



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
LANSING

STEPHANIE BECKHORN
ACTING DIRECTOR

OFFICIAL
Policy Issuance (PI): 19-09

Date: March 28, 2019

To: Michigan Works! Agency (MWA) Directors

From: Heather McBrien, Director **SIGNED**
Operations
Workforce Development Agency

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

Programs Affected: All Programs Administered by the MWAs

Rescissions: PI 15-04 and any subsequent changes.

References: The WIOA of 2014
The WIOA Final Rules, issued August 19, 2016
Training and Employment Guidance Letter 27-14, issued April 15, 2015

Background: The WIOA, which supersedes the Workforce Investment Act of 1998, presents an extraordinary opportunity to improve job and career options for our nation's workers and job seekers 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, job seekers, and employers, and focus on continuous improvement.
- (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 was 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. The purpose of the local WDB is explained at 20 Code of Federal Regulations 679.300. The local WDB represents a wide variety of individuals, businesses, and organizations throughout the local area. The local WDB serves as a strategic convener to promote and broker effective relationships between the Chief Elected Officials (CEOs) and economic, education, and workforce partners. The local WDB must develop a strategy to continuously improve and strengthen the workforce development system through innovation in, and alignment and improvement of employment, training, and education programs to promote economic growth. Local WDB members must establish a platform in which all members actively participate and collaborate closely with the required and other partners of the workforce development system, including public and private organizations. This is crucial to the local WDB's role in integrating and aligning a more effective, job-driven workforce investment system.

The WIOA Section 107(c)(2)(A) prescribes: The Governor shall, once every two years, certify one local board for each local area in the state. Such certification shall be based on criteria established under subsection (b) – Board Membership, and for a second or subsequent certification, the extent to which the local board has ensured that workforce investment activities carried out in the local area have enabled the local area to meet the corresponding performance accountability measures and achieve sustained fiscal integrity, as defined in Section 106(e)(2).

Policy:

This policy provides requirements for the submission of all documentation necessary for recertification of the membership of each local WDB under the WIOA for Program Years 2019 and 2020, the time period July 1, 2019 thru June 30, 2021. All required forms and instructions are attached to this policy.

Current local WDB memberships certified in accordance with PI 15-04, Change 2 for Program Years 2017 and 2018 will expire effective June 30, 2019.

Action:

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

Certification Components

A complete local WDB recertification 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 Calendar Year 2019 Meeting Schedule.

All local WDB recertification materials must be submitted electronically via email by May 30, 2019, to WDB@michigan.gov. Earlier submissions are encouraged.

Adherence to Established Procedures

Until the updated policy is issued, all local WDBs must continue to comply with established procedures for the submission of local WDB meeting minutes, local WDB Disclosure Report Forms, and roster changes. These items should be submitted to WDB@michigan.gov. Adherence to open meetings and other requirements as specified under the WIOA must also be followed.

Inquiries: Questions regarding this policy should be emailed to Frank Ferro at ferrof1@michigan.gov.

This policy is available for downloading from the [WDA's website](#).

The information contained in this policy will be made available in alternative formats (large type, audio tape, etc.) upon request to this office. Please contact Ms. Pam Vance by telephone at 517-241-9834 or by email at VanceP1@michigan.gov for details.

Expiration

Date: June 30, 2021

HM:FF:pv
Attachments

BACKGROUND AND INSTRUCTIONS FOR CERTIFICATION

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 local WDB.

Note: All representatives appointed to the local 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 WDB 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

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

- (2) Are appointed from among individuals nominated by local business organizations and business trade associations.

Members of the local 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 By-Laws

The local WDB by-laws must be updated to reflect the changes listed below. The WDBs should use this opportunity to thoroughly review and update their by-laws and submit them to the Michigan Talent Investment Agency/Workforce Development Agency (TIA/WDA) with the other required information.

The CEO must establish by-laws, consistent with State policy for local WDB membership, that, at a minimum, address:

- (1) The nomination process used by the CEO to select the WDB Chair and members.
- (2) The term limitations and how the term appointments will be staggered to ensure only a portion of membership expire in a given year.
- (3) The process to notify the CEO of a WDB member vacancy to ensure a prompt nominee.
- (4) The proxy and alternative designee process that will be used when a WDB member is unable to attend a meeting and assigns a designee as per the requirements at the [WIOA, Section 679.110\(d\)\(4\)](#).
- (5) The use of technology, such as phone and web-based meetings that will be used to promote WDB member participation. The process to ensure WDB members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities.
- (6) A description of any other conditions governing appointment or membership on the WDB as deemed appropriate by the CEO.

WDB Chair

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

Any local 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.

Composition

Please see the local WDB minimum composition requirements (pages 4–6) and fill out the Composition Summary (Attachment C) as part of the recertification packet.

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>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><i>Required Labor Organizations</i></u></p> <ul style="list-style-type: none"> 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. 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>The CEO must follow a formal policy to facilitate these nominations.</p>	
<p>Community Based & Youth Organizations (Optional)</p>	<p><u><i>Community-Based Organizations</i></u> Private nonprofit organizations (which may include a faith-based organization) that have demonstrated experience and expertise in addressing the employment, training, or educational needs of individuals with barriers to employment, including organizations that</p>	

Sector	Additional Requirements	Comments
	<p>serve veterans or that provide or support competitive, integrated employment for individuals with disabilities.</p> <p><u>Youth Organizations</u> 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>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 Career and Educational Advisory Council (CEAC) may choose to nominate the Adult Education/ Literacy representative. The CEO should give considerable priority to this nomination when selecting the member.</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 regional CEAC may choose to nominate the Higher Education representative. The CEO should give considerable priority to this nomination when selecting the member.</p>	
<p>Representatives of Government & Economic & Community Development</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>	

Vocational Rehabilitation <i>One (1)</i>	<u><i>Required Vocational Rehabilitation Representative</i></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 or the Michigan Bureau of Services for Blind Persons.	
State Employment Service <i>Zero (0)</i>	An appropriate representative from the State employment service office under the Wagner-Peyser Act serving the local area.	

Conflict of Interest

The WDB members must ensure that their individual interests do not conflict or interfere with their duties while serving in their appointed positions. As part of the WDB certification, all board members (including the WDB Chair) must submit the Conflict of Interest Attestation Form (Attachment A or B) signed by both the board member and the local Michigan Works! Director.

Situations sometimes require board members to abstain from voting on issues in which they may be affiliated. In cases where the WDB member abstains from voting, for this reason, the WDB must document this using the WDB Disclosure Report Form (Attachment F). The completed form must be submitted to the WDA at WDB@michigan.gov after every meeting in which abstention occurs. In addition to sending the Conflict of Interest Attestation form, the WDB must also include the approved meeting minutes which mention the abstention.

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.

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.

Nepotism

The WDBs shall assure that local provisions are established and maintained to prevent persons in an administrative capacity from using their positions for a purpose that is, or gives the appearance of, being motivated by favoritism for themselves or others with whom they have family relationships.

Nominations

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

- (1) All Business Sector members.
- (2) Labor Organizations - For a local area in which employees are represented by labor organizations; nominated by local labor federations.
- (3) 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 CEAC.

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 employers 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 Convention 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.

The Michigan Works! Agencies (MWAs) must document how board members in this sector qualify as representatives of businesses which provide employment opportunities in in-demand industry sectors or occupations. Documentation (e.g., Labor Market Information or hiring history) 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 Required Labor Organizations, not be available in the local area as 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 who the local board recognizes for valuable contributions in education or workforce development related fields.

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.

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 WDA staff as a WDB member, 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 staff member to the local board.

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 business sector led and shall be chaired by a member of the WDB. Standing committees may include other WDB members but shall also include other non-WDB members possessing appropriate experience and expertise determined and appointed by the WDB. 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 CEAC 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.

Additional Requirements

- (1) A yearly meeting schedule must be submitted to the WDA - and posted to the MWA's website - by January 15 of each year.
- (2) All approved meeting minutes shall be posted on the MWA's website not more than five business days after the meeting at which they are approved, and a copy submitted electronically to the WDA at WDB@michigan.gov.
- (3) The recertification materials should be submitted in a packet directly from the MWA to the WDA.

Appeals Process

A WDB decertified by the WDA has the right to appeal. The appeal must be in writing and be filed with the WDA within 30 working days from the date of the notification of decertification. The WDA address is 201 North Washington Square, Lansing, Michigan 48913. Appeals will follow the WDA Grievance and Complaint Policy in effect at the time of the WDB's notification of decertification.

**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, part of the certification package to ensure certification of the WDB, is an attestation that a conflict of interest does not exist with the WDB. This form must be completed, signed by the Chief Elected Official and submitted to the Michigan Talent Investment Agency/Workforce Development Agency at WDB@michigan.gov by May 30, 2019. This attestation will cover the period of July 1, 2019 through June 30, 2021.

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

Michigan Works! Agency Name

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Local WDB Name

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I, the undersigned, do attest that a conflict of interest does not exist between my individual interests as (list position and company name) and my ability to make unbiased decisions while serving as a Chief Elected Official of the Workforce Development Board.

If a conflict of interest arises between my individual interests and duties as a member of the Workforce Development Board, I will acknowledge, disclose, and act according to Workforce Development Board By-Laws for such conflicts.

Chief Elected Official's Name (printed)
Chief Elected Official's Signature
Date

Please submit electronic scanned copies with signature to:

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 recertification 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 Michigan Talent Investment Agency/Workforce Development Agency at WDB@michigan.gov by May 30, 2019, as part of the WDB certification package. This attestation will cover the period of July 1, 2019 through June 30, 2021.

After the WDB is recertified, each WDB member shall sign a WDB Conflict of Interest Attestation Form annually. The signed forms shall be sent to the WDA and kept on file at the Michigan Works! Agency.

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

Michigan Works! Agency Name

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Local WDB Name

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

If a conflict of interest arises between my individual interests and duties as a member of the Workforce Development Board, I will acknowledge, disclose, and act according to the Workforce Development Board By-Laws for such conflicts.

WDB Member's Name (printed)
WDB Member's Signature
Position and Company Name
Date
MWA Director (signature)

Please submit electronic scanned copies with signatures to:

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 recertification package. Minimum composition requirements are noted. A majority shall be Business Sector representatives, and Labor Organizations shall constitute a minimum of 20 percent of the 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 #	Local Membership Composition %	Minimum Requirements #	Minimum Requirements %
Business Sector			8	51%
Labor Organizations			2 Minimum	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
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 Chief Elected Official attests there are no organizations fitting this sector in the local area.

Please submit completed form to:

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 (e.g., 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, Email Address, and Phone Number: Indicate the name of the organization by which the individual is employed. Include the mailing address, email 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. 07/01/17 – 06/30/19). 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 recertification 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:
E-mail: WDB@michigan.gov

WORKFORCE DEVELOPMENT BOARD (WDB) MEMBERSHIP ROSTER**MWA Name:****Date Revised:****Business (Minimum 51%) Indicate Board Chair and Vice Chair, if applicable, and the Chair's Term as Chairperson**

Name:	Name:
Title:	Title:
Type of in-demand industry sector:	Type of in-demand industry sector:
Company Name:	Company Name:
Mailing Address:	Mailing Address:
Email:	Email:
Phone Number:	Phone Number:
Board Term Start Date: End Date:	Board Term Start Date: End Date:
Nominating Organization:	Nominating Organization:

Labor Organizations/Apprenticeship (Minimum 20%)

Name:	Name:
Title:	Title:
Company Name:	Company Name:
Mailing Address:	Mailing Address:
Email:	Email:
Phone Number:	Phone Number:
Board Term Start Date: End Date:	Board Term Start Date: End Date:
Nominating Organization:	Nominating Organization:

WORKFORCE DEVELOPMENT BOARD (WDB) MEMBERSHIP ROSTER**MWA Name:****Date Revised:****Community-Based/Youth Organization (Optional)**

Name:	Name:
Title:	Title:
Company Name:	Company Name:
Mailing Address:	Mailing Address:
Email:	Email:
Phone Number:	Phone Number:
Board Term Start Date: End Date:	Board Term Start Date: End Date:
Nominating Organization:	Nominating Organization:

Adult Education/Higher Education

Name:	Name:
Title:	Title:
Company Name:	Company Name:
Mailing Address:	Mailing Address:
Email:	Email:
Phone Number:	Phone Number:
Board Term Start Date: End Date:	Board Term Start Date: End Date:
Nominating Organization:	Nominating Organization:

WORKFORCE DEVELOPMENT BOARD (WDB) MEMBERSHIP ROSTER**MWA Name:****Date Revised:****Economic and Community Development**

Name:	Name:
Title:	Title:
Company Name:	Company Name:
Mailing Address:	Mailing Address:
Email:	Email:
Phone Number:	Phone Number:
Board Term Start Date: End Date:	Board Term Start Date: End Date:
Nominating Organization:	Nominating Organization:

Vocational Rehabilitation

Name:	Name:
Title:	Title:
Company Name:	Company Name:
Mailing Address:	Mailing Address:
Email:	Email:
Phone Number:	Phone Number:
Board Term Start Date: End Date:	Board Term Start Date: End Date:
Nominating Organization:	Nominating Organization:

WORKFORCE DEVELOPMENT BOARD (WDB) MEMBERSHIP ROSTER**MWA Name:****Date Revised:****Other**

Name:	Name:
Title:	Title:
Company Name:	Company Name:
Mailing Address:	Mailing Address:
Email:	Email:
Phone Number:	Phone Number:
Board Term Start Date: End Date:	Board Term Start Date: End Date:
Nominating Organization:	Nominating Organization:

- Indicate any vacancies in the appropriate section in the Name Column. (See Instructions for Attachment D.)
- If any of the board members are elected officials, include their elected position title in the Name Column 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-Row: Indicate the member for whom an alternate is designated.
2. Second Row: Provide the name & title of the alternate member.
3. Third Row: Provide the data for the alternate member.

Please submit completed form to:
Email: WDB@michigan.gov

WORKFORCE DEVELOPMENT BOARD ALTERNATES ROSTER

WDB Member Name:	
Designated Alternate Name:	Title:
Organization:	Phone Number:
Mailing Address:	
WDB Member Name:	
Designated Alternate Name:	Title:
Organization:	Phone Number:
Mailing Address:	
WDB Member Name:	
Designated Alternate Name:	Title:
Organization:	Phone Number:
Mailing Address:	
WDB Member Name:	
Designated Alternate Name:	Title:
Organization:	Phone Number:
Mailing Address:	
WDB Member Name:	
Designated Alternate Name:	Title:
Organization:	Phone Number:
Mailing Address:	

WORKFORCE DEVELOPMENT BOARD (WDB)
CONFLICT OF INTEREST DISCLOSURE FORM INSTRUCTIONS

This form is required to report WDB Member Abstentions from voting after every meeting in which an abstention occurs.

The WDB Disclosure Report Form requires the Michigan Works! Agency name and the date of the meeting at which the WDB member(s) abstained.

1. WDB Member Title, Name, Title of Position, Sector, Company/Institution Name:
Provide the title (Mr., Ms., Mrs., or Dr.), member's name, and his/her title or position in the organization represented (i.e., Human Resources Director). Indicate the represented sector (Business, Labor, Community Based Organization, Adult Education, Higher Education, Economic Development, Workforce Development Agency, Other). Include the Company/Institution's name the board member represents. If the board member is an elected official, include their elected position title (e.g., County Commissioner, Luce County).

2. Reason for Abstention/Affiliation:
Provide a brief explanation for the abstention, examples:
 - The WDB member serves on a board of another agency (include affiliated agency's name and WDB member's position, i.e., school board member that receives funds under the direct control of the WDB).
 - The proposal up for discussion and vote may provide a direct financial benefit to that member or a member of his immediate family (include relationship).
 - The WDB member was not at the previous meeting and can't attest to the accuracy of the minutes.

3. If Financial–Source of Funds and Amount:
If the abstention involves funding, include the type of funding (i.e., Federal–WIOA Dislocated Worker, State–STTF, Other–Foundation), and the amount of funds proposed.

The WDB Disclosure Report Forms noting WDB member abstentions from voting must be submitted electronically along with the approved meeting minutes not more than **five business days** after the meeting at which they are approved to the WDA at WDB@michigan.gov.

**WORKFORCE DEVELOPMENT BOARD (WDB)
CONFLICT OF INTEREST DISCLOSURE FORM**

MWA Name: _____ **Date of Meeting:** _____

WDB Member Title, Name, Title of Position, Industry Sector and Company/Institution Name	Reason for Abstention/Affiliation	If Financial	
		*Source of Funds	Amount

* Source of Funds may be Federal (i.e. WIOA DW), State, or Other

WDB Name

WDB Chair's Name

WDB Chair's Signature

Date:

Please submit completed form electronically to:

Workforce Development Agency
Workforce Development Boards

E-mail: WDB@michigan.gov