



**DEPARTMENT OF WORKFORCE SERVICES  
ISSUANCE NUMBER PY12-07**

**Artee Williams, Director**

**February 11, 2013**

**TO:** Local Workforce Investment Board Chairs  
Chief Elected Officials  
Local Workforce Investment Board Administrators  
Local Service Providers

**SUBJECT:** Local Workforce Investment Board Re-Certification

1. **Purpose:** To issue guidance for local workforce investment board re-certification.
2. **References:** Section 117(c)(2) of the Workforce Investment Act of 1998
3. **General Information:** Section 117 (c)(2) of the Workforce Investment Act of 1998 provides that the Governor shall once every two years certify one local board for each local area in the State. Such certification shall be based on established criteria, and for 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 negotiated local performance measures.

The State Workforce Investment Board met on August 13, 2012. At that time the recommendation to revise the local board maintenance and certification procedures was approved. The revised policy requires local boards to request re-certification and provide certain documentation to support the re-certification request.

The request for re-certification should include:

- a membership list (a grid template is provided as an attachment to this issuance),
- summary of the local nomination process,
- the CEO agreement,
- board bylaws,
- and information concerning the extent to which the local board carried out its workforce activities.

The revised policy provides criteria for decertifying a local board if they fail to carry out their duties. The local board nomination form was also revised to include a reason for withdrawal of members that are removed from the local board. Please continue to promptly submit any changes in your local board to our office for approval.

**-Over-**

Local area boards are required to meet a minimum of three times per year at the discretion of the local board. The local area bylaws will govern specific meeting requirements.

4. **Action Required:** Local boards desiring re-certification as a local board for the two-year period of 2013-2014 should submit their request and supporting documentation no later than February 28, 2013 to the Department of Workforce Services, Office of Employment Assistance, P.O. Box 2981, Little Rock, AR 72203 or electronically to [cindy.varner@arkansas.gov](mailto:cindy.varner@arkansas.gov) and the local area's DWS Program Monitor. Please ensure that all staff and partners receive this communication.
5. **Inquiries:** Questions regarding this issuance should be directed to the local area's DWS Program Monitor.
6. **Attachments:** The Local Board Maintenance and Recertification policy is available online at <http://dws.arkansas.gov/AWIB/pdfs/policies/Local%20Board%20Maintenance%20&%20Certification.pdf>  
Attachment: Membership Roster Grid
7. **Expiration Date:** Continuing

## Arkansas Workforce Investment Board

*Required Non-Business Representatives in Prescribed Categories (except One-Stop Partners)*

Category	Name	Organization	Policy-making Authority?	Other Criteria:
Labor				Nominated by labor org. or other employees' org.
Education				Represents local educational entity
				Nom. by regional or local educational entity, institution, or org.
Veteran				Nominated by proper veterans' organization
CBO				
Econ. Dev.				

*Other Representatives:*

Category	Name	Organization	Policy-making Authority?	Other Criteria:
Other Education				

\* Individual in more than one category

(M) denotes a minority member



## Arkansas Workforce Investment Board One-Stop Partners

Program	Responsible Entity/Agency	Representative	Recommended by Responsible Agency
<b>Mandatory</b>			
Title I youth, adult, dislocated workers	Title I Service Provider Agency		
Job Corps	Job Corps		
Native American	Arkansas Indian Center		
Migrant and Seasonal Farmworker	DWS		
Veterans' workforce programs	DWS		
Youth Opportunities Grant			
Title III Wagner-Peyser	DWS		
Title II adult ed. and literacy	ACE		
Title IV Voc. Rehab. – Services for Blind	DHS, DSB		
Other Disabled	ACE, ARS		
TANF (Optional)	DHS, DCO		
OAA Title V – Older Worker	Any SCSEP Program		
Postsecondary Voc. Ed. Under Carl Perkins	ACE		
<b>Mandatory</b>			
HUD	HUD		
Unemployment Insurance	DWS		

\* Individual in more than one category (One-Stop Partner is one category)

(M) denotes a minority member

**LWIA Arkansas  
General Information**

<b>Total Board Members</b>	
<b>Number private business representatives</b>	
<b>Percent business:</b>	
<b>Minorities represented?</b>	
<b>Disabled person:</b>	
<b>Familiar with vocational rehabilitation</b>	
<b>Represents an organization(s) of Arkansas with disabilities or Business representative</b>	

<b>Total Board Members</b>	
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