

Procedure for Maintaining Local Boards

Appointments to the initial local workforce investment boards by the chief elected officials were approved by the Arkansas Workforce Investment Board on January 11, 2000 and by the Governor on January 14. Act 1125 of 1999 states that the Governor shall, once every two years, certify one local board for each local area in the state.

After a memorandum of understanding is entered into between an organization and a local board, that organization becomes a One-Stop partner and receives representation on the local board. The One-Stop partner determines its board representative. The representative need not live within the workforce investment area, but it is expected that they will work there and will be the optimum representative of the partner in that area. It is the partner representative that is on the board and not the person. If the person no longer represents the partner, the partner shall name a new representative. If a memorandum of understanding is dissolved, that partner loses representation on the board.

While the composition of local boards may change between periods of certification, all local boards must maintain a majority as business representatives, and the chair and vice-chair must come from this group. In making changes to local boards, all statutory categories must be maintained in accordance with Arkansas Act 1125 of 1999 and the "Criteria for Use by CEOs in Local Workforce Investment Board (LWIB) Appointments" approved by the Arkansas Workforce Investment Board (Attachment A).

Changes to local workforce investment board membership must be submitted to the Arkansas Workforce Investment Board using the approved form (Attachment B). The Arkansas Workforce Investment Board will review the request and make a recommendation to the Governor. The change will not be official until approved by the Governor or his or her designee and notification is made to the local board.

Local Board Nomination Process

The CEO shall develop a process for soliciting local board nominations consistent with WIA and state policy. The CEO (or local board) shall keep on file a record of the processes followed for soliciting nominations. The nominations' information for each appointment must be kept on file at the local level.

Local Board Selection/Appointment Process

Under the federal Workforce Investment Act of 1998 and Arkansas Act 1125 of 1999, the chief elected official in a local area is authorized to appoint the members of the local board for the area, in accordance with the state criteria. All changes to the local board must be made in accordance with state law and criteria approved by the Arkansas Workforce Investment Board. (Attachment A)

Once nominations and supporting documentation are received, the CEO makes appointments to the local board. A completed LWIB Maintenance Form(s) must be submitted for each appointment to the Arkansas Workforce Investment Board **by the 15th of each month** to be processed by the end of that month. Forms received after the 15th will be processed the following month. A copy of the LWIB Maintenance Form must be maintained at the Board level.

Certification of LWIB Members

The Arkansas Workforce Investment Board will review all local board membership appointments and reappointments and request clarification or documentation if there are questions. **Within 5 days** of receipt, a certification document will be prepared and a recommendation for approval will be submitted to the Governor or his designee. Upon approval by the Governor or his designee, the Arkansas Workforce Investment Board will make notification to the CEO. **The changes will not be official until approved by the Governor or his or her designee and notification is made to the local board.**

Reappointments

The CEO shall make reappointments to the Board using the Local Board Nomination and Local Board Selection/Appointment processes. A LWIB Maintenance Form must be submitted to the Arkansas Workforce Investment Board within **30 calendar days** from the effective date of the term expiration. During the 30-day calendar period, the Board will be able to act as a Board and conduct business. If the CEO(s) fails to reappoint a Board member in a required category within 30 calendar days, the Board will be out of compliance with its membership composition.

Vacancies

Required Notice

If a Board member vacancy occurs due to resignation, termination, or any other reason, the vacancy must be reported to the Arkansas Workforce Investment Board within **30 calendar days** of such event. Such notice shall include:

1. The name of the Board member;
2. The category represented; and
3. The effective date of the resignation, termination, or other event causing the vacancy.

The original resignation letter or documentation of the official action must be maintained at the local Board level.

Filling A Vacancy

The CEO shall fill a vacancy in the required category using the **Local Board Nomination** and **Local Board Selection/Appointment** processes. A LWIB Maintenance Form must be submitted to the Arkansas Workforce Investment Board within **30 calendar days** of the effective date of the vacancy.

If the process has been started to fill the vacancy, the local board will be deemed to be in compliance. The position must be filled within the 30 calendar days allowed by this policy.

**LOCAL WORKFORCE INVESTMENT BOARD (LWIB)
MAINTENANCE FORM FOR BOARD MEMBERSHIP**

NAME OF LWIB:

Arkansas Workforce Investment Board

WITHDRAWN:

First Name, MI, Last Name	
Category	
Effective Date:	

APPOINTED:

<input type="checkbox"/> New Appointment <input type="checkbox"/> Reappointment	
Prefix:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Other (Specify)
First Name, MI, Last Name Member's Business Title Member's Business Name	
Member's Mailing Address: Phone: Fax: E-Mail:	
Optimum Policy Making/ Hiring Authority?	<input type="checkbox"/> YES <input type="checkbox"/> NO

IF BUSINESS MEMBER, COMPLETE THIS SECTION:

Business Reflects Employment Opportunities in the Community?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Local Business Organization Or Trade Association Nominating Member:	Name: Org./Assn. Name: Location:

IF OTHER THAN BUSINESS MEMBER, COMPLETE THIS SECTION:

<u>Partner Representation</u> (Choose all that apply)	
Sector Represented	<input type="checkbox"/> Organized Labor <input type="checkbox"/> Economic Development Agency <input type="checkbox"/> Education Entity <input type="checkbox"/> CBO <input type="checkbox"/> Other

 LWIB Chairman

 Chief Elected Official

 Date

 Date
Monitor Review

Reviewed By: _____

Review Date: _____