



GUIDANCE:

Local Board Membership Structure Under WIOA § 107(b)

November 9, 2016

I. Background.

- 1.1. The federal Workforce Innovation and Opportunity Act (WIOA) took full effect on July 1, 2016. WIOA contains two possible state and local workforce development board membership structures: the membership structure itemized in WIOA or “alternative entity.”
- 1.2. In their June 29, 2016 letter that conditionally approved the Iowa WIOA Unified State Plan, the U.S. Department of Labor (USDOL) and U.S. Department of Education (USDOE) rejected Iowa’s request to have its State Workforce Development Board (State Board) recognized as an alternative entity under WIOA and mandated that Iowa change its State Board membership structure so that it complies with the requirements in WIOA § 101(b).
- 1.3. In October, USDOL performed a WIOA implementation assessment in Iowa of Regions 6 and 15. The assessment was not a formal review. It was intended to gauge where Iowa is in WIOA implementation and offer guidance. Consequently, rather than make formal “findings” as it does in a review, USDOL merely identified “areas of opportunity” and made “recommendations.”
- 1.4. USDOL identified the State Board’s membership structure as an “area of opportunity” and strongly recommended that Iowa change its State Board membership structure so that it complies with the requirements in WIOA § 101(b).
- 1.5. The WIOA implementation assessment also addressed the membership structure of Iowa’s local workforce development boards (local boards). In its implementation assessment report, USDOL identified as an “area of opportunity” the membership structure of Iowa’s local boards.
- 1.6. This memo looks at the USDOL recommendation to change the membership structure of local workforce development boards so that each board complies with the membership requirements of WIOA § 107(b). It also provides guidance on how local boards can transition to the WIOA-compliant membership structure.

2. USDOL’s Recommendation for the Membership Structure of Iowa’s Local Boards.

The USDOL assessment team reviewed the membership structures of Iowa’s local boards and concluded as follows:

[A]s the State Workforce Board is transitioning to a WIOA compliant board structure, it is highly recommended the State review the local boards serving as “alternative entities” and the benefits a WIOA compliant membership structure would assist in the coordination of programs and resources to support a comprehensive One-Stop Center network to provide integrated services accessible to all jobseekers, workers and businesses. The WIOA compliant Board structure was designed to promote effective relationships between chief local elected officials and economic, education and workforce partners throughout the local area. It is questionable that an “alternative entity” formed under the JTPA in 1996 would be as effective with promoting the vision of WIOA legislation which became effective July 1, 2015.

Thus, USDOL highly recommends each region in Iowa that has not yet done so transition its local board membership structure to comply with WIOA § 107(b).

3. The Vision for Local Boards Under WIOA.

The vision for local boards under WIOA is to serve as a strategic leader and convener of local workforce development system stakeholders. Local boards partner with employers and the workforce development system to develop policies and investments that support:

- 1) Public workforce system strategies that support regional economies;
- 2) The development of effective approaches including local and regional sector partnerships and career pathways, and
- 3) High quality, customer centered service delivery and service delivery approaches.

4. The Purpose of Local Boards Under WIOA.

The purpose of local boards under WIOA is to:

- 1) Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high-quality workforce development system in the local area and region;
- 2) Assist in the achievement of the State’s strategic and operational vision and goals as outlined in the Unified State Plan or Combined State Plan; and

- 3) Maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the services provided in the local area and region.

5. Local Board Duties Before and After WIOA.

Prior to the enactment of WIOA, local boards in Iowa were established under Iowa Code § 84A.4, which set forth the boards’ duties. During the 2015 legislative session, the Iowa General Assembly amended Iowa Code § 84A.4 so that it conforms to WIOA § 107(d), which sets forth local board duties under WIOA.

Table I on Page contains a side-by-side comparison of local board duties before and after WIOA. The following graphic breaks down the duties an Iowa local board must perform before and after WIOA.

BEFORE WIOA	AFTER WIOA
<p>5</p> <p>Total Duties</p>	<p>22</p> <p>Total Duties</p>

Under WIOA, local boards are required to be entities that take action. They are required to do more than they’ve ever before been required to do. Giving workforce services professionals from State agencies and community-based organizations a seat, voice, and vote on local boards is integral to enabling local boards to perform their duties and meet their responsibilities under WIOA.

6. Representatives of Business.

WIOA § 107(b) and its implementing regulations require that a majority of the local board’s voting membership must be representatives of business and that:

- 6.1. At least two of the local board’s business representatives must represent small business, as that term is defined by the SBA. The SBA’s Table of Small Business Size Standards must be used to determine when a business representative qualifies to serve as a small business representative on the local board.
- 6.2. Each business representative must an owner, chief executive officer, chief operating officer, or other individual with optimum policy-making authority, or ultimate hiring authority.
- 6.3. Each business representative must provide employment opportunities in in-demand industry sectors or occupations.

- 6.4. Each business representative must be appointed from among individuals who are nominated by local business organizations and business trade associations.

7. Representatives of the Workforce.

WIOA 107(b) and its implementing regulations mandate that at least 20% of the local board's voting membership must be representatives of the workforce as well as the following requirements.

7.1. Labor Organizations.

- 7.1.1. At least two of the local board's workforce representatives must be representatives of labor organizations, where such labor organizations exist in the region.
- 7.1.2. Each of the local board's labor organization representatives must be appointed from among individuals who are nominated by local labor organizations.
- 7.1.3. If no labor organizations exist in the region, representatives must be selected from the other workforce representative groups detailed below in Sections 7.2 through 7.4.

7.2. Registered Apprenticeship Program(s).

- 7.2.1. At least one of the local board's workforce representatives must be a representative of a joint labor-management, or union-affiliated, Registered Apprenticeship program within the region.
- 7.2.2. Each Registered Apprenticeship program representative must be a training director or member of a labor organization.
- 7.2.3. If no union-affiliated Registered Apprenticeship programs exist in the region, a representative of a Registered Apprenticeship program with no union affiliation must be appointed, if one exists.

7.3. Community-Based Organization(s).

A local board's workforce representatives 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.

7.4. Organization(s) Serving Youth.

A local board's workforce representatives 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 out-of-school youth.

8. Representatives of the One-Stop Delivery System.

WIOA § 107(b) and its implementing regulations include the following requirements for representatives of the local one-stop delivery system.

8.1. State Employment Services Office.

- 8.1.1. Each local board must have at least one representative of the State Employment Service office under the Wagner-Peyser Act.
- 8.1.2. The State Employment Service representative must be the IWD operations manager at the Iowa *WORKS* One-Stop Center in the Region.

8.2. Vocational Rehabilitation Programs.

- 8.2.1. Each local board must have at least one representative of the State programs carried out under Title I of the Rehab Act (other than section 112 or part C of that Title).
- 8.2.2. Iowa has two such programs: one administered by Iowa Vocational Rehabilitation Services (IVRS) and one administered by the Iowa Department for the Blind (IDB).
- 8.2.3. Where possible, a local board should have a representative from both IVRS and IDB.
- 8.2.4. Where having representatives of both IVRS and IDB is not possible logistically, the Rehab Act representative for a local board must be chosen from among those nominated by the Administrator of IVRS and the Director of IDB.

8.3. Eligible Training Provider of Adult Education and Literacy Activities.

- 8.3.1. Each local board must have at least one representative of an entity that is qualifies as an eligible training provider administering adult education and literacy activities under WIOA Title II. In order to qualify as an eligible training provider, the entity must provide adult education and literacy activities under WIOA Title II concurrently or in combination with one or more of the following training services:
 - 1) Occupational skills training, including training for nontraditional employment;
 - 2) On-the-job training (OJT);
 - 3) Incumbent working training;
 - 4) Programs that combine workplace training and related instruction, which may include cooperative education programs;

- 5) Training programs operated by the private sector;
- 6) Skill upgrading and retraining; or
- 7) Entrepreneurial training.

- 8.3.2. An entity that does not provide one or more of the training services listed in Section 7.3.1 concurrently or in combination with adult education and literacy activities under WIOA Title II does not meet the membership requirements in WIOA § 107(b) and may not serve on the local board.
- 8.3.3. If there is more than one entity that qualifies as an eligible training provider of adult education and literacy activities under WIOA Title II within a region or local area, nominations must be solicited from those particular entities.

8.4. Institution of Higher Education.

- 8.4.1. Each local board must have at least one representative from an institution of higher education providing workforce investment activities, including but not limited to community colleges.
- 8.4.2. When there is more than one such institution of higher education providing workforce investment activities in a region or local area, nominations must be solicited from those particular entities.

8.5. Economic and Community Development.

Each local board must have at least one representative of an economic and community development entity.

9. Optional Members.

The membership of each local board may include representatives of other appropriate entities in the region, including:

- 9.1. 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;
- 9.2. Governmental and economic and community development entities that represent transportation, housing, and public assistance programs;
- 9.3. Philanthropic organizations that service the region; and
- 9.4. Other appropriate representatives as determined by the Chief Elected Official (CEO) Board.

10. Nomination Requirements.

- 10.1. Each business representative must be appointed from among individuals who are nominated by local business organizations and business trade associations.
- 10.2. Each representative of a labor organization must be appointed from among individuals who are nominated by local labor organizations.
- 10.3. If there is more than one entity that qualifies as an eligible training provider of adult education and literacy activities under WIOA Title II within a region or local area, nominations must be solicited from those particular entities.
- 10.4. If the local board has only one representative of Vocational Rehabilitation programs authorized under Title I of the Rehab Act, nominations must be solicited from IVRS and IDB. IVRS and IDB may elect to make a joint nomination.

11. Chairperson Requirement.

The chairperson for each local board must be chosen from among those individuals who are representatives of business.

12. Glossary.

For purposes of this Guidance, the following terms have the following meanings.

12.1. Chief Elected Official.

The chief elected executive officer of a unit of general local government in a local area. In a case in which a local area includes more than one unit of general local government, the chief elected officials are those individuals designed under the agreement that meets the following requirements:

described in WIOA § 107(c)(1)(B).

12.2. Community-based organization.

A private nonprofit organization (which may include a faith-based organization), that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce development.

12.3. Demonstrated experience and expertise.

An individual or entity who meets one of the following criteria:

- 1) Is an individual employed by an organization who has the knowledge and skills necessary to advise other employees of that organization about the education, skill development, job training, career counseling services, and credentials, including services provided through the workforce development system, required to progress toward career goals of such employees in order to meet employer requirements related to job openings and career advancements that support economic self-sufficiency;
- 2) Contributes to the field of workforce development, human resources, training and development, or a core program function; or
- 3) The local board recognizes for valuable contributions in education or workforce development related fields.

12.4. Eligible youth.

An individual who is in-school youth or out-of-school youth.

12.5. Eligible training provider.

An eligible training provider:

- 1) Is the only type of entity that receives funding for training services, as defined in Section 1.12, through an individual training account;
- 2) Must be included on the State list of eligible training providers and programs under 20 C.F.R. subpart D;
- 3) Must provide a program of training services; and
- 4) Must be one of the following types of entities:
 - a) Institutions of higher education that provide a program which leads to a recognized postsecondary credential;
 - b) Entities that carry out programs registered under the National Apprenticeship Act (29 U.S.C. § 50 *et seq.*);
 - c) Other public or private providers of training services, which may include:
 - i. Community-based organizations;
 - ii. Joint labor-management organizations; and
 - iii. Eligible providers of adult education and literacy activities under WIOA Title II if such activities are provided concurrently or in combination with one or more of the following training services:

1. Occupational skills training, including training for nontraditional employment;
2. On-the-job training (OJT);
3. Incumbent working training;
4. Programs that combine workplace training and related instruction, which may include cooperative education programs;
5. Training programs operated by the private sector;
6. Skill upgrading and retraining; or
7. Entrepreneurial training.

12.6. In-demand industry sector.

An industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the State, regional, or local economy, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors.

12.7. In-demand occupation.

An occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the State, regional, or local economy.

12.8. Individual with a barrier to employment.

A member of one or more of the following populations:

- 1) Displaced homemakers.
- 2) Low-income individuals.
- 3) Indians, Alaska Natives, and native Hawaiians, as such terms are defined in WIOA section 166.
- 4) Individuals with disabilities, including youth who are individuals with disabilities.
- 5) Older individuals.
- 6) Ex-offenders.
- 7) Homeless individuals.

- 8) Youth who are in or have aged out of the foster care system.
- 9) Individuals are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
- 10) Eligible migrant and seasonal farmworkers, as defined in WIOA section 167(i).
- 11) Individuals within two years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. § 601 *et seq.*).
- 12) Single parents (including single pregnant women).
- 13) Long-term unemployed individuals.
- 14) Such other groups as the Governor determines to have barriers to employment.

12.9. Optimum policy-making authority.

A representative with “optimum policy-making authority” is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.

12.10. Registered Apprenticeship Program.

An apprenticeship program registered with the U.S. Department of Labor, Employment and Training Agency, Office of Apprenticeship.

12.11. Rehab Act.

Rehabilitation Act of 1973, U.S.C. § *et seq.*, as amended by WIOA Title IV.

12.12. Small business.

This term is defined for purposes of this Guidance by the U.S. Small Business Administration (SBA). The SBA’s Table of Small Business Size Standards is broken down by industry using the North American Industry Classification System (NAICS). It is available online at:

<https://www.sba.gov/contracting/getting-started-contractor/make-sure-you-meet-sba-size-standards/table-small-business-size-standards> (last visited November 21, 2016).

12.13. State.

The State of Iowa.

12.14. Ultimate hiring authority.

An individual with “ultimate hiring authority” is an individual who is authorized to make the final decision on whether or not to hire an individual to work for a business.

12.15. Wagner-Peyser Act.

29 U.S.C. § 49 *et seq.*, as amended by WIOA Title III.

12.16. Workforce investment activities.

An employment and training activity, and a youth workforce investment activity.

I3. Questions.

If you have questions or would like a presentation regarding local board membership structure that meets the requirements in WIOA § 107(b) and its implementing regulations, please contact Ben Humphrey at:

Benjamin.Humphrey@iwd.iowa.gov

TABLE I:

LOCAL BOARD DUTIES: BEFORE AND AFTER WIOA

BEFORE WIOA: 5 Total Duties	AFTER WIOA: 22 Total Duties
<p>a. Identify workforce development needs in its region.</p> <p>b. Assist the state workforce development board and IWD in the awarding of grants or contracts administered by IVD in the region.</p> <p>c. Assist the state workforce development board and IWD in monitoring the performance of the grants and contracts awarded in the region.</p> <p>d. Make annual reports as required by Iowa Code § 84A.1B.</p> <p>e. Make recommendations to the state workforce development board and IWD concerning workforce development.</p>	<p>a. Develop and coordinate the implementation of a four-year comprehensive local workforce development plan that identifies needs, goals, strategies, and policies for the local workforce development area. A local workforce development plan shall be updated every two years and revised as necessary. A local workforce development board shall coordinate the convening of local workforce development system stakeholders to assist in the development of the local workforce development plan.</p> <p>b. Develop and coordinate the alignment of the local area's workforce development programs, services, and activities in an integrated and streamlined workforce development system that is data driven and responsive to the needs of workers, job seekers, and employers.</p> <p>c. Develop and coordinate policies that increase access to workforce services for all Iowans, in particular for individuals with a barrier to employment as defined in the WIOA section 3(24).</p> <p>d. Develop and coordinate the creation of reports as required by Iowa Code § 84A.1B.</p> <p>e. Develop a budget for the local workforce development board's activities in the local workforce development area, consistent with the four-year comprehensive local workforce development plan, any modifications to the local workforce development plan, and the local workforce development board's duties under this section.</p> <p>f. Convene workforce development system stakeholders to identify expertise and resources to leverage support for workforce development programs, services, and activities in the local area.</p> <p>g. Coordinate engagement among employers, employee organizations, and economic development entities in the local workforce development area. The local workforce development board shall lead efforts to promote engagement among a diverse range of employers and with other entities in the region to do all of the following:</p> <ul style="list-style-type: none">(1) Promote business representation on the local workforce development board, particularly for representatives with optimal policymaking or hiring authority of employers whose employment opportunities reflect existing and emerging employment opportunities in the region.(2) Develop effective linkages with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities.(3) Ensure that workforce investment activities meet the needs of employers and support economic growth in the region by enhancing communication, coordination, and collaboration among employers, employee organizations, economic development entities, and service providers.(4) Develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers, such as participating in the establishment of industry and sector partnerships as described under Iowa Code § 260H.7B(2), that provide the skilled workforce needed by employers in the region and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations. <p>h. Coordinate the performance of workforce research and regional labor market analysis.</p> <p>i. Participate in the development of strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system.</p> <p>j. Participate in the oversight of workforce development programs and activities in the local workforce development area.</p> <p>k. Award grants or contracts as required by and consistent with applicable state and federal law. To the extent permitted by applicable state and federal law, the local workforce development board shall consider awarding grants or contracts to nonprofit organizations.</p> <p>l. Designate a fiscal agent.</p> <p>m. Participate in the development of performance accountability measures for the local workforce development area.</p> <p>n. Participate in the identification and promotion of proven and promising practices for meeting the needs of workers, job seekers, and employers.</p> <p>o. Coordinate activities with education and training providers in the local workforce development area.</p> <p>p. Participate in the identification of eligible providers of training and career services within the local workforce development area.</p> <p>q. Make recommendations to the state workforce development board regarding workforce development programs, services, and activities.</p> <p>r. Participate in the implementation of state workforce development initiatives.</p>

TABLE II: MEMBERSHIP STRUCTURE REQUIREMENTS IN WIOA § 107(b)

Business: Majority
<ul style="list-style-type: none"> ▪ At least two representatives must be from small businesses ▪ Business must be in an in-demand industry sector and/or have in-demand occupations ▪ Must have optimum policy-making or ultimate hiring authority for the business
Workforce: At Least 20%
<ul style="list-style-type: none"> ▪ At least two must be representatives of labor organizations ▪ At least one must be a representative of a joint labor-management Registered Apprenticeship program ▪ Others may be representatives from community-based organizations with experience and expertise in the field of workforce development
One-Stop Delivery System
<ul style="list-style-type: none"> ▪ One IWD operations manager at the local IowaWORKS One-Stop Center ▪ One representative of an entity that qualifies as an eligible training provider and provides Adult Education and Family Literacy Act activities ▪ At least one representative of a Vocational Rehabilitation program, nominated by IVRS and IDB ▪ At least one representative of an institution of higher education providing workforce investment activities, including community colleges ▪ At least one representative of an economic and community development entity
Optional
<p>A local board may include representatives of other appropriate entities in the region, including:</p> <ul style="list-style-type: none"> ▪ 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; ▪ Governmental and economic and community development entities that represent transportation, housing, and public assistance programs; ▪ Philanthropic organizations service the region; and ▪ Other appropriate representatives as determined by the Chief Elected Official Board.

TABLE III: WIOA § 107(b) VOTING MEMBERSHIP MATRIX

SMALLEST BOARD THAT MEETS WIOA § 107(b) REQUIREMENTS

- The following matrix represents the smallest local board voting membership structure that complies with the requirements in WIOA § 107(b).
- A Region may add additional members as voting members. Doing so requires adding additional representatives of business and the workforce in order to maintain their mandatory percentage shares of voting membership under WIOA § 107(b).
- A Region may add optional members as nonvoting members. Doing so does not impact the business and workforce mandatory percentage shares of voting membership under WIOA § 107(b).

Total Voting Members: 19		
Business: 10 52.63%	Workforce: 4 21.05%	One-Stop System: 5
Small Business	Labor Organization	Economic Development
Small Business	Labor Organization	Institution of Higher Education
Business	Registered Apprenticeship Program	IVRS or IDB
Business	Labor Organization or Community-Based Organization	Adult Education and Family Literacy Act Eligible Training Provider
Business		IWD
Business		
Business		
Business		
Business		
Business		

TABLE IV: WIOA § 107(b) VOTING MEMBERSHIP MATRIX

LOCAL BOARD WITH BOTH VOCATIONAL REHABILITATION PROGRAMS REPRESENTED

- The following matrix represents a local board voting membership structure that complies with the requirements in WIOA § 107(b). It has representatives of both IVRS and IDB, the two core partners administering Vocational Rehabilitation Programs under the Rehab Act.
- A Region may add additional members as voting members. Doing so requires adding additional representatives of business and the workforce in order to maintain their mandatory percentage shares of voting membership under WIOA § 107(b).
- A Region may add optional members as nonvoting members. Doing so does not impact the business and workforce mandatory percentage shares of voting membership under WIOA § 107(b).

Total Voting Members: 23		
Business: 12 52.17%	Workforce: 5 21.74%	One-Stop System: 6
Small Business	Labor Organization	Economic Development
Small Business	Labor Organization	Institution of Higher Education
Business	Registered Apprenticeship Program	IVRS
Business	Labor Organization or Community-Based Organization	IDB
Business	Labor Organization or Community-Based Organization	Adult Education and Family Literacy Act Eligible Training Provider
Business		IWD
Business		
Business		
Business		
Business		
Business		
Business		

TABLE V: WIOA § 107(b) VOTING MEMBERSHIP

OTHER POTENTIAL LOCAL BOARD MEMBERSHIP STRUCTURES

- The following chart table contains other potential membership structures for a local board that comply with the requirements in WIOA § 107(b).
- The table is meant to reflect entities that might be present in a given region that should be included as voting members on a local board. For example, a region with a large urban area may have more entities that it wishes to include as voting members on its local board.

Business	Business %	Workforce	Workforce %	One-Stop System	Optional	Total
10	52.63%	4	21.05%	5	0	19
12	52.17%	5	21.74%	5	1	23
13	52.00%	5	20.00%	5	2	25
15	51.72%	6	20.69%	5	3	29
13	52.00%	7	28.00%	5	0	25
14	51.85%	8	29.63%	5	0	27
15	51.72%	9	31.03%	5	0	29
12	52.17%	5	21.74%	6	0	23
14	51.85%	6	22.22%	6	1	27
15	51.72%	6	20.69%	6	2	29
17	51.52%	7	21.21%	6	3	33
11	52.38%	5	23.81%	5	0	21
13	52.00%	6	24.00%	5	1	25
15	51.72%	7	24.14%	5	2	29
12	52.17%	5	21.74%	6	0	23
14	51.85%	6	22.22%	6	1	27
16	51.61%	7	22.58%	6	2	31

TABLE VI: WIOA § 107(b) VOTING MEMBERSHIP
LOCAL BOARD MOTIONS TO PROPOSE TRANSITION

Example A:
Membership Structure in Table III

I move that the Region [Insert Region’s Number] local workforce development board transition to meet the membership requirements in section 107(b) of the federal Workforce Innovation and Opportunity Act with 19 total members, including:

- 10 business representatives;
- 4 representatives of the workforce;
- 1 representative of an institution of higher education providing workforce investment activities;
- 1 representative of an economic and community development entity;
- 1 representative of the State Employment Services Offices to be filled by the Iowa Workforce Development operations manager at the IowaWORKS Center;
- 1 representative of State Vocational Rehabilitation programs, chosen from among those nominated by Iowa Vocational Rehabilitation Services and the Iowa Department for the Blind; and
- 1 representative from an entity that qualifies as an eligible training provider administering adult education and literacy activities under WIOA Title II.

Example B:
Membership Structure in Table IV

I move that the Region [Insert Region’s Number] local workforce development board transition to meet the membership requirements in section 107(b) of the federal Workforce Innovation and Opportunity Act with 23 total members, including:

- 12 business representatives;
- 5 representatives of the workforce;
- 1 representative of an institution of higher education providing workforce investment activities;
- 1 representative of an economic and community development entity;
- 1 representative of the State Employment Services Offices to be filled by the Iowa Workforce Development operations manager at the IowaWORKS Center;
- 1 representative of Iowa Vocational Rehabilitation Services;
- 1 representative of the Iowa Department for the Blind; and
- 1 representative from an entity that qualifies as an eligible training provider administering adult education and literacy activities under WIOA Title II.