



**CHECKLIST OF DOCUMENTS REQUIRED WHEN SUBMITTING LOCAL WORKFORCE DEVELOPMENT BOARD MEMBERSHIP CERTIFICATION NOMINATIONS**

**For individuals already seated on the Local Workforce Development Board (WDB) (a current member) and previously certified, provide the industry sector or organization for each person and:**



The attestation/certification form, shown on PAGE 2, completed with all information, signed by the Local Workforce Development Area’s (LWDA) Chief Elected Official (CEO), or the CEO Consortium Chair, whichever may be applicable. This will be a CEO attestation that the previously approved certification for each member is current and still approved. (See PAGE 2)

**For individuals not on the Local WDB at the previous certification or recertification (a new member), provide:**



In the case of a business-sector representative, the Federal Employer Identification Number (FEIN) for the business represented by the appointee.



The letter of nomination to the CEO, from the appropriate nominating source, documenting the nomination.



The letter from the CEO, addressed to the Director of the Division of Workforce Development, appointing each new Local WDB member. (This may be done collectively for multiple appointees in one letter).



The attestation/certification form, shown on PAGE 2, completed with all information, signed by the LWDA’s CEO, or CEO Consortium Chair, whichever may be applicable.

Please submit all documents to:

**Missouri Office of Workforce Development Attn:**  
Mardy Leathers, Director  
301 W High Street, Suite 870, P.O. Box 1087  
Jefferson City, MO 65102-1087

*For information about [Missouri Department of Higher Education and Workforce Development](#) services, contact a [Missouri Job Center](#) near you. Locations and additional information are available at [jobs.mo.gov](#) or 1-(888)-728-JOBS (5627).*

*Missouri Office of Workforce Development is an [equal opportunity](#) employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.*



## Local Workforce Development Board New Member Certification and Biennial Board Recertification Form

Name of Local Workforce Development Board: \_\_\_\_\_

**(The rows below will expand to fit. Attach additional copies of this page, as needed, to list additional board members. For a board recertification submission, report all current board members (including ex officio non-voting members ) not just the members added since the last reporting.)**

Appointee's name & title*	Membership category†	Nominating organization	Appointee's company or organization, mailing address, phone #, fax #, and email address	FEIN ‡ (for <i>Business</i> nominees <i>only</i> )	Member being replaced (if applicable)

\* Include the names of all ex officio, non-voting members of the board appointed to the board by the CEO.

†Categories include Business, Small Business, Workforce (Labor/Apprenticeship/Employees-Workforce), AEL, VR, Wagner/Peyser (DWD), Higher Education, Economic Development, TANF/MWA, or OTHER additional categories designated by the Chief Elected Official. If "OTHER," specify the category or reason for the appointment. If a member is "double hatting" (representing two board categories) list both categories that person represents.

‡Use the Federal Employer Identification Number (FEIN) issued by the U.S. Internal Revenue Service *for the business the nominee represents*, not a personal FEIN.

### ATTESTATION

I, \_\_\_\_\_, the undersigned Chief Elected Official (CEO) or CEO Consortium Chair (as applicable) of the  
(PLEASE PRINT OR TYPE)

\_\_\_\_\_ Local Workforce Development Area, hereby attest that the information provided within this Local Workforce Development Board certification application is complete and accurate to the best of my knowledge. I also certify that all applicable provisions of the Workforce Innovation and Opportunity Act, federal regulation, and any additional requirements by the state of Missouri have been followed in the selection process of the appointee(s) listed above.

\_\_\_\_\_  
(CEO or CEO Consortium Chair signature)

\_\_\_\_\_  
(Date)

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## Matrix of Minimum Membership Requirements for WIOA Local Workforce Development Board (Local WDB)

WIOA Local Workforce Development Board	Members	
<b>Business</b> (51% majority of total Local WDB membership)	<b>12</b>	
<b>Labor/Workforce</b> (at least 20% of total Local WDB membership—minimums: 2 Labor; 1 Apprenticeship); However, total must be equal or exceed 20%, so to these three add two more “representatives of the workforce.” Missouri rules requires a minimum of five in this category.	<b>5</b>	
<b>Adult Education and Literacy (AEL)</b>	<b>1</b>	
<b>Vocational Rehabilitation (VR)</b>	<b>1</b>	
<b>Wagner-Peyser (Labor Exchange Services—DWD)</b>	<b>1</b>	
<b>Higher Education</b> (individual nomination from among other area institutional representatives)	<b>1</b>	
<b>Economic Development</b>	<b>1</b>	
<b>Temporary Assistance for Needy Families/Missouri Work Assistance Program – MWA</b>	<b>1</b>	
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Only need one Economic Development rep. under WIOA.</li> <li>• WIOA Higher Education rep. must be nominated from among other institutions. [Special Rule: WIOA Sec. 107(b)(6)].</li> <li>• At least 20% of Local WDB membership must include 2 members from labor and 1 from an apprenticeship program, if it exists in the local area. Other “representatives of the workforce.”</li> <li>• The State of Missouri allows Local WDB members (except within the business category) to represent more than one required category, per WIOA implementing regulations [20 CFR 679.320(h)].</li> <li>• This information is a guide and <b>nothing should be construed to prevent optional member additions</b>, as long as compliance with content from the other categories exists.</li> </ul>		
<b>Total Minimum Required Members</b>	<b>23</b>	

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**Subpart C—LOCAL WORKFORCE DEVELOPMENT BOARDS**

**§679.320—Who are the required members of the Local Workforce Development Board?**

- (a) For each local area in the State, the members of Local WDB must be selected by the chief elected official consistent with criteria established under WIOA sec. 107(b)(1) and criteria established by the Governor, and must meet the requirements of WIOA sec. 107(b)(2).
- (b) A majority of the members of the Local WDB must be representatives of business in the local area. At a minimum, two members must represent small business as defined by the U.S. Small Business Administration. Business representatives serving on Local WDBs also may serve on the State WDB. Each business representative must meet the following criteria:
  - (1) Be an owner, chief executive officer, chief operating officer, or other individual with optimum policy-making or hiring authority; and
  - (2) Provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in WIOA sec. 3(23).
- (c) At least 20 percent of the members of the Local WDB must be workforce representatives. These representatives:
  - (1) Must include two or more representatives of labor organizations, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives;
  - (2) Must 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;
  - (3) May include one or more 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 provide or support competitive integrated employment for individuals with disabilities; and
  - (4) May include one or more 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.
- (d) The Local WDB also must include:
  - (1) At least one eligible training provider administering adult education and literacy activities under WIOA title II;
  - (2) At least one representative from an institution of higher education providing workforce investment activities, including community colleges; and
  - (3) At least one representative from each of the following governmental and economic and community development entities:
    - (i) Economic and community development entities;
    - (ii) The State Employment Service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area; and
    - (iii) The programs carried out under title I of the Rehabilitation Act of 1973, other than sec. 112 or part C of that title;
- (e) The membership of Local WDBs may include individuals or representatives of other appropriate entities in the local area, including:
  - (1) Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment;
  - (2) Governmental and economic and community development entities who represent transportation, housing, and public assistance programs;
  - (3) Philanthropic organizations serving the local area; and
  - (4) Other appropriate individuals as determined by the chief elected official.
- (f) Members must be individuals with optimum policy-making authority within the entities they represent.
- (g) Chief elected officials must establish a formal nomination and appointment process, consistent with the criteria established by the Governor and State WDB under sec. 107(b)(1) of WIOA for appointment of members of the Local WDBs, that ensures:
  - (1) Business representatives are appointed from among individuals who are nominated by local business organizations and business trade associations;
  - (2) Labor representatives are appointed from among individuals who are nominated by local labor federations (or, for a local area in which no employees are represented by such organizations, other representatives of employees); and
  - (3) 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 as described in WIOA sec. 107(b)(2)(C)(i) or (ii), nominations are solicited from those particular entities.
- (h) An individual may be appointed as a representative of more than one entity if the individual meets all the criteria for representation, including the criteria described in paragraphs (c) through (g) of this section, for each entity.
- (i) All required WDB members must have voting privilege. The chief elected official may convey voting privileges to non-required members.

**§679.330—Who must chair a Local Workforce Development Board?**

The Local WDB must elect a chairperson from among the business representatives on the Local WDB.

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