

Bureau of Workforce Development Administration  
North Central Local Workforce Development Board (LWDB)  
2020 LWDB Membership Composition Review  
Review conducted by Oversight Services staff member Melanie Erb

Dates of Desk Review Analysis:

Date: Jan. 14 – Feb. 26, 2020

## SUMMARY

The Bureau of Workforce Development Administration conducted the 2020 LWDB Membership Composition Review for the local area’s workforce development board membership.

## REVIEW

### 1. LWDB Membership List and Documentation Review

**Finding #1:** Missing and/or Incomplete Nomination Letters

**Observation:** When members of the LWDB requiring nomination were re-appointed, nomination letters were not submitted. This includes two current LWDB members whose terms expired June 30, 2020.

Nomination letters provided for T. Coursey and K. Davis do not provide information about the nominee’s optimum policy making and/or hiring authority and do not include a narrative supporting the qualifications of the nominee. The letters state the name of the person’s employer and in some letters a job title is provided, but they do not include a narrative supporting the qualifications of the nomination, which shall include but is not limited to a description of how the business member employer provides high-quality, work relevant training and development in an in-demand industry sector(s) or occupation(s).

**Citation:** Workforce System Policy (WSP) No. 02-2015, *Local Governance Policy*, Section VI, Local Workforce Development Boards, C.

**Required Action:** The LWDB staff must obtain nomination letters as required under WSP No. 02-2015, Section VI, C, as reappointments must be made in the same manner as appointments. The letters shall contain an acknowledgement of the nominee’s optimum policy-making and/or hiring authority, as well as a narrative supporting the qualifications of the nominee as set forth in the *Local Governance Policy*. Both members terms expire June 30, 2020. The LWDB staff must obtain compliant nomination letters prior to the members’ appointment to an additional term. **No response required.**

### 2. Business

**Finding #2:** Business Members Do Not Make Up a Majority of the LWDB

**Observation:** Currently there are twenty-four members on the North Central LWDB. Only twelve of those members are representatives of business.

**Citation:** Workforce Innovation & Opportunity Act (WIOA) §107(b)(2)(A)(ii); WSP No. 02-2015, Local Governance, Section VI, Local Workforce Development Boards, B.

**Required Action:** The LWDB must work with the Chief Local Elected Official to secure the nomination of a representative of a business to bring the total number of business members to thirteen, thereby creating a majority of business members on the LWDB. When the person has been appointed, the nomination and appointment letters, the Statement of Financial Interests form and the Conflict of Interest Code form shall be sent to OS for compliance review. **No response required.**

### 3. Workforce

No findings or concerns were identified in this section.

### 4. Education

No findings or concerns were identified in this section.

### 5. Governmental and Economic and Community Development

No findings or concerns were identified in this section.

### 6. Optional Members

No findings or concerns were identified in this section.

### 7. Single Audit

According to Section 107(c)(2)(B) of the Workforce Innovation and Opportunity Act, one of the requirements for continued local board certification is maintaining fiscal integrity. Fiscal integrity will be reviewed as part of the PY 2019 monitoring. The LWDB is considered certified at this time. However, if the Department determines during the monitoring that the LWDB did not maintain fiscal integrity, it may be at risk of decertification. This process is defined under Section VI(G)(2) of Workforce System Policy No. 02-2015: *Local Governance Policy*.

### 8. GENERAL

BWDA extends its thanks to the North Central LWDB monitoring staff for providing documents and support during the 2020 LWDB Membership Composition review. Should the monitoring team or other staff need additional support, please do not hesitate to contact the assigned analyst for the local area.