

Governor's Workforce Investment Division Information Notice No. 3-02

Subject: Governor's Workforce Investment Division Information Notice Related to Populating Local Workforce Investment Boards to Include Making Appointments, Required Memberships and Procedures for Replacing Members

Effective Date: July 1, 2002

Purpose: To provide informational guidance to Local Workforce Investment Board (LWIB) Local Elected Officials (LEOs) on procedures and timeframes that can be used when appointing or replacing LWIB members.

References: Section 117(b) and Section 117(c) of the Workforce Investment Act (WIA) of 1998.

Background: Each local area within the State is required to have a LWIB. The LWIB is appointed by the LEOs, in accordance with Section 117(b) of the WIA, and is certified every two years by the Governor. The Governor, in partnership with the State Board, is also responsible for establishing the criteria for use by the chief elected officials in appointing the LWIB members.

Informational Guidance: **Board Membership Requirements** – LEOs of local workforce areas will appoint members to the LWIB in accordance with Section 117(b) of the WIA.

Replacing Members – The Governor's Workforce Investment Division (GWID) recognizes that from time to time it will be necessary to replace local board members due to resignations, dismissals or term expiration. The following procedures and timeframes may be utilized in replacing local board members.

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- The LEO should replace a local board member within 60 days of resignation, dismissal or term expiration. The new board appointee must be appointed according to the membership requirements of Section 117(b) of the WIA. If a resignation, dismissal or term expiration does not create a situation of noncompliance with the requirements of Section 117(b) of WIA, the LEO may opt not to replace the member at that time.
- Once a new member is appointed, the LEO/LWIB should notify the GWID within seven days of the appointment and provide GWID with data depicting which membership area (i.e. business, private sector, etc.) the appointee is representing.
- Appointing local board members is the responsibility of the LEOs. The Governor will certify the local board every other year, in compliance with Section 117(c)(2).

Action: LWIBs and LEOs are advised of this information notice effective July 1, 2002.

Questions: Questions should be directed to the Governor's Workforce Investment Division, Building 6, Room B-617, 1900 Kanawha Boulevard, East, Charleston, WV 25305. Toll free 1-877-967-5498.

Expiration: Effective until rescinded or modified by the WV Workforce Investment Council