

Local Workforce Development Board Member Nomination Form Instructions

In accordance with [1.4.2.1 Local Board Membership Requirements](#), there are three types of Local Workforce Development Board (WDB) representatives that require mandated nominations. These are representatives for business, workforce (labor organizations) and education and training. Only organizations specifically involved with these three classifications may nominate such respective board members.

Nominations for these three types of board representatives specifically require a Chief Executive Officer or head official from one of the organizations to complete Section 1: Nominee Information and Section 2: Nominator Information of the Local Workforce Development Board Member Nomination Form and submit it to the Chief Lead Elected Official (CLEO).

The CLEO must complete Section 3: Action by the Chief Lead Elected Official of the Local Workforce Development Board Member Nomination Form and submit it to Iowa Workforce Development (IWD) electronically to WIOAgovernance@iwd.iowa.gov.

Once documentation has been received, IWD will complete Section 4: Action by Iowa Workforce Development of the Local Workforce Development Board Member Nomination Form and provide a response to the CLEO within 10 business days affirming the appointment to the Local WDB, or request additional information when the documentation submitted is insufficient to make a determination.

Utilization of Appendix K: Local Workforce Development Board Composition Worksheet is encouraged to aid in ensuring the appropriate Local WDB membership composition requirements are met.

Legal References

- [WIOA sec. 107\(h\)](#)

Local Workforce Development Board Member Nomination Form

Section 1: Nominee Information

Local Workforce Development Area: _____

Nominee Name: _____ Gender: Male Female

Nominees Business/Organization: _____

Business Address: _____ County: _____

Industry Sector: _____

Nominee Position/Title: _____ # of Employees: _____

Nominee Email: _____ Business Phone: _____

Local Workforce Development Board category the nominee represents (check only one):

Business Workforce (Labor Organizations) Employment & Training Government

Section 2: Nominator Information

Nominating Organization Name: _____

Nomintor Name and Title: _____

Nominator Email: _____ Business Phone: _____

The nominee must serve as either owner, chief executive or operative officer, other type of executive officer, or a person with optimum policymaking or hiring authority within the entity they represent. Must be an individual with demonstrated experience and expertise who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents to commit that entity to a chosen course of action. Does the nominee qualify? Yes No

I hereby recommend and nominate the above-named person for membership on the Local Workforce Development Board.

Nominator's Signature

Date

Section 3: Action by the Chief Lead Elected Official

Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 1.4.1.1 Submission of Nominations, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Lead Elected Official.

Political Affiliation: _____ Term of Appointment: From _____ To _____

Signature of Chief Lead Elected Official: _____ Date: _____

Section 4: Action by Iowa Workforce Development

Appointment is: Affirmed Denied

Signature of IWD Representative: _____ Date: _____

Legal References

- [WIOA sec. 107\(h\)](#)