

Oklahoma Employment Security Commission

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Representing Employees

Mary Lowe, Commissioner
DeWayne Goodman, Commissioner

Oklahoma Employment and Training Issuance #50-2000

TO: WIA Grant Recipients

FROM: Eddie Foreman, Director

DATE: October 23, 2000

SUBJECT: To Transmit Oklahoma's State Policy on Changes to Workforce Investment Board (WIB) Appointments

MESSAGE: The attached guide presents the State's updated policies and procedures for the nomination of individuals to WIBs: filling of vacancies, review of WIBs appointments, and the procedures for confirmation of those appointments. This document was derived from the requested feedback and public comments received from staff members supporting Workforce Investment Boards. The State in the effort to be responsive to those needs has incorporated the recommended suggestions and thus, streamlined the process to better serve you, the state workforce professional.

ACTION: Please distribute to appropriate staff. This issuance is to become part of your permanent records.

INQUIRIES: Questions and comments may be directed to your Planning Coordinator or Mike Clark at 405/557-539.

RESCIND: Oklahoma Employment and Training Issuance #11-2000, dated August 11, 2000.

LC/JYG/jyg

INTRODUCTION

The State of Oklahoma's Workforce Investment Boards (WIBs) play an extremely important role in building a quality workforce that meets the needs of employers and puts Oklahomans into good paying, productive jobs. The appointment of membership to these Boards is a significant responsibility and should be undertaken with great care and thought.

Board members should possess:

- Community influence and connections. Members should be people of action and effective decision-makers/influencers;
- Community stature or recognition. They should be seen as "important" people or "movers and shakers" in the community;
- Knowledge of community needs and resources; and
- Commitment. Members must be committed to the purpose and mission of the Board. They must also be able to devote the time, energy and interest required to be an active member.

Board Members are the "trustees" or guardians of the state's workforce development system. They are entrusted with policy responsibilities. The strength of a Board lies in the quality of its membership. Appointments should be made carefully and deliberately.

MEMBERSHIP PROCESSES

This Guide presents the State's policy and procedures for Boards in the following areas:

- nominating individuals to serve on the Boards,
- filling vacancies on Boards,
- reviewing Board appointments, and
- confirmation of those appointments.

REPRESENTATIVES

Each Board must maintain representation from:

1. A majority of business representatives. The nominations for each business representative are limited to owners of businesses, chief executives or operating officers, or other executives or employers with optimum policy making or hiring authority.
2. Members of the WIB must elect a chairperson from among the business representatives serving on the Board.
3. The WIB must maintain at least two representatives of local educational entities from the following categories:

- Local educational agencies,
 - Local school boards,
 - Entities providing adult education and literacy activities, and
 - Post-secondary educational institutions (including community colleges, where such entities exist).
4. The WIB must maintain at least two labor representatives. Nominations of the labor representatives must be made by a state or regional labor council. For areas in which no employees are represented by such organizations, other employee representatives may be appointed.
 5. The WIB must maintain at least two representatives from Community Based Organizations. At least one Community Based Organization representative must be chosen which represents Individuals with Disabilities and one Community Based Organization representative must be chosen which represents Veterans.
 6. The WIB must maintain at least two representatives from economic development agencies, including private sector economic development entities. At least one of these representatives must be chosen from a private sector economic development entity.
 7. The WIB must maintain at least one representative from the WIA Title I (adult and dislocated worker) programs. The local elected officials will designate the WIA Title I program representative.
 8. The WIB must maintain at least one representative from the Department of Human Services. The Department of Human Services will designate their WIB representative.
 9. The WIB must maintain at least one representative from the Oklahoma Employment Security Commission. The Oklahoma Employment Security Commission will designate their WIB representative.
 10. The WIB must maintain at least one representative for Adult Basic Education and Family Literacy Program. The State Superintendent of Schools will designate their WIB representative.
 11. The WIB must maintain at least one representative for the Post-Secondary Carl D. Perkins Vocational and Applied Technology Education program. The Area Vo-Tech Schools and Community Colleges operating these programs will nominate a WIB representative.
 12. The WIB must maintain at least one representative from the Department of Rehabilitation Services. The Department of Rehabilitation Services will designate their WIB representative.

13. The WIB must maintain at least one WIA Title I National Program operator from each of the following categories listed below if they are present in the local labor market:

- Native American Programs
- Migrant & Seasonal Farm Worker Programs
- Job Corps
- Youth Opportunity Grants
- Veterans Workforce Investment Programs

The WIA Title I National Program operators will designate at least one WIB representative. NOTE: The Native American Program category may have more than one program in the area and thus may have more than one representative if the CLEO so desires.

14. The WIB must maintain at least one representative for the Welfare-to-Work grant program. Welfare-to-Work Grant Program Operators will designate their WIB representative.

15. The WIB must maintain at least one representative for the Community Service Block Grant (CSBG) program (employment and training). Community Action Agencies will nominate WIB representatives. Representation is only required if the program operator expends CSBG grant funds on employment and training activities.

16. The WIB must maintain at least one representative from the Title V Senior Community Services Employment Program. The Title V Grant Recipients will nominate a WIB representative.

17. The WIB must include at least one representative for HUD (employment and training). Local Housing Authorities will nominate a WIB representative. Representation is only required if the Local Housing Authorities expend HUD grant funds on employment and training activities.

18. The CLEO may include additional members. Other members might include One Stop program operators within the workforce investment area or others based on their involvement and/or interest in the One Stop delivery system.

Other Points to Remember: Members shall be appointed to fixed and staggered terms as established by the appointing officials. The WIB may remove members in accordance with its bylaws.

NOMINATIONS/APPOINTMENTS

All nominating organizations must complete and submit the attached nomination slate form [Form A] to the CLEOs for selection and appointment.

In the event there is more than one CLEO in a Workforce Investment Area, all CLEOs must enter into an agreement as to how nominees will be selected and appointed as Board members. The CLEOs “Local Elected Consortium Agreement” must contain this information.

Members must be appointed for a fixed term of office. These fixed terms must be staggered so that not all the terms expire at the same time. The CLEOs must indicate the official start date of the new appointment and the official expiration date using the attached form (Form B). Terms of office need to be set by the CLEOs in the “Local Elected Consortium Agreement”, and also in the Board Bylaws.

Each Board Member’s category must be identified at the time of the appointment. If a Board member at any time changes category representation, the member must be nominated and appointed in that new category by an appropriate entity or organization.

Once nominations (Form A) are submitted and the appointments (Form B) are made by the CLEOs, a copy of the forms are forwarded to the Oklahoma Employment Security Commission Employment and Training Division. The OESC Employment and Training Division is responsible for the administrative oversight of the Workforce Investment Board appointments.

NOTICE OF VACANCY

When a Board membership vacancy occurs, the Board Chair provides notice of the vacancy to the CLEOs of the Workforce Investment Area within twenty (20) calendar days of the effective date of the vacancy. Documentation should be maintained with other Board documents of notification.

FILLING THE VACANCY

The CLEOs will make every effort to fill a vacancy within ninety (90) calendar days from the effective date of the Board member’s resignation, termination or completion of appointment.

NOTE: Please remember that the State Workforce Investment Board desires private sector members of the Local Workforce Development Councils (LWDCs) to be represented on the WIB. We urge CLEOs before seeking nominations to see if the local councils have a private sector member for consideration to serve on the WIB. This important step will help unify and bind together a cohesive workforce system and enhance the exchange of ideas between all members.

Maintaining the Board membership level lends itself to more effective delivery of services, ensuring that the Board is an effective policy-making body by protecting the rights of all participants in the system. And thus, with adequate representation, the Board can perform in good faith the Governor’s directives and be a good trustee of the funding resources for their communities.

REAPPOINTMENTS

1. Responsibility for all reappointments rests with the CLEOs.
2. All reappointments must be accompanied by nomination form [Form A] from appropriate nominating organizations. New forms are required.
3. The CLEOs must indicate the official beginning date of the reappointment and official expiration term date using the attached form [Form B].
4. If all necessary documentation is submitted in accordance with the above process and is consistent with the Act, Board organizational plan/bylaws and other applicable policies, the CLEOs will receive appointment confirmation.



WORKFORCE INVESTMENT BOARD NOMINATION SLATE
(PLEASE TYPE OR PRINT)

Workforce Investment Area: _____

Name of Nominee: _____

Position/Title: _____

Organization Representing: _____

Address: _____

Telephone No: Work _____ Home _____

Fax _____

Please indicate the area the individual represents (Check Only One):

- Private Sector Large Business (250 employees or more).....
- Private Sector Small Business (less than 250 employees).....
- Private Sector Non-Profit Business
- Educational Agency.....
- Organized Labor (20CFR 628.410(a)(3)).....
- Economic Development.....
- Community-Based Organization (CBO)
- Department of Rehabilitation Services
- Public Employment Service (OESC)
- Public Assistance Agency (DHS)
- Literacy Council
- Adult Basic and/or Continuing Education
- Native American Programs.....
- Migrant & Seasonal Farm Worker Programs.....
- Job Corps.....
- Youth Opportunity Grants.....
- Veterans Workforce Investment Programs.....

Nominating Organization: _____
(Include National/State Affiliation)

Address: _____

Telephone No: _____ Fax No: _____

Signature of President, Director, or other Official of Nominating Organization

Date



WORKFORCE INVESTMENT BOARD APPOINTMENTS

NAME	CATEGORY REPRESENTED	TERM (MONTH/DAY/YEAR THRU MONTH/DAY/YEAR)
<u>Appointments(New)</u>		
<u>Reappointments</u>		
AUTHORIZATION		

CLEO Signature

Typed Name & Title

WIB Name

Date