

The Workforce Innovation and Opportunity Act

WIOA State Workforce Development Board Membership Requirements

State workforce development boards (WDBs) drive the public workforce system through the development of strategy, outreach to key stakeholders, judicious stewardship of Federal workforce funds, and a commitment to continuous improvement. WIOA requires the Governor to appoint a diverse set of workforce stakeholders to ensure that the business-led WDB can fulfill its many roles and responsibilities.

WHAT ARE THE STATE WORKFORCE BOARD MEMBERSHIP REQUIREMENTS?

This document provides technical assistance regarding the requirements of WIOA Section 101(b) and 20 CFR 679.110. Please refer to these statutory and regulatory sections for reference.

Membership Type	Quantity	Qualifications for Membership
State Government		
Governor	1 member	
Representatives of state legislature	1 from each chamber	Presiding officers of each state chamber must appoint one member of the state legislature. <i>Exception: Some states forbid legislators from sitting on executive boards. Where a state law or regulation would otherwise forbid legislators from participating on the board, the state does not have to satisfy this membership requirement.</i>
Business Representative (Majority of Board, Excluding Governor and Legislators)		
Business	Majority of members	• All business representatives must be: ○ owners of businesses; ○ chief executives or operating officers of businesses; ○ other business executives or employers with optimum policy-making or hiring authority, and who, in addition, may be members of a local board described in WIOA Section 107(b)(2)(A)(i); or ○ organizations representing businesses. • All business representatives must provide employment opportunities that, at a minimum, include: ○ high-quality, work-relevant training and development in in demand industry sectors or occupations in the state; and



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		- are appointed from among individuals nominated by state business organizations and business trade associations. - The Governor must appoint at least one small business representative.
Workforce Representatives (At Minimum 20 Percent of Total Board Composition, Excluding Governor and Legislators)		
Labor Organizations	2 or more members	State labor federations must nominate labor representatives.
Joint Labor/Management Registered Apprenticeship Program	1 or more members	If no joint labor/management registered apprenticeship exists in the state, the Governor may appoint a representative of a registered apprenticeship.
Other Workforce Representatives	Number of members sufficient to satisfy the 20 percent workforce requirement	The Governor may appoint one or more representatives of the following organizations to contribute to the 20 percent requirement 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; - organizations that provide or support; competitive, integrated employment for individuals with disabilities; and - organizations that support the training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.
Representatives of Government With Responsibility Over the Core Programs		
Lead State official for Adult, Dislocated Worker, and Youth program (title I) and Wagner-Peyser (amended by title III)	At least 1 member	The Governor may appoint a member for each of these core programs or a single representative, if the same lead official has primary responsibility over each program.
Lead State official for Adult Education and Family Literacy Act program (Title II)	1 unique member*	The Governor must appoint a unique representative with primary responsibility for Adult Education.



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		<i>Exception: If the head of an agency is responsible for both the Adult Education and Family Literacy Act (a core program) and another required partner program that is not a core program, that individual may represent both Adult Education and the required partner program.</i>
Lead State official for the Vocational Rehabilitation program (amended by Title IV)	1 unique member*	The Governor must appoint a unique representative with primary responsibility for Vocational Rehabilitation. <i>Exception: If the head of an agency is responsible for both the Vocational Rehabilitation program (a core program) and another required partner program that is not a core program, that individual may represent both Vocational Rehabilitation and the required partner program.</i>
Representatives of Local Government		
Chief Elected Officials	2 members	The Governor must appoint two or more elected officials representing both cities and counties as appropriate.
Optional Representation		
Other Membership Options	N/A	The governor may appoint other representatives such as: - the state agency officials from agencies that are one-stop partners (including additional one-stop partners whose programs are covered by the State Plan, if any); - state agency officials responsible for economic development or juvenile justice programs in the State; - individuals who represent an Indian tribe or tribal organization, as such terms are defined in section 166(b); and - state agency officials responsible for education programs in the state, including chief executive officers of community colleges and other institutions of higher education.

*Preamble to 20 CFR 679.110(b)(3)(iii)(A)(1)(i) through (iii) (Pages 56089-56090)

The Governor is responsible for ensuring adequate representation of the core programs, which the Department interprets to mean that the core program's State WDB representative has not only primary responsibility for the program, but also the expertise to actively and meaningfully contribute to the State WDB's understanding of the program's role in the public workforce system, especially with regard to the strategic planning for that system, and in the development and implementation of the State Plan. The Department has added § 679.110(b)(3)(iii)(A)(1)(i) through (iii) to clarify that, for title I and Wagner- Peyser Act programs, a single lead State official with primary responsibility for those programs may represent more than one of those programs. However, the WIOA title II and VR programs must have a single, unique representative. When appointing a board member to represent multiple core programs under § 679.110(b)(3)(iii), Governors should take into account the requirement that the representative has the primary responsibility for the core program which includes direct responsibility for, and understanding of, policy issues involving the core program and the public



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workforce system. The Department encourages Governors to ensure an ongoing role for all core programs to inform the Boards' actions. Meeting these requirements may be achieved in a number of ways, such as directly appointing a State's director for those core programs to the Board, gathering direct input from program administrators via a subcommittee or staffing structure, or frequent efforts to gather input. These provisions are intended to ensure that all core programs have meaningful input on the State WDB, but neither WIOA nor the regulation requires that the adult education director be appointed to the State WDB. The regulation is not changed to require a specific title be named as representative; however, representatives must meet the requirement of primary responsibility.

WIOA Implementation Technical Assistance

The Innovation and Opportunity Network (ION) is a community of practitioners, program staff, partners, planners, industry leaders, and stakeholders that strive for system improvement, capacity building, and excellence in the public workforce system. ION is a national, regional, state, and local alliance that makes available the technical assistance, information sharing, and training needed to implement the vision of WIOA. Visit ION at: <https://ion.workforcegps.org>

