

**ATTACHMENT A**  
**Summary of WDB Membership Requirements**

COMPOSITION REQUIREMENTS	NOMINATION PROCESS CRITERIA AND OTHER INFORMATION
<b>BUSINESS &gt; 51%</b>	
<p>The majority of the board, <b>51%</b>, must be represented by individuals from <b>businesses in the local area</b>. Business representatives must meet the WIOA-required criteria:</p> <ul style="list-style-type: none"> <li>▪ Business Owners, CEO's, COO's, Executives, or other representatives with optimum policymaking or hiring authority</li> <li>▪ Represent Business, Small Business, or Organizations Representing Businesses that provide employment opportunities that include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area</li> <li>▪ May include not-for-profit entities that operate as businesses and are employers in key industry sectors for the state and local area.</li> </ul>	<p>Must be nominated by local business organizations and/or business trade associations.</p> <p><b>EXAMPLES OF APPROPRIATE NOMINATING ORGANIZATIONS:</b>  <a href="http://www.bbb.org/wisconsin/accruited-business-directory/business-trade-organizations/2060/">http://www.bbb.org/wisconsin/accruited-business-directory/business-trade-organizations/2060/</a>            Wisconsin Manufacturing and Commerce            Small Business Administration - Wisconsin District Office            Wisconsin Restaurant Association            Wisconsin Builders Association            Hispanic Chamber of Commerce – Wisconsin</p> <p>Must be representative of in-demand industry sectors, geographic location, and demographics within the WDA.</p> <p><i>**See Chart 1: Percentage of Employees by Sector by WDA</i></p>
<b>WORKFORCE &gt; 20%</b>	
<p>At least 2 representatives from <b>Labor Organizations</b>.</p> <p>If no employees in the local area are represented by Labor Organizations, then the Board shall include "Other Representatives of Employees"</p>	<p>Must be nominated by local labor federations.</p> <p><b>EXAMPLES OF APPROPRIATE NOMINATING ORGANIZATIONS:</b>  <a href="http://www.manta.com/mb_45_F0277000_50/labor_organizations/wisconsin">http://www.manta.com/mb_45_F0277000_50/labor_organizations/wisconsin</a></p>
<p>At least 1 <b>Apprenticeship</b> representative who is a:</p> <ul style="list-style-type: none"> <li>▪ Member of a Labor Organization or a Training Director</li> <li>▪ From a Joint Labor-Management Apprenticeship Program</li> <li>▪ Representative of an Apprenticeship Program in the area, if such a program exists</li> </ul>	
<p>May include representatives of <b>Community-Based Organizations (CBOs)</b> that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment. Includes:</p> <ul style="list-style-type: none"> <li>▪ Organizations that serve veterans</li> <li>▪ Organization that provide or support competitive integrated employment for individuals with disabilities</li> </ul>	
<p>May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of <b>Eligible Youth</b>. Includes:</p> <ul style="list-style-type: none"> <li>▪ Organizations that serve out-of-school youth</li> </ul>	

**ATTACHMENT A**  
**Summary of WDB Membership Requirements**

EDUCATION & TRAINING	
At least 1 representative from an entity administering <b>WIOA Title II/Adult Education and Family Literacy (AEFLA)</b> .	<b>EXAMPLES OF APPROPRIATE NOMINATING ORGANIZATIONS:</b> Local School Boards/Wisconsin Association of School Boards Local School Districts Local Technical Colleges, UW-System and private educational institutions Local Literacy Councils
At least 1 representative from an <b>Institution of Higher Education</b> providing workforce investment activity. <ul style="list-style-type: none"> <li>▪ Includes Community Colleges.</li> </ul>	
May include <b>Community Based Organizations (CBOs)</b> or <b>Local Educational Agencies</b> with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.	
GOVERNMENTAL AND ECONOMIC & COMMUNITY DEVELOPMENT	
At least 1 representative of <b>Economic &amp; Community Development Agencies</b> .	<b>EXAMPLES OF APPROPRIATE NOMINATING ORGANIZATIONS:</b> <a href="http://www.forwardwisconsin.com/map.php">http://www.forwardwisconsin.com/map.php</a> <a href="https://www.eda.gov/resources/economic-development-directory/states/wi.htm">https://www.eda.gov/resources/economic-development-directory/states/wi.htm</a>
At least 1 representative from <b>WIOA Title III/Wagner-Peyser Act</b> serving the local area.	Appointed by DWD.
At least 1 representative from <b>WIOA Title IV/Vocational Rehabilitation</b> serving the local area.	Appointed by DWD
At least 1 representative from <b>Unemployment Insurance</b> .	Appointed by DWD. (Per State policy.)
May include representatives of agencies or entities administering programs in the local area related to: <ul style="list-style-type: none"> <li>▪ Transportation</li> <li>▪ Housing</li> <li>▪ Public Assistance</li> </ul>	<b>EXAMPLES OF APPROPRIATE NOMINATING ORGANIZATIONS:</b> Senior Community Service Employment Program <a href="http://www.dhs.wisconsin.gov/aging/WISE/COUNTIES.HTM">http://www.dhs.wisconsin.gov/aging/WISE/COUNTIES.HTM</a> Wisconsin Works - Temporary Assistance for Needy Families <a href="https://dcf.wisconsin.gov/w2/parents/locator">https://dcf.wisconsin.gov/w2/parents/locator</a> Job Corps <a href="http://www.jobcorps.gov/centerlocations.aspx?statername=wi">http://www.jobcorps.gov/centerlocations.aspx?statername=wi</a> Indian and Native American WIOA Programs <a href="https://www.doleta.gov/dinap/cfml/docs/Telephone_Directory_2016.pdf">https://www.doleta.gov/dinap/cfml/docs/Telephone_Directory_2016.pdf</a> Housing and Urban Development <a href="http://www.hud.gov/offices/pih/pha/contacts/states/wi.cfm">http://www.hud.gov/offices/pih/pha/contacts/states/wi.cfm</a> Community Services Block Grant <a href="https://dcf.wisconsin.gov/CSBG">https://dcf.wisconsin.gov/CSBG</a> Foodshare <a href="https://www.dhs.wisconsin.gov/forwardhealth/imagency/index.htm">https://www.dhs.wisconsin.gov/forwardhealth/imagency/index.htm</a>
May include representatives of philanthropic organizations serving the local area.	
OTHER	
May include other individuals or representatives of entities as the Chief Elected Official in the local area may determine to be appropriate.	

**\*\*NOTE**—CEO's shall strive to attain a local board membership that reflect diversity in terms of gender, race/ethnic background, ability/disability, and geography within the WDA.

**ATTACHMENT A**  
**Summary of WDB Membership Requirements**

**MINIMUM BOARD MEMBERSHIP FOR COMPLIANCE**

Assuming no representation of multiple categories occurs, the minimum size of a local WDB will be 23 members, per the below formula:

Category of Representation	Required Sub-Categories	Minimum # of Reps	Total Required Reps
Business	N/A	11+1 (to ensure majority)	12
Workforce	Labor Apprenticeship Other	2 1 2 (to maintain 20%)	5
Education/Training	AEFLA/Title II Tech College/Higher Education	1 1	2
Government & Economic/Community Development	Wagner-Peyser/Title III Vocational Rehab/Title IV Unemployment Insurance (UI) Economic Development	1 1 1 1	4
<b>23 Required, Minimum</b>			

**DWD APPOINTED REPRESENTATIVES\***

Wagner-Peyser Act	Wisconsin Job Service	District Director within local area, or a designee thereof
Rehabilitation Act of 1973	Division of Vocational Rehabilitation	District Director within local area, or a designee thereof
Unemployment Insurance	Division of Unemployment Insurance	UI Staff as designated by the Division of UI

\*The Secretary of the Department of Workforce Development has final determination of any appointee.