issues as directed by the full Board. Ad hoc committees will be convened on an as needed basis. To ensure members actively participate in convening Michigan's talent system stakeholders, committee membership may be supplemented by partners and stakeholders with subject matter expertise not currently serving on the Board.

Executive Committee

The Executive Committee, at a minimum, shall be comprised of the GTIB Chair, GTIB Vice Chair, and others to be determined by Chair and Vice Chair.

The Executive Committee shall provide overall direction to GTIB activities and review regulatory items prior to bringing to the full Board for action.

The Executive Committee shall also take action on matters when time does not allow issues to be addressed at a regularly scheduled GTIB meeting. A majority vote of the Executive Committee is required for all such actions. All actions of the Executive Committee shall be reviewed by the full Board at the next regularly scheduled meeting.

Article IV Duties and Operations

The Governor's Talent Investment Board is an advisory body and is charged with advising and assisting the Governor regarding compliance with the federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, 29 USCS & 3101 et seq.

The Board shall review Michigan's Unified State Plan for workforce investment, and other grants, plans, policies, statistics, allocation formulas, and performance measures related to the workforce system; develop strategies for continuous improvement of the workforce investment system, including the identification and dissemination of information on best practices, and engage state and local leaders to drive workforce innovation; and review the state's Annual Report for the US Department of Labor (USDOL).

The Board may promulgate bylaws, not inconsistent with federal law, Michigan law, or Executive Order 2015-11, governing its organization, operation, and procedures.

The Board may, as appropriate, make inquiries, studies, investigations, hold hearings, and receive comments from the public.

Article V Meetings

Meeting Schedule

The Board shall meet at the call of the Chairperson. Meetings of the Board shall be held within the state of Michigan, in locations which meet barrier-free specifications. Meetings shall be held quarterly, unless otherwise notified.

To assure full compliance with the sunshine requirements under Section 101 (g) of the Workforce Innovation and Opportunity Act of 2014, Public 113-128, 29 USCS & 3101 et seq., meetings of the Board shall be held according to procedures established under Michigan's

Open Meetings Act (1976 PA 267), being MCL 15.261 to 15.275. Public notice shall be given prior to each GTIB meeting.

To assure full compliance with the sunshine requirements under Section 101 (g) of the Workforce Innovation and Opportunity Act of 2014, Public 113-128, 29 USCS & 3101 et seq., the Board is a public body under the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246, and shall comply with provisions of the Act.

Action Items

Agenda items warranting action (approval, support, comment, etc.) by the full Board shall be initially presented to the Executive Committee for review and feedback.

Quorum and Voting

A majority of the members of the Board constitutes a quorum for the transaction of business. The Board shall act by majority vote of serving members participating in a meeting. Each member of the GTIB shall have one vote. Only gubernatorial appointees and legislators are voting members of the full Board and Executive Committee. Designees are not permissible for the purposes of voting or participating in a meeting, with the exception of a designee for the Governor.

To the extent authorized by Michigan law, the Board may authorize members to participate in a Board meeting by the use of telephonic or video equipment. Members participating in a meeting via telephonic or video equipment shall be deemed present at the meeting. Voting shall be conducted in person or by use of telephonic or video equipment.

Attendance

The Chair of the GTIB may request the resignation of members who decline, without good cause, to attend at least three consecutive, regularly scheduled meetings of the Full Board, or five meetings in a 24-month period.

Members who are unable to continue serving on the Board should notify the Governor's Appointments Office and the Talent Investment Agency in writing as soon as possible.

Minutes

Minutes of all GTIB and Executive Committee meetings will be taken by Board staff and made available within 10 business days to GTIB members via electronic mail, regular mail or posting to the GTIB webpage. The minutes shall contain a summary of discussion and record all actions taken by GTIB and/or the Executive Committee.

Article VI Miscellaneous

Staffing

Michigan Talent Investment Agency personnel shall staff and assist the Board in performing its functions.

Compensation

Members of the Board shall serve without compensation. Members of the Board may receive reimbursement for necessary travel and expenses according to relevant statutes and the rules and procedures of the Civil Service Commission and the Department of Technology, Management and Budget, subject to available appropriations.

Conflict of Interest

As required under Section 101 (f) of the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, 29 USCS & 3101 et seq., a member of the Board may not do any of the following:

1. Vote on a matter under consideration by the Board regarding the provision of services by the member or an entity the member represents.
2. Vote on a matter under consideration by the Board that would provide direct financial benefit to the member or the immediate family of the member.
3. Engage in any other activity determined by the Governor to constitute a conflict of interest, as specified in the unified State plan required by Section 102 of the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, 29 USCS & 3101 et seq.

Media Inquiries

Members of the Board shall refer all legal, legislative, and media contacts to the Michigan Talent Investment Agency.

All correspondence for the Board may be addressed in the care of:

Talent Investment Board
Michigan Talent Investment Agency
201 North Washington Square
Lansing, Michigan 48913

Rules of Order

Any situation not covered by these by-laws shall be governed by Robert's Rules of Order.

Amendment to By-Laws

Amendments to these by-laws may be adopted by majority vote of the Board.



**Governor's Talent Investment Board
Meeting Schedule Calendar Year (CY) 2015**

Monday, September 14, 2015

10:00 a.m. – 1:00 p.m., location TBD

Monday, December 14, 2014

10:00 a.m. – 1:00 p.m., location TBD

ACTION ITEM: *The Governor's Talent Investment Board will vote on whether to approve this PI at the September 15 meeting.*

SUMMARY:

Persuant to WIOA the Governor is charged with designating local workforce development areas within the State through consultation with the State Board and after consultation with chief elected officials, local boards, and through the public comment process.

This Policy Issuance (PI) sets forth standards for requesting local area designation under the Workforce Innovation and Opportunity Act (WIOA), which goes into effect July 1, 2015.

There are 2 distinct types of local area designation, each with independent criteria:

1. Initial Two-Year Designation: Designation of workforce development areas that were designated as a local area under the WIA
 - If the CEO and the local board submit a request for initial two year designation, the Governor must approve the request if, for the two (2) program years preceding the date of enactment of the WIOA (PY 2012 and 2013), the following criteria are met:
 - Was designated as a local area for purposes of WIA;
 - Performed successfully; and
 - Sustained fiscal integrity.

This initial designation shall apply for the balance of PY 2015 and all of PY 2016.
2. Discretionary Designation: Designation of workforce development areas that were not designated as local areas under the WIA.
 - A local area that does not meet the criteria for submitting a request for initial two year designation must request discretionary designation. The Governor shall approve a request for discretionary designation from the CEO of a local area that was not designated under the WIA, that:
 - Is consistent with labor market areas;
 - Is consistent with regional economic development areas;
 - Has available the Federal and non-Federal resources necessary to effectively administer WIOA activities;
 - Has appropriate education and training providers; and
 - Is consistent with the geographical boundaries of the Regional Prosperity Initiative

Under the criteria defined above, six existing workforce development areas do not meet initial designation under WIOA and thus will not be designated as a local area under WIOA:

1. Genesee-Shiawassee Michigan Works!
2. Michigan Works! Muskegon- Oceana
3. Ottawa County Michigan Works!
4. Michigan Works! Region 7B Consortium
5. South Central Michigan Works!
6. Western Upper Peninsula Michigan Works!

Per the policy, these six local areas that do not meet initial designation criteria shall immediately begin transitioning to a new local area consistent with the WIOA and the Regional Prosperity Initiative.

The WDA has identified incentive funding for those MWAs requesting discretionary designation prior to October 1, 2015.

DRAFT

Workforce Development Agency (WDA)
Policy Issuance (PI) 15-XX

E-mailed: 05/xx/2015 (xx)

Date: May xx, 2015

To: Chief Elected Officials (CEO)
Workforce Development Board (WDB) Chairs
Michigan Works! Agency (MWA) Directors

From: Christine Quinn, Director, Workforce Development Agency

Subject: Designation of Workforce Development Areas Under the Workforce Innovation and Opportunity Act (WIOA)

Programs Affected: WIOA Programs

Rescissions: None

References: The WIOA of 2014, Public Law (PL) 113-128

34 Code of Federal Regulations (CFR) Parts 361 and 463, Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Notice of Proposed Rulemaking

Training and Employment Guidance Letter WIOA No. 27-14, Operating Guidance for the Workforce Innovation and Opportunity Act, issued April 15, 2015

Background: The WIOA was signed into law on July 22, 2014, and emphasizes a broad vision of workforce development programs that respond to the needs of employers by preparing workers with the skills and resources needed to compete for in-demand jobs. The Act also stresses the importance of alignment of the workforce investment, education, and economic development systems and promotes improvement in the structure and delivery of services. To that end, the WIOA provides Michigan with new



opportunities to enhance the service delivery systems, enrich services to customers, and advance partner linkages.

Local workforce development areas are designated for the purpose of implementing the WIOA and administering workforce development programs through the Michigan Works! Agencies. Under the federal legislation, the Governor, in consultation with the local CEO, is required to designate local workforce areas. The definition of CEO is the chief elected executive officer of a unit of general local government in a local area. To implement the WIOA, the CEO has the responsibility to request local workforce development area designation.

Policy:

Designation of Local Workforce Development Areas

The process to designate local workforce development areas is data driven and includes the following activities:

- Analysis of the required workforce activities under the WIOA and criteria for a local workforce development area; and
- Assessment of the current local workforce investment area as designated under the Workforce Investment Act (WIA) and surrounding areas taking into account regionalization.

Pursuant to Section 106(b) of the WIOA, the Governor shall designate local workforce development areas within the State through consultation with the State Board and after consultation with chief elected officials and local boards, and after consideration of comments received through the public comment process.

The transition from local area designation as a WIA local area to a WIOA local area occurs using two distinct methods.

1. Designation of workforce development areas that were designated as a local area under the WIA – Initial Two-Year Designation

If the CEO and the local board submit a request for *initial two-year designation*, the Governor must approve the request if, for the two (2) program years preceding the date of enactment of the WIOA (Program Year (PY) 2012 and 2013), the following criteria are met:

- Was designated as a local area for purposes of WIA;
- Performed successfully; and
- Sustained fiscal integrity.

This initial designation shall apply for the balance of PY 2015 and all of PY 2016.

For the purpose of local area designation under the WIOA, the following definitions apply:

- Performed Successfully. For the purpose of initial local area designation, the term “performed successfully” means that the local area met or exceeded all levels of performance the Governor negotiated with the local board and the CEO and the local area has not failed any individual measure for the last two (2) consecutive program years before enactment of the WIOA.
- Sustained Fiscal Integrity. For the purpose of determining initial local area designation, the term “sustained fiscal integrity” means that the Secretary has not made a formal determination that either the grant recipient or the administrative entity of the area mis-expended funds due to willful disregard of the requirements of the provision involved, gross negligence, or failure to comply with accepted standards of administration for the two (2) years preceding the determination.

Based on the criteria listed above, and consistent with Section 106(b) of the WIOA, the following workforce development areas do not meet initial designation under the WIOA and thus will not be designated as a local area under the WIOA:

1. Genesee-Shiawassee Michigan Works!
2. Michigan Works! Muskegon-Oceana
3. Ottawa County Michigan Works!
4. Michigan Works! Region 7B Consortium
5. South Central Michigan Works!
6. Western Upper Peninsula Michigan Works!

The aforementioned six (6) local areas that do not meet initial designation criteria shall immediately begin transitioning to a new local area consistent with the WIOA and the Regional Prosperity Initiative (Attachment A.)

Regardless of whether a local workforce development area meets the criteria for *initial two-year* designation, the CEO shall review and determine if a change in local area composition would be beneficial for the job seekers, workers, and businesses being served using the criteria established under the WIOA. When making this decision, the CEO is reminded that the WIOA provides the opportunity to rethink how workforce development is delivered in the community and how to best serve job seekers, workers, and businesses. It is the expectation of the Governor and the WDA that local areas that qualify for initial designation but are in a region with a local area(s) that does not meet initial

designation work with such area(s) when developing their application.

Consistent with United States Department of Labor (USDOL) guidance, local areas requesting *initial two-year* designation shall submit their request as soon as possible to align with the WIOA implementation. The deadline for submitting an *initial two-year* designation request is **August 14, 2015**.

2. *Designation of workforce development areas that were not designated as local areas under the WIA – Discretionary Designation*

A local area that does not meet the criteria for submitting a request for initial two-year designation must request discretionary designation.

The Governor shall approve a request for discretionary designation from the CEO of a local area that was not designated under the WIA, pursuant to Section 106(b)(1)(B) of the WIOA, that:

- Is consistent with labor market areas;
- Is consistent with regional economic development areas;
- Has available the Federal and non-Federal resources necessary to effectively administer WIOA activities;
- Has appropriate education and training providers; and
- Is consistent with the geographical boundaries of the Regional Prosperity Initiative (see Attachment A).

The deadline for submitting a discretionary designation request is **August 14, 2015**.

Requesting Local Workforce Development Area Designation

Requests for local workforce development area designation are initiated by completing the WIOA Local Workforce Development Area Designation Application (Attachment B) and submitting electronically to the Workforce Development Agency at: WIOA@michigan.gov. Applications, regardless of initial or discretionary, must be submitted no later than **August 14, 2015**.

Regardless of the method used to obtain designation (initial or discretionary) the local area shall have one official Local Elected Official (LEO) board and one official Workforce Development Board (WDB), consistent with the WIOA. However, local areas may have additional advisory boards that advise the official LEO board and the official WDB. Furthermore, additional board members representing the region may be

appointed as official members to the WDB, consistent with federal and state policy.

At any point during the designation process, the CEO may request technical assistance from the WDA to support the designation process.

Incentive Funding

The WDA has identified Statewide Activities funding to be awarded to local areas that are designated under the discretionary designation, so long as they are consistent with the following incentive criteria:

- The new local area includes, at a minimum, two former local areas that were designated under the WIA;
- The new local area aligns with the Regional Prosperity Initiative Map (Attachment A);
- The new local area designation is completed by **October 1, 2015**, including the execution of a new interlocal agreement (PA 7 or PA 8), creation of the new LEO board, designation of a fiscal agent, appointment of the new WDB, and identification of staff to assist the local board. The designated fiscal agent and identified board staff may be those who served in the same, or similar, capacity under the WIA or newly identified.

Incentive awards in the amount of \$150,000 for the newly designated area may be utilized for any allowable WIOA activity.

Transitional Operation

In order to allow time for local areas that do not qualify for initial designation or for local areas that do qualify for initial designation but are consolidating to align with the Regional Prosperity Initiative (Attachment A), the WDA will allow such areas, if necessary, to operate on a transitional basis for PY 2015 (July 2015 - June 2016) only. The PY 2015 shall be used as a transition year to allow for the execution of a new interlocal agreement (PA7 or PA8), creation of the new LEO board, designation of a fiscal agent, appointment of the new WDB, and identification of staff to assist the local board. The designated fiscal agent and identified board staff may be those who served in the same, or similar, capacity under the WIA or newly identified.

For those local areas that do not qualify for initial designation, all WDA administered funding awarded as of October 1, 2015, will be awarded to a transitional fiscal agent, as identified by the WDA. The transitional fiscal agent will be identified from those local areas within the applicable region that did qualify for initial designation but are seeking discretionary

designation to align with the Regional Prosperity Initiative (see Attachment A). The transitional fiscal agent will have all the rights and responsibilities for the financial management of awards made to the local area.

For example, Region “X” is comprised of MWA “A” and MWA “B.” MWA “A” does not qualify for initial designation. MWA “B” does qualify for initial designation but is requesting discretionary designation under a new local area that comprises the old MWA “A” and “B” and is consistent with the Regional Prosperity Initiative. Under this example, the WDA will designate the existing fiscal agent from MWA “B” to serve as the transitional fiscal agent and, as such, will receive all MWA “A” WDA awarded funding from October 1, 2015 through June 30, 2016. Once the designation process is completed and approved by the Governor, the transitional fiscal agent will no longer receive WDA funding as the newly designated fiscal agent will receive all funding.

Local areas that require the transitional period to complete the designation process will not be eligible for incentive funds.

All local area designations, regardless of initial or discretionary, must be completed and the local area operational, consistent with all federal and state laws, by June 30, 2016, to receive any subsequent funding awarded by the WDA.

Subsequent Designation

After the period of *initial-two year* designation (PY 2015 and PY 2016), the State will approve a request for subsequent designation from the CEO and the local WDB if the following criteria are met during the two (2) years of the *initial* designation:

- The local area performed successfully;
- The local area sustained fiscal integrity; and
- In the case of a local area in a planning region, the local area met the planning requirements described in the WIOA Section 106(c)(1) and operated in a manner consistent with the Regional Prosperity Initiative and the established Talent District Charter.

Note: Subsequent designation does not apply for those areas who receive discretionary designation.

Local Area Appeal Process

If a local area is denied *initial two-year* or subsequent designation, the CEO may submit an appeal to the State consistent with the current WDA Grievance and Complaint Policy.

Appeals must be submitted electronically to WIOA@michigan.gov. The subject line of the submission must state “Appeal of Request for Initial/Subsequent Designation.”

If a decision on the appeal is not rendered within 60 days or does not result in requested local area initial/subsequent designation, the CEO may request a review from the USDOL, pursuant to the WIOA.

The WIOA does not provide any appeal rights for local areas whose application for discretionary designation is denied.

Action: The CEO, from any workforce development area that wishes to operate as a local area for the purpose of delivering services under the WIOA, must submit a “WIOA Local Workforce Development Area Designation Application” (Attachment B) consistent with the procedures and directives contained within this policy.

Inquiries: Questions regarding this policy issuance should be directed to Ms. Stephanie Beckhorn, Director, Office of Talent Policy and Planning, at beckhorns@michigan.gov.

This policy issuance is available for downloading from the internet system. Please contact Ms. Chris Grose at (517) 241-8671 for details.

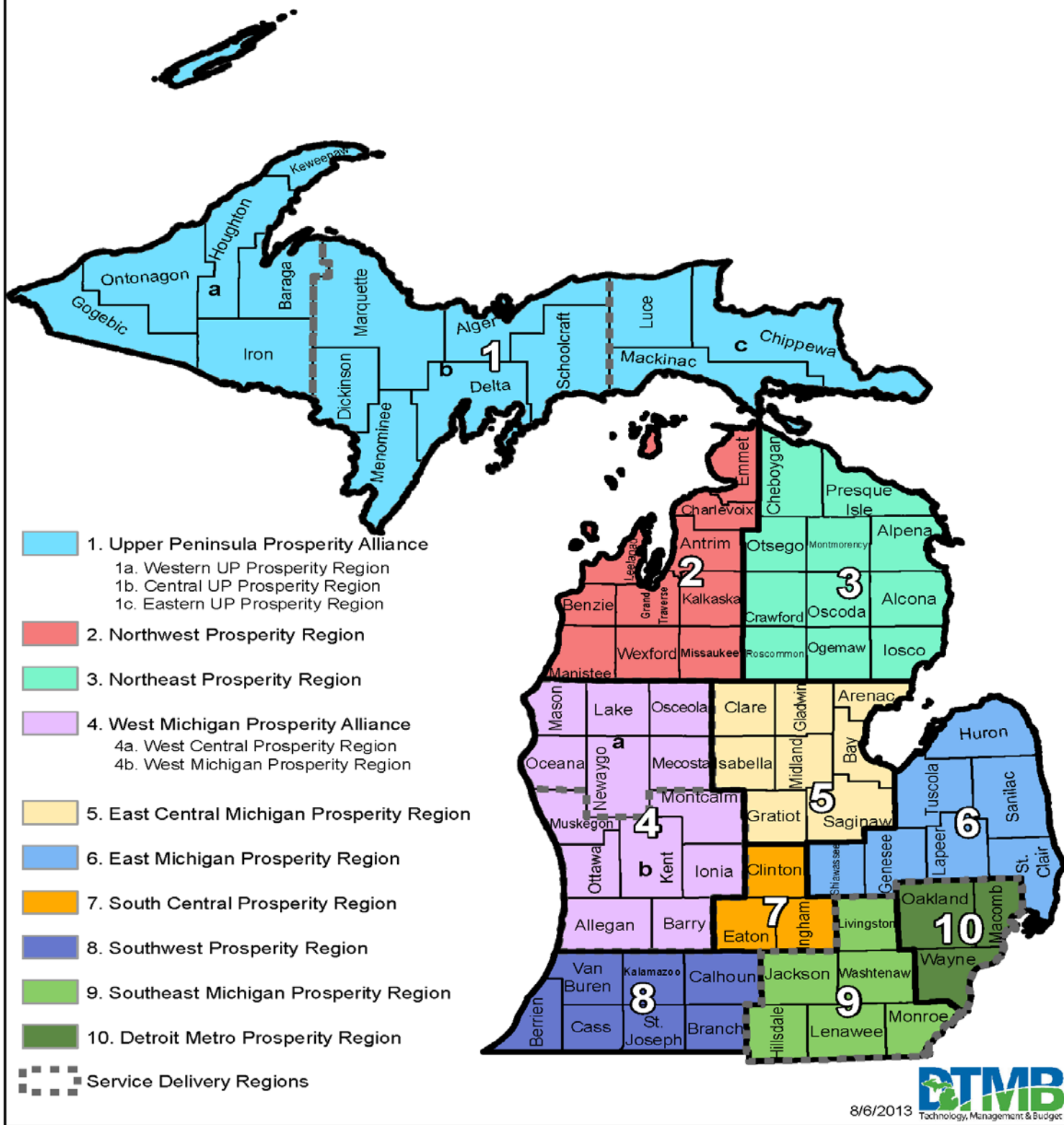
The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon special request to this office.

**Expiration
Date:**

Continuing

CQ:SB:tk
Attachments

State of Michigan Prosperity Regions



WIOA Local Workforce Development Area Designation Application

Requests for local workforce development area designation are initiated by completing this application and submitting it to the Workforce Development Agency at WIOA@michigan.gov. The subject line of the e-mail should state “WIOA Local Area Designation Application.”

Section 1 – Point of Contact

The following information identifies the individual who is completing the application on behalf of the proposed local workforce development area and will be the point of contact for all future correspondence.

Name: 37T

Title: 37T

Address: 37T

Phone: 37T

E-mail: 37T

Date of Application: 37T

Section 2 - Participating Counties

Please list all participating counties who will form the proposed local workforce development area.

37T

37T

37T

37T

Section 3 – Type of Designation Requested

Select one of the following:

- Initial Designation – Complete Step 4
- Discretionary Designation – Complete Step 5

Section 4 - Initial Designation Criteria

Any local area requesting initial designation must demonstrate how the area meets each of the following criteria listed below. **Note:** Please attach a separate document to address each of the specific considerations, as well as any additional supporting documentation.

1. The local area identified in Step 2 above was designated as a local area for purposes of the Workforce Investment Act (WIA).
2. The local area identified in Section 2 above performed successfully (met all WIA performance metrics) during Program Year 2012 and 2013 (July 1, 2012 – June 30, 2014).
3. The local area identified in Section 2 above sustained fiscal integrity, as defined in this policy, during the last 2 consecutive years.

Section 5 – Discretionary Designation Criteria

Any local unit of government interested in receiving discretionary designation must demonstrate how the proposed geographic area meets each of the following criteria listed below. **Note:** Please attach a document to address each of the specific considerations, as well as any additional supporting documentation.

1. The geographic area is consistent with the labor market areas in the State;
2. The geographic area is consistent with the regional economic development areas in the State;
3. The geographic area is served by local educational agencies and intermediate educational agencies;
4. The geographic area is served by postsecondary education institutions and area vocational education schools;
5. The geographic area has available resources (federal and non-federal) necessary to effectively administer workforce development activities; and
6. Is consistent with the geographical boundaries as outlined in the Regional Prosperity Initiative map (Attachment A).

Section 6 - Signatures of Representatives from each County in the Proposed (Initial or Discretionary) Local Workforce Development Area

The Chief Elected Official (CEO) from each county in the proposed Workforce Development Area must sign below. If necessary, a separate signature page for each representative may be attached.

Click to enter County

Signature

Click to enter Date

Click to enter County

Signature

Click to enter Date

Click to enter County

Signature

Click to enter Date

Click to enter County

Signature

Click to enter Date

Section 7 - Approvals of Proposed (Initial or Discretionary) Local Workforce Development Area

The members of the local elected official board representing the workforce development area approve this request of initial/discretionary designation.

- Yes. Please attach the appropriate board meeting minutes
- No. Please explain why.

37I

Requests for Designation Assistance

Recognizing costs will be incurred by those local workforce development areas whose composition changes under the WIOA designation process, assistance is available. Pursuant to Section 106(b)(6) of the WIOA, upon a request of all the local workforce development areas within a planning region, the State may provide funding to assist the local areas in carrying out activities to facilitate the designation of the new local workforce development area.

Local workforce development areas designated under the initial designation method are not eligible for designation funding assistance.

Requests for designation funding assistance may be sent to Ms. Christine Quinn, Director, Workforce Development Agency, at quinnc1@michigan.gov. The request must contain a detailed description of the amount of funds requested and what designation activities will be funded.

ACTION ITEM: *The Governor's Talent Investment Board will vote on whether to approve this PI at the September 15 meeting.*

SUMMARY:

The Workforce Innovation and Opportunity Act (WIOA) requires the establishment and certification of a local Workforce Development Board (WDB) in each local area. Further it states, "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". The process laid out by WIOA is fundamentally the same process enacted under the Acts predecessor the Workforce Investment Act (WIA). The WDA released Policy Issuance (PI) 15-04 on April 2nd detailing the State's requirements for local board certification based on the previous certification process and information contained in WIOA.

Even though WIOA requires the state board to participate in establishing the criteria for use by local areas, the policy went forward to provide local areas adequate time to comply with the tight July 1st deadline while the Governor concurrently appointed the state board. The PI contains language recognizing the requirement for state board input and approval. The United States Department of Labor (USDOL) has since provided clarification on local board certification under WIOA and extended the deadline for establishing the local boards. Based on USDOL's guidance, the WDA revised the local board certification PI for review and approval by the state board.

PI 15-04c1 follows WIOA's local Workforce Development Board composition structure and other board requirements. As with previous legislation, WIOA maintains the business majority requirement, participation by labor, education (adult and higher education), economic development and vocational rehabilitation. Local areas can appoint other members as determined appropriate.

RICK SNYDER
GOVERNOR



CHRISTINE QUINN
DIRECTOR

OFFICIAL DRAFT

Workforce Development Agency (WDA)
Policy Issuance (PI): 15-04, Change 1

E-mailed: 04/02/15 (pv)

Date: ~~April 2, 2015~~ June XX, 2015

To: Michigan Works! Agency (MWA) Directors

From: Stephanie Beckhorn, Director,
Office of Talent Policy and Planning

Subject: Local Workforce Development Board (WDB) Workforce Innovation and Opportunity Act (WIOA) Membership Certification

Programs Affected: All Programs Administered by the MWAs

Rescissions: WDA PI 13-18
WDA PI 15-04

References: Workforce Innovation and Opportunity Act (WIOA) of 2014
WIOA Proposed Rules, issued April 16, 2015
Training and Employment Guidance Letter 27-14, issued April 15, 2015
Talent District Career Council (TDCC), WDA PI 15-01

Background: The WIOA, which supersedes the Workforce Investment Act (WIA) of 1998, presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. The WIOA supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work. This revitalized workforce system will be characterized by three critical hallmarks of excellence:

- (1) The needs of business and workers drive workforce solutions;
- (2) One-Stop Centers provide excellent customer service to workers, jobseekers and employers, and focus on continuous improvement;



Victor Office Center | 201 North Washington Square, 5th Floor | Lansing, Michigan 48913
517.335.5858 | TTY 888.605.6722

- (3) The workforce system supports strong regional economies and plays an active role in community, economic and workforce development.

One of the first steps in implementing the WIOA is reestablishing WDBs in all local areas to meet the law's new provisions. The WIOA Section 107(a) prescribes that there shall be established in each local area (certified by the Governor) a local WDB to lead workforce investment and development activities for the area.

Policy:

This policy change provides revised requirements for the submission of all documentation necessary for initial certification of the membership of each local WDB under the WIOA for Programs Years 2015 and 2016, the time period July 1, 2015 to June 30, 2017.

Current WDB memberships certified in accordance with the WDA PI 13-18 for Calendar Years (CYs) 2014 and 2015 will be invalidated effective October 1, 2015. In order for a local WDB to carry out the WIOA functions, in accordance with the WIOA Section 107(d), WDB membership certification as described in this policy change shall be completed by October 1, 2015. Exceptions to this deadline will be considered on a case-by-case basis for local areas in the process of merging or consolidating. Requests for exceptions must be submitted to the WDA in writing no later than August 14, 2015, to WDB@michigan.gov.

All required forms and instructions are attached to this policy issuance.

Action:

In order to certify a local WDB, MWAs must submit the required documentation listed below.

Certification Components

A complete WDB certification submission requires the following documents:

- (1) WDB CEO Conflict of Interest Attestation (Attachment A)
- (2) WDB Member Conflict of Interest Attestation (Attachment B)
- (3) WDB Composition Summary (Attachment C)
- (4) WDB Membership Roster (Attachment D)
- (5) WDB Alternates Roster (Attachment E)
- (6) Copy of CY 2015 and 2016 Meeting Schedule

All WDB certification materials must be submitted electronically via e-mail by August 14, 2015, to WDB@michigan.gov. Earlier submissions are encouraged.

Adherence to Established Procedures

Until updated policy is issued, all WDBs must continue to comply with established procedures for submission of WDB meeting minutes, WDB Disclosure Report Forms, and roster changes. These items should be submitted to WDB@michigan.gov. Adherence to open meetings and

other requirements previously implemented under the WIA and continued under the WIOA must also be followed.

Inquiries:

In accordance with the Americans with Disabilities Act, the information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon special request received by this office.

Questions regarding this policy change should be addressed to Mr. Rick Niedieck at (586) 263-7896 or e-mailed to niedieck@michigan.gov.

Expiration

Date:

June 30, 2017

SB:RN:tk

Attachments

I. WORKFORCE DEVELOPMENT BOARDS (WDBs)

Appointment of Board Members

The Workforce Innovation and Opportunity Act (WIOA) Section 107(b) outlines the required composition of local Workforce Development Boards (WDBs) and the process for nominating and appointing members. **Until the Governor, in partnership with the State Board, establishes criteria for use by the Chief Elected Official (CEO) for appointment of local WDB members,** the following process shall be followed: Business representatives shall be appointed from among individuals nominated by local business organizations and business trade associations and representatives of labor organizations shall be appointed from among individuals who have been nominated by local labor federations. For members representing these two categories, the CEO must establish a formal policy to facilitate nominations. When there is more than one local area provider of adult education and literacy activities under Title II, or multiple institutions of higher education providing workforce investment activities, the CEO must solicit nominations from those providers and institutions, respectively, prior to appointing the required representatives. The CEO shall make all appointments to the WDB.

Note: All representatives appointed to the WDB must have "optimum policymaking authority," 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.

A majority of the members of each local board shall be representatives of business in the local area. At a minimum, two business sector members must represent small businesses as defined by the U.S. Small Business Administration. All business representatives shall be individuals who:

- (1) Are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; AND
- (2) Represent businesses, including small businesses, or organizations representing businesses, **that provide employment opportunities in in-demand industry sectors or occupations,** as those terms are defined in the 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); AND
- (3) Are appointed from among individuals nominated by local business organizations and business trade associations.

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 and represent employers whose employment opportunities reflect existing and emerging employment opportunities in the region. Board members are required to be

employed by the sector they represent, with exceptions noted in the WDB Composition section.

Members may have alternates attend meetings on their behalf, as long as they are from the same sector and go through the same nomination/appointment process as regular members.

WDB Chairperson

All local WDBs must have a board chair. The WDB chair is elected by the WDB and must be a business sector member of the board (WIOA Section 107(b)(3)). The WDB may also choose to elect a vice-chair who can carry out the chair's functions should the chair be unavailable. The vice-chair must also be elected by the WDB and represent the business sector.

Change in Status, Reappointment, and Terms

Change in Status – Any WDB member who no longer holds the position or status that made them eligible to represent a specific sector on the WDB must resign or be removed by the CEO immediately as a representative of that sector (e.g., they no longer work in the business sector, are no longer affiliated with an educational institution, etc.). A resignation is not effective until it has been accepted by the CEO or a successor appointed.

Reappointments must be initiated through a nomination by the same sector and be reappointed by the CEO following an established formal policy when applicable. All members serve staggered and fixed terms.

To best allow for comprehensive nominations, review and appointment, board vacancies must be filled within 120 days from the time the vacancy was created. The WDBs with vacancies exceeding 120 calendar days will be considered not in compliance.

WDB Minimum Composition

Sector	Additional Requirements	Comments
<p>Representatives of Business</p> <p><i>Majority (51 percent minimum)</i></p>	<p><u><i>Required Business Representatives:</i></u> Are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;</p> <p>Represent businesses, including small businesses, or organizations representing businesses, that provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in the 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).</p> <p>All business members must be nominated by local business organizations (e.g. Chamber of Commerce) or business trade associations following an established formal policy.</p> <p>At a minimum, two members must represent small businesses as defined by the U.S. Small Business Administration</p>	<p>Note (2) Page 6</p>

<p>Representatives of Workforce</p> <p><i>Not less than 20 percent - may include Community Based or Youth Organizations to meet minimum requirement</i></p>	<p><u>Required Labor Organizations:</u></p> <p>(i) shall include two or more representatives of labor organizations (nominated by local labor federations) where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from among other employee representatives.</p> <p>(ii) shall include one or more representatives of a joint labor-management, or union affiliated, registered apprenticeship program 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.</p> <p>The CEO must follow a formal policy to facilitate these nominations.</p>	<p>Note (3) Page 6</p>
<p>Community Based & Youth Organizations (Optional)</p>	<p><u>Community Based Organization:</u></p> <p>A private nonprofit organization (which may include a faith-based organization) that has demonstrated experience and expertise in addressing the employment, training, or educational 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><u>Youth Organizations:</u></p> <p>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>	<p>Note (4) Page 6</p>

<p>Representatives of Education & Training</p> <p>Adult Education/ Literacy</p> <p><i>One (1)</i></p>	<p><u>Required Adult Education/Literacy:</u> Eligible providers administering adult education and literacy activities under Title II. If there are multiple eligible providers serving the local area under Title II, each representative on the local board shall be appointed from among individuals nominated by eligible local providers.</p> <p>The regional TDCC may choose to nominate the Adult Education/ Literacy representative. The CEO should give considerable priority to this nomination when selecting the member.</p>	<p>WDA PI 15-01</p>
<p>Higher Education</p> <p><i>One (1)</i></p>	<p><u>Required Higher Education:</u> Institutions of higher education providing workforce investment activities (including community colleges).</p> <p>If there are multiple institutions of higher education serving the local area by providing workforce investment activities, each representative on the local board shall be appointed from among individuals nominated. The TDCC may choose to nominate the Higher Education representative. The CEO should give considerable priority to these nominations when selecting the members.</p>	<p>WDA PI 15-01</p>
<p>Representatives of Government & Economic & Community Development (ECD)</p> <p><i>One (1)</i></p>	<p><u>Required Economic/Community Development Representative:</u> A representative of an Economic Development Organization, local planning or zoning commission or board, a community development agency, or another local agency or institution responsible for regulating, promoting, or assisting in local economic development.</p>	
<p>Vocational Rehabilitation</p> <p><i>One (1)</i></p>	<p><u>Required Vocational Rehabilitation Representative:</u> An appropriate representative of the programs carried out under Title I of the Rehabilitation Act of 1973 serving the local area. Examples include, but are not limited to, Michigan Rehabilitation Services (MRS) or the Michigan Bureau of Services for Blind Persons.</p>	
<p>State Employment Service</p> <p><i>Zero (0)</i></p>	<p>An appropriate representative from the State employment service office under the Wagner-Peyser Act serving the local area.</p>	<p>Note (1) Page 6</p>

Other Members

Per the WIOA Section 107(b)(2)(E), each local board may include such other individuals or representatives of entities as the CEO in the local area may determine to be appropriate. Representatives in this category will be voting members and subsequently will impact the percentage composition requirements for the Business and Labor Organizations sectors.

If the local board chooses to include a WDA member on the board, the member shall be Ex-Officio and non-voting. The local board shall indicate on their roster, under "Other" that they would like the WDA to nominate a WDA member to the local board.

Notes

- (1) In Michigan, services under Wagner-Peyser are delivered at the local level by the WDB staff or contracted staff. Local boards will not be required to appoint a member in this category due to the agreement resulting from the State of Michigan v. U.S. Department of Labor, U.S. District Court No. 5:98-CV-16.
- (2) The CEO shall appoint business sector members from companies that represent existing and emerging in-demand industry sectors in the local area. Representatives must be from the business sector. Private not-for-profit entities and public entities that operate as businesses and are employers may be considered business sector members on the local WDB. Such entities should align with the key industry sectors for the state and the local area (e.g. a not-for-profit hospital, prison, etc.) as identified in the WDB's local plan. Organizations whose functions align with other represented sectors must be classified in that sector and cannot be classified as a Business Sector Representative. Examples include:
 - (a) Chambers of Commerce and Visitors and Conventions Bureaus may be appointed to local boards as a representative of a Community-Based Organization or, if they function as the local economic development agency, as an economic development representative.
 - (b) Representatives from proprietary schools cannot be considered a business sector member.

MWA's must document how board members in this sector qualify as representatives of businesses that provide employment opportunities in in-demand industry sectors or occupations (ex. LMI, hiring history, etc.). Documentation must be retained on file at the MWA.

- (3) An organized labor representative can be a member of a labor organization or steward without being employed by a labor organization. Should a representative, as described in paragraph (ii) under Labor Organizations, not be available in the local area and attested to by the CEO, any combination of eligible representatives will be acceptable.
- (4) "Demonstrated experience and expertise" means an individual who is a workplace learning advisor as defined in the WIOA Section 3(70); 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.

Multiple entity representation: Members of the Local Board may be appointed as a representative of more than one entity if the individual meets all the criteria for representation for each entity represented, including: nomination (following a formal process, if applicable), “optimum policymaking authority” for both entities and “demonstrated experience and expertise,” if applicable. The expectation is for this to be a rare occurrence and that all submissions will be addressed on a case-by-case basis.

Nominations to the WDB are required under the WIOA for the following sectors:

- (a) All Business Sector members.
- (b) Labor Organizations - For a local area in which employees are represented by labor organizations; nominated by local labor federations.
- (c) Adult Education/Literacy and Higher Education - 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, the CEO must solicit nominations from those providers and institutions, respectively; each representative shall be appointed from among the individuals nominated by such providers or institutions, or by the Talent District Career Council.

Notification of Membership Change

When there is an appointment or resignation of a board member or a new board Chairperson or Vice-Chair (if applicable) is elected, an updated Membership Roster (Attachment D) must be submitted, with the change highlighted, to the WDA within 30 days.

Standing Committees

The WDB may designate and direct the activities of standing committees to provide information and to assist the WDB in carrying out their required responsibilities. Such standing committees shall be chaired by a member of the WDB (Committees should be Business Sector led), may include other members of the WDB, and shall include other individuals appointed by the WDB who are not members of the WDB and who the WDB determines have appropriate experience and expertise. The WDB may designate each of the following standing committees:

- (1) Operations - to provide information and assist with operational and other issues relating to the one-stop delivery system, which may include members representing one-stop partners.
- (2) Youth - 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. The TDCC may serve in this capacity, provided they meet the requirements outlined above.

- (3) Disability Concerns - 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 section 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.

The local board may designate standing committees in addition to the standing committees specified above.

WDB Meetings

A minimum of one official meeting of the WDB shall be held each quarter (four meetings each year). No official WDB business may be conducted in the absence of a quorum. To constitute a quorum, a majority of the total membership must be in attendance at the time of the meeting. Vacancies do not count toward a quorum.

Note: Michigan's Open Meetings Act defines a meeting in section 15.262. "Meeting" means the convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy.

Additional Requirements

- (1) A yearly meeting schedule must be submitted to the WDA and posted to the MWA's website by January 15th of each year.
- (2) Approved minutes must be made available for public inspection within five days after formal approval. All approved meeting minutes shall be posted not more than five business days after the meeting at which they are approved on the MWA's website and a copy submitted electronically to the WDA at WDB@michigan.gov.
- (3) WDB Disclosure Report Forms noting WDB member abstentions from voting must be submitted to WDB@michigan.gov at the same time as the meeting minutes.

WDB By-Laws

The WDB by-laws must be updated to reflect WDB composition requirements outlined in this policy and any other changes associated with the implementation of the WIOA. The WDBs should use this opportunity to thoroughly review and update their by-laws. The WDBs should pay particular attention to participation options made possible by advancements in electronics and telecommunications, provisions for conflict of interest, and outline the representative nomination process. Revised by-laws must be submitted to the WDA by December 31, 2015.

**Workforce Development Board (WDB)
Chief Elected Official
Conflict of Interest Attestation Form Instructions**

Chief Elected Officials shall not appoint an individual to serve on a local WDB if he or she has an ownership interest in or is employed by an organization that receives money under the direct control of the board, or if the individual engages in any other activity that creates a conflict of interest or what would appear to a reasonable person to be a conflict of interest.

Exception - An individual who has an interest in or is employed by an entity that receives money under the partial or complete control of the local WDB may be appointed to, or continue to serve on, the board if the individual does not hold a policymaking position with the entity and would not receive other than a remote or incidental benefit from the board's decisions.

The exception applies to allow local WDB representation from entities such as a school that enrolls students with tuition paid from funds under the control of the board, a government agency from which representation is required, and an employer that accepts compensation for the extraordinary costs of providing Employer-Based Training from funds under the board's control.

The Conflict of Interest Attestation Form must be signed by the Chief Elected Official and submitted to the Workforce Development Agency (WDA) to ensure certification of the local board. This form is an attestation that a conflict of interest does not exist in regard to all WDB members.

This form must be completed, signed by the Chief Elected Official, and submitted to the WDA by August 14, 2015 as part of the certification package.

**WORKFORCE DEVELOPMENT BOARD
CHIEF ELECTED OFFICIAL (CEO)
CONFLICT OF INTEREST ATTESTATION FORM**

Michigan Works! Agency Name

I, the undersigned, do attest that a conflict of interest does not exist with any of these Workforce Development Board members.

Chief Elected Official's Name (typed)

Chief Elected Official's Signature

Date

Please submit electronic scanned copies with signature to:

Workforce Development Agency
Office of Talent Policy and Planning
Workforce Development Boards

E-mail: WDB@michigan.gov

**Workforce Development Board (WDB) Member
Conflict of Interest Attestation Form Instructions**

The WDB members must ensure that their individual interests do not conflict or interfere with their duties while serving in their appointed positions. Conflict of interest requirements must be met as soon as board members are appointed. A conflict of interest is a circumstance in which the WDB member's individual interest impairs (or gives the appearance of impairing) their ability to make unbiased decisions or provide unbiased public services. The WDBs and their members must adhere to both federal and state conflict of interest requirements.

For the WDB certification process, all appointed WDB members must complete and sign the WDB Conflict of Interest Attestation Form and the signed forms must be submitted to the Workforce Development Agency as part of the certification packet by August 14, 2015. Initial attestation will cover the period October 1, 2015 through December 31, 2016.

After the WDB is certified, each WDB member shall sign a WDB Conflict of Interest Attestation Form annually. The signed forms shall be kept on file at the MWA.

**WORKFORCE DEVELOPMENT BOARD (WDB) MEMBER
CONFLICT OF INTEREST ATTESTATION FORM**

Michigan Works! Agency Name

I, the undersigned, do attest that a conflict of interest does not exist between my individual interest as (*list position and company name*) _____ and my ability to make unbiased decisions while serving as a member of the WDB.

WDB Member's Name (printed)

WDB Member's Signature

Date

MWA Executive Director (signature)

Please submit electronic scanned copies with signatures to:

Workforce Development Agency
Office of Talent Policy and Planning
Workforce Development Boards

E-mail: WDB@michigan.gov

**Workforce Development Board (WDB)
Composition Summary Form Instructions**

The following WDB Composition Summary, indicating the actual number and percentage of representatives by sector, must be completed and submitted as part of the certification package. Minimum composition requirements are noted. A majority shall be Business Sector representatives and Labor Organizations shall constitute a minimum 20 percent of total membership. Community-Based Organizations may be counted towards the 20 percent requirement if conditions outlined in this policy issuance are met.

In the first column, indicate the number of members in each sector. In the second column, indicate the percentage of the entire membership that this number constitutes. Do not count ex-officio representatives in the percentage calculations, unless the representative is explicitly designated as a voting member.

Labor Organizations/Apprenticeship Check Box – Check this box if the Chief Elected Official (CEO) attests there are no organizations meeting the requirements of this sector in the local area.

Required - shall include one or more representatives of a joint labor- management, or union affiliated, registered apprenticeship program 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. The checkbox allows the CEO designation of the inability to meet the required subdivisions of labor representation.

WORKFORCE DEVELOPMENT BOARD (WDB) COMPOSITION SUMMARY

Michigan Works! Agency Name _____

Sector	Local Membership Composition		Minimum Requirements	
	#	%	#	%
Business Sector			8	51%
Labor Organizations			2 minimum	3 Combined Minimum 20%
Labor Organizations /Apprenticeship			1 minimum	
Community-Based/Youth Organization* (Optional)				
Adult Education/Literacy			1	N/A
Higher Education			1	N/A
Economic/Community Development			1	N/A
Vocational Rehabilitation			1	N/A
Workforce Development Agency Ex-Officio (Optional)		N/A		N/A
Other				N/A
TOTALS		100%	15 minimum	N/A

*May be used to count towards the 20 percent Workforce Representatives requirement.

Labor Organizations /Apprenticeship - Check if the CEO attests there are no organizations fitting this sector in the local area.

Please submit completed form to:

Workforce Development Agency
Office of Talent Policy and Planning
Workforce Development Boards

E-mail: WDB@michigan.gov

**Workforce Development Board (WDB)
Membership Roster Instructions**

This form must be completed for certification and final approval by the Governor in accordance with the following instructions. When duplicating the form for additional member information, ensure the header is on all duplicate pages.

- A. Title, Name, Title of Position and Industry: Starting with the WDB chair, provide the title (Mr., Ms., Mrs., or Dr.), member's name, and his/her title or position in the organization represented (Human Resources Director, etc.). Indicate the type of in-demand industry sector or occupations or organization represented, e.g., manufacturing, health care, information technology, agriculture, construction, transportation, communications, utility, professional services, etc. If the board member is an elected official, include their elected position title (e.g., County Commissioner, Luce County).
- B. Name of Organization, Mailing Address, E-mail Address, and Phone Number: Indicate the name of the organization by which the individual is employed. Include the mailing address, e-mail address, and telephone number for each member. Contact information cannot be the local Michigan Works! Agency office.
- C. Board Term and Nominating Organization: Identify each member's board term: Month, Day and Year to Month, Day and Year, (i.e., 07/01/15 – 6/30/17). For Business, Labor Organizations and Education Representatives, indicate the nominating organization, if applicable (required for business and labor sector representatives).
- D. Vacant Positions: If the local board meets minimum composition requirements for certification but has vacancies due to by-law requirements, place the word vacant where the member's name would appear in the appropriate sector.

NOTE: Wrap text as necessary to fit box.

Please submit completed form to:

Workforce Development Agency
Office of Talent Policy and Planning
Workforce Development Boards

E-mail: WDB@michigan.gov

WORKFORCE DEVELOPMENT BOARD (WDB) MEMBERSHIP ROSTER

MWA Name: _____ Date Revised: _____

A. Name & Title Type of in-demand industry sector or occupations represented NOTE: Wrap text as necessary to fit box	B. Company name, mailing address, email, and phone number NOTE: Wrap text as necessary to fit box	C. Board Term (m/d/yr – m/d/yr) Nominating Organization (See Note)
Business (Minimum 51percent) Indicate Board Chair and Vice Chair, if applicable & the Chair's Term as Chairperson		
1.		
2. (Add rows as necessary)		
Labor Organizations/Apprenticeship (Minimum 20%)		
1.		
2.		
1. (Add rows as necessary)		
Community-Based /Youth Organization (Optional)		
1. (Add rows as necessary)		
Adult Education/Higher Education		
1.		
2. (Add rows as necessary)		
Economic and Community Development		
1. (Add rows as necessary)		
Vocational Rehabilitation		
1. (Add rows as necessary)		
Other		
1. (Add rows as necessary)		
1. (Add rows as necessary)		
1. (Add rows as necessary)		

- Indicate any vacancies in the appropriate section in column A (See Instructions for Attachment D)

- If any of the board members are elected officials, include their elected position title in column A along with their represented organization's title

Note: The Nominating Organization is required for the Business Sector and may be required for Labor Organizations and Education Representatives.

**Workforce Development Board (WDB)
Alternates Roster Instructions**

1. First column: Indicate the member for whom an alternate is designated.
2. Second column: Provide the name & title of the alternate member.
3. Third column: Provide the data for the alternate member.

Please submit completed form to:

Workforce Development Agency
Office of Talent Policy and Planning
Workforce Development Boards

E-mail: WDB@michigan.gov

WORKFORCE DEVELOPMENT BOARD ALTERNATES ROSTER

WDB Member	Designated Alternate	Designated Alternate Contact Information
Name:	Name:	Organization:
	Title:	Mailing Address:
		Telephone Number:
Name:	Name:	Organization:
	Title:	Mailing Address:
		Telephone Number:
Name:	Name:	Organization:
	Title:	Mailing Address:
		Telephone Number:

GOVERNOR'S TALENT INVESTMENT BOARD

Mark Alyea, Chair

Alro Steel Corporation
(Business)

Dennis Argyle, Vice Chair

Knight Facilities Management, Inc.
(Business)

Paul Arsenault

Concepts Consulting
(Business)

Thomas Begin

Consumers Energy
(Business)

Kenyatta Brame

Cascade Engineering
(Business)

Jamie Clover Adams, Director

Department of Agriculture and Rural
Development
(State Agency, ex-officio)

Stephanie Comai, Director

Talent Investment Agency
(State Agency, ex-officio)

Tony Day

Nottawaseppi Huron Band of
the Potawatomi
(Business)

Helen Dietrich

Ridgeview Orchards
(Business)

Mike Flanagan, State Superintendent

Michigan Department of Education
(State Agency - ex-officio)

Jodi Gibson

Kellogg Company
(Business)

Abdul Haidous, County Commissioner

Wayne County, District 11
(Chief Elected Official)

Senator Kenneth Horn

(R-Frankenmuth)
Michigan State Senate
District 32
(State Senator)

Suzanne Howell, Director

Michigan Rehabilitation Services
(State Agency-core programs)

Representative Brandt Iden

(R-Portage)
Michigan House of Representatives
District 61
(Michigan House of Representatives)

Marcus James

The Dow Chemical Company
(Business)

Darcy Kerr

Accident Fund Holdings Inc.
(Business)

Nick Lyon, Director

Department of Health and Human
Services
(State Agency, ex-officio)

John Moll

Gemini Corporation
(Business)

Donald O'Connell

Operating Engineers Local 324
(Labor/Apprenticeships)

Douglas Parks

Kellie's Hallmark Shop
(Business)

William Peterson

United Auto Workers
(Labor/Apprenticeships)

Christine Quinn, Director

Workforce Development Agency
(State Agency-core programs)

Tony Retaskie

Upper Peninsula Construction Council
(Labor/Apprenticeships)

Tauzzari Robinson

The Boys and Girls Club of Greater
Flint
(Youth organizations)

Brad Rusthoven

Franchino Mold and Engineering
(Business)

Conan Smith, County Commissioner

Washtenaw County, District 9
(Chief Elected Official)

Zane Walker

Michigan Building and Construction
Trades Council
(Labor/Apprenticeships)

Gregory Winter

Omni Metalcraft Corporation
(Business)

Elaine Wood

Networks Northwest
(Community Based Organizations)

Mike Zimmer, Director

Department of Licensing and
Regulatory Affairs
(State Agency- ex-officio)