

LOCAL WORKFORCE DEVELOPMENT BOARD (LWDB) MEMBERSHIP CRITERIA

Section 107(a) of the Workforce Innovation and Opportunity Act (WIOA) authorizes the Governor, in partnership with the State Workforce Investment Board (SWIB), to establish criteria for Chief Elected Officials (CEOs) to use to appoint members of the LWDBs. The following provides the composition requirements for membership on LWDBs, which are stipulated in Section 107(b)(2) of WIOA and the criteria developed by the Governor.

General Provisions

- Members of the LWDB that represent businesses must be individuals with optimum policymaking authority within the organizations, agencies, or entities.
- The LWDB Chair shall be elected from among business representation.
- Members of the LWDB shall represent diverse geographic areas within the local area.
- CEOs have the option of appointing additional members as deemed appropriate; however, CEOs are advised to keep in mind that appointing additional members will increase the overall size of the LWDB. In particular, if the additional appointees are not business representatives, then additional business appointments may be required to maintain a business majority (51%).
- CEOs should make LWDB appointments with staggered term durations, if possible, to ensure continuity and stability for LWDB operation.
- Appointees may represent more than one membership category.
- Representatives from local chambers of commerce (i.e., an executive director of a local chamber of commerce) may be appointed to serve on LWDBs to represent economic development agencies, business membership, community-based organizations, or as additional members whom CEOs may determine to be appropriate. These representatives must comply with all criteria from the category(ies) they seek to represent.
- All required LWDB members must have voting rights. The CEO also has flexibility to convey voting rights to non-required members.

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Category	Composition and Nomination Process Criteria
BUSINESS REPRESENTATION – MUST BE MAJORITY (AT LEAST 51%) OF BOARD COMPOSITION	
Business <i>(Includes Chairperson)</i>	<ul style="list-style-type: none"> • Business members must be owners, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority. • Members must represent organizations which provide employment opportunities including high quality, work relevant training and development in in-demand industry sectors or occupations. • At least two (2) business members must be representative of small business as defined by the U.S. Small Business Administration. • Business nominations must be made by local business organizations or business trade organizations. • Businesses must have at least two (2) employees other than the owner or partners. • Each business may have only one (1) representative on the LWDB.
WORKFORCE REPRESENTATION – 20% OF BOARD COMPOSITION	
Labor Organizations <i>(At least two (2) required)</i>	<ul style="list-style-type: none"> • Must include two (2) or more labor organization representatives who must have been nominated by local labor federations or by other representatives of employees if in a local area in which no employees are represented by such organizations.
Apprenticeship Programs <i>(At least one (1) required)</i>	<ul style="list-style-type: none"> • Must include one (1) 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.
Community-Based Organizations (CBOs) <i>(Optional)</i>	<ul style="list-style-type: none"> • Representatives of CBOs that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including those that serve veterans or that provide or support competitive integrated employment for individuals with disabilities.
Youth Organizations <i>(Optional)</i>	<ul style="list-style-type: none"> • Representatives of organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of eligible youth, including representatives that serve out-of-school youth.

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Category	Composition and Nomination Process Criteria
EDUCATION AND TRAINING REPRESENTATIVES	
WIOA Title II Adult Education and Literacy <i>(One (1) required)</i>	<ul style="list-style-type: none"> • A representative of eligible providers administering Adult Education and Literacy activities under WIOA Title II. • If there is more than one (1) Title II provider in the local area, the member must be nominated by these providers.
Higher Education <i>(One (1) required)</i>	<ul style="list-style-type: none"> • A representative of institutions of higher education providing workforce development activities (including community colleges). • If there is more than one (1) higher education institution in the local area, the member must be nominated by these institutions.
ECONOMIC AND COMMUNITY DEVELOPMENT AND GOVERNMENTAL	
Economic and Community Development <i>(One (1) required)</i>	<ul style="list-style-type: none"> • A representative of economic and community development entities.
WIOA Title III Wagner-Peyser Program <i>(One (1) required)</i>	<ul style="list-style-type: none"> • The New York State Department of Labor (NYSDOL) will designate one (1) representative from each local area.
WIOA Title IV Vocational Rehabilitation (VR) Program <i>(One (1) required)</i>	<ul style="list-style-type: none"> • A representative of the programs carried out under Title I of the Rehabilitation Act of 1973 (other than section 112 or Part C of that title).
ADDITIONAL OPTIONAL MEMBERS	
Local Education Agencies and CBOs <i>(Optional)</i>	<ul style="list-style-type: none"> • Includes representatives of local educational agencies, and of CBOs with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.
Other Programs/Organizations <i>(Optional)</i>	<ul style="list-style-type: none"> • Includes governmental and economic and community development entities who represent transportation, housing, and public assistance programs. • Philanthropic organizations serving the local area.
Discretionary Appointments <i>(Optional)</i>	<ul style="list-style-type: none"> • Includes other representatives of entities as the CEO in the local area may determine to be appropriate.

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