



**WIA POLICY LETTER NO. 06-PL-27**

**TO:** Chief Elected Officials  
Local Workforce Investment Board Chairpersons  
Local Workforce Investment Board Staff  
WIA Fiscal Agents and Grant Recipients  
WIA Program Services Administrators  
One-Stop Operators  
WIA State Agency Partners  
Other Interested Persons

**SUBJECT:** Local Workforce Investment Boards (LWIBs) – Nomination, Appointment, and Reappointment of LWIB Members and Certification and Recertification of the LWIBs

**DATE:** January 17, 2007

**I. SUBJECT INDEX**

Governance

**II. PURPOSE**

Outlined below are the policies and procedures for establishing the Local Workforce Investment Boards (LWIBs). This includes the requirements for Certification and Recertification of the boards, as well as Nomination of individuals to the board and Appointment/Reappointment of its members.

**III. ISSUANCES AFFECTED**

A. References:

Workforce Investment Act of 1998, Public Law 105-220; Sections 117, 121, 122, 129, 134, and 136  
WIA Final Rule 29 CFR Section 661, Parts 300-355  
Wagner Peyser Act, Section 15(e)  
Illinois Open Meetings Act (Ill. Rev. Stat. 1987, Ch. 102, par. 41 et seq.)

Workforce Development Policy No. 99-GOV-002, Initial Local Workforce Investment Board Certification Criteria (August 27, 1999)  
Workforce Development Policy No. 99-GOV-003, One-Stop Coordinating Committee (January 1, 2000)  
Workforce Development Policy No. 99-GOV-004, Q & A for Chief Elected Officials (November 24, 1999)  
Workforce Development Policy 00-GOV-005, Policy Letter to CEOs Regarding Various Administrative Issues (February 22, 2000)  
Workforce Development Policy 00-GOV-006, Policy Letter to LWIB Chairs Establishing Transition Year for Meeting Firewall Requirements (March 22, 2000)  
Workforce Development Policy 00-GOV-010, Local Workforce Investment Board Staffing Policy

B. Rescissions:

WIA Technical Assistance and Information Letter (TAIL) 99-05, Local Workforce Investment Boards (August 31, 1999)

**IV. DEFINITIONS**

|                              |   |
|------------------------------|---|
| Chief Elected Official (CEO) | Means:<br>a) the chief elected executive officer of a unit of general local government in a local area; or<br>b) in a case in which a local area includes more than one unit of general local government, the individuals designated under the agreement described in section 117(c)(1)(B) of the Workforce Investment Act (WIA). |
| Community-Based Organization | A private nonprofit 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 investment.  |
| Economic Development Agency  | Includes local planning and zoning commissions or boards, community development agencies, and other local agencies and institutions responsible for regulating, promoting, or assisting in local economic development.  |
| Labor Federation             | An alliance of two or more organized labor unions for the purpose of mutual support and action.   |

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|---|--|
| Labor Market Area                           | An economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence. Such an area shall be identified in accordance with criteria used by the Bureau of Labor Statistics of the Department of Labor in defining such areas or similar criteria established by a Governor. |
| Local Area                                  | A local workforce investment area designated under section 116 of WIA.   |
| Local Board                                 | A local workforce investment board established under section 117 of WIA.   |
| Local Educational Agency                    | Has the meaning given the term in section 14101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8801).  |
| One-Stop Partner                            | means:<br>a) an entity described in section 121(b)(1) of WIA; or<br>b) an entity described in section 121(b)(2) of WIA that is participating, with the approval of the local board and chief elected official, in the operation of a one-stop delivery system.   |
| Optimum Policy Making (or Hiring) Authority | 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. Business members may also have hiring authority.  |
| Post-Secondary Educational Institution      | An institution of higher education, as defined in section 481 of the Higher Education Act of 1965 (20 U.S.C. 1088).  |

## V. **BACKGROUND**

Section 117 of the Workforce Investment Act (WIA) of 1998 requires each local area of the State to establish a local workforce investment board to set policy for the local workforce investment system within the local area. WIA also requires that the Governor of the State certify each board. WIA also requires the Governor recertify Local Workforce Investment Boards (LWIBs) every two years. Board certification is based on specific criteria outlined within WIA. Through this process the LWIB ensures that workforce investment activities in the Local

Workforce Investment Area (LWIA) meet the local performance measures, because ultimately the LWIB is responsible for the performance negotiations and outcomes of the LWIA.

The following policy sets guidance and instructions for completion of the certification process for each LWIB. There are also guidelines for the decertification of LWIBs if necessary, as well as the membership criteria for individual board appointments/reappointments. Membership criteria of boards is outlined to ensure each LWIB meets the minimum requirements established by WIA and any additional requirements of the State.

## **VI. POLICY**

The following policy provides the guidelines by which all Local Workforce Investment Boards (LWIBs) shall be organized and certified.

### **A. Membership of the LWIBs**

1. The authority to appoint members to the Local Workforce Investment Board lies solely with the chief elected official(s).
2. The chief elected official (CEO) should give special consideration to assuring an appropriate ethnic and gender balance and other representation as reflective of the local area.
3. Membership of each LWIB will be comprised of:
  - a. Business representatives:
    - 1) Reflecting a majority of all board members. (This is defined as greater than 50% of all board membership);
    - 2) That are owners of businesses, chief executives, operating officers, or other business executives or individuals with optimum policy making or hiring authority;
    - 3) That are chosen from businesses with employment opportunities that reflect the employment opportunities of the local area as defined by:
      - a) Key industry sectors;
      - b) Labor Market Information (LMI) provided by the state to each area that reflects current employment and future projections by industry sector and tallies of establishments by employment size by major industry sectors; and
      - c) Additional sources of labor market information to help demonstrate the appropriate business composition of the board as indicated by the CEOs; and

- 4) That are appointed from among individuals nominated by local business organizations and business trade associations.
- b. Labor organization representatives (for all local areas in which employees are represented by labor organizations):
- 1) With at least two representatives of labor organizations;
  - 2) That are nominated by:
    - a) Local labor federations; or
    - b) (For a local area in which employees are represented by such organizations) other representatives of employees; and
  - 3) That are individuals with optimum policy making authority within their organizations, agencies, or entities.
- c. Local educational entity representatives:
- 1) That are comprised of at least two representatives of local educational entities;
  - 2) That are representatives of:
    - a) Local educational agencies;
    - b) Local school boards;
    - c) Entities providing adult education and literacy activities; and
    - d) Post-secondary educational institutions (including representatives of community colleges, where such entities exist);
  - 3) That are selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities;
  - 4) That are individuals with optimum policy making authority within the organizations, agencies, institutions, or entities;
  - 5) That include at least one community college president (where such entities exist);
  - 6) That are reflective of the educational opportunities in the area; and
  - 7) That are chosen with special consideration given by the CEO to inclusion of secondary education and community college, as well as adult education, selected from among the following list of potential representatives:
    - a) Regional superintendent of education;
    - b) Additional community college presidents;
    - c) Secondary/elementary superintendent;
    - d) Education for Employment Regional Delivery System;
    - e) Secondary Area Vocational Centers;
    - f) Area Planning Councils (adult);
    - g) Adult education providers;
    - h) Local board of education;
    - i) College board of trustees;
    - j) Universities;

- k) Private schools and colleges; and
  - l) Other educational institutions and entities as may be deemed appropriate.
- d. Community based organization (CBO) representatives:
- 1) That are comprised of at least two representatives of CBOs;
  - 2) That are individuals with optimum policy making authority within the organizations, agencies, or entities; and
  - 3) That may be representatives of organizations, including but not limited to, those representing individuals with disabilities or veterans.
- e. Economic development agency representatives:
- 1) That are comprised of at least two representatives of economic development agencies;
  - 2) That are individuals with optimum policy making authority within the organizations, agencies, or entities; and
  - 3) That may be individuals of economic development agencies, including but not limited to, private sector economic development entities, regional planning commissions, or county economic development organizations.
- f. One-Stop Partner program representatives:
- 1) That are comprised of the following:
    - a) At least one representative of the following programs:
      - i. Workforce Investment Act Title I (Adult, Dislocated, and Youth);
      - ii. Wagner-Peyser Act/Employment Services;
      - iii. Workforce Investment Act Title II Adult Education and Literacy;
      - iv. TANF Employment and Training Program/ Food Stamp Employment and Training Program (represented by a Department of Human Services representative);
      - v. Vocational Rehabilitation (Rehabilitation Act Title I);
      - vi. Title V Older Americans Act;
      - vii. Postsecondary Vocational Education/Perkins Act;
      - viii. Trade Act/NAFTA;
      - ix. Veterans Title 38;
      - x. Unemployment Insurance;
    - and
    - b) When present in the area, at least one representative of the following programs:

- i. CSBG Employment and Training;
      - ii. HUD Employment and Training; and
      - iii. Workforce Investment Act Title I, National Programs including:
        - a) Native American Programs;
        - b) Migrant and Seasonal Farmworker Programs;
        - c) Job Corps; and
        - d) Veterans Workforce Investment Programs.
    - 2) That are individuals with optimum policy making authority within the organizations, agencies, or entities; and
    - 3) That have expertise relating to a program, service, or activity including a person who is an official within a One-Stop partner program and a person with documented expertise relating to the One-Stop partner program.
  - g. Other individuals or representatives of entities;
    - 1) That are chosen by the CEO in the local area as determined appropriate;
    - 2) That have optimum policy making authority within the organizations, agencies, or entities;
    - 3) That are chosen from One-Stop partner programs having expertise relating to a program, service, or activity including a person who is an official within a One-Stop partner program and a person with documented expertise relating to the One-Stop partner program. (It is the State's intent to be inclusive, rather than exclusive, in the selection of One-Stop partner program representatives to serve on local workforce investment boards.);
    - 4) That are selected with special attention given to workforce needs in the area; and
    - 5) That may be given consideration by the CEO to the inclusion of:
      - a) Local organizations that represent individuals with disabilities;
      - b) Various education entities; and
      - c) Public housing authorities.
  - h. Use of committees and subcommittees can afford opportunities for participation of additional individuals and programs that may not be LWIB members.
4. Youth Councils
- a. A youth council appointed by the LWIB, in cooperation with the chief elected official, shall be established as a subgroup within each local board.
  - b. Membership of each youth council shall include:

- 1) Members of the LWIB with special interest or expertise in youth policy;
  - 2) Representatives of youth service agencies, including juvenile justice and local law enforcement agencies;
  - 3) Representatives of local public housing authorities;
  - 4) Parents of eligible youth seeking assistance under WIA;
  - 5) Individuals, including former participants, and representatives of organizations that have experience relating to youth activities;
  - 6) Representatives of the Job Corps as appropriate; and
  - 7) Other members as deemed appropriate by the chairperson of the LWIB in cooperation with the CEO.
- c. In selecting representatives to the local youth council, LWIBs in cooperation with chief elected officials are requested to invite the following specific representatives:
- 1) Regional superintendents of education;
  - 2) Representatives from secondary education programs;
  - 3) School board members;
  - 4) Parents;
  - 5) Youth;
  - 6) Agency individuals who deal with youth;
  - 7) Education for employment systems directors; and
  - 8) Representatives from the private sector.
5. Multiple Units of Local Government in an Area
- a. In general, as noted in WIA, Section 117(c)(1), in a case in which a local area includes more than one (1) unit of government, the chief elected officials of such units shall execute an agreement that specifies the respective roles of the individual chief elected officials:
    - 1) In the appointment of members of the local board from the individuals nominated or recommended to be such members in accordance with the criteria established under Section 117(b) of WIA; and
    - 2) In carrying out any other responsibilities assigned to such officials under this subtitle.
  - b. If after a reasonable effort, the chief elected officials are unable to reach agreement as provided under clause 5.a.1 above, the State may appoint the members of the local board from individuals nominated or recommended.
  - c. The CEO decides how the LWIB members are to be apportioned by county or unit of government.

## 6. LWIB Chairperson

- a. A Chairperson for the Local Board must be from among the business representatives of the board.
- b. Any change to the Chairperson designation should be forwarded in writing to DCEO within 10 business days.
- c. A copy of the approved minutes indicating a change to the Chairperson should be forwarded to DCEO within 10 business days of their approval.

## 7. Membership Terms

- a. LWIB by-laws should include provisions that set fixed term lengths.
- b. Membership terms shall also be staggered so that only a portion of membership terms expire in a given year.
- c. Board members replacing outgoing members mid-term will serve the remainder of the outgoing member's term.
- d. Term expirations shall be in alignment with the dates found in WIA Notice No. 06-NOT-09 – LWIB Membership Term Expiration Dates.

## 8. Multiple seats on the board

- a. An individual may be appointed as a representative of more than one entity if the individual meets all criteria for representation, including the criteria described in paragraphs (c) through (e) of Final Rule 29 CFR 661.315.
- b. Individuals representing more than one entity must have optimum policy making authority within each of the entities they are representing.
- c. Two examples of multiple entity representation are:
  - 1) The Illinois Department of Employment Security (IDES) had decided that the three programs under its auspices required to be One-Stop partner programs (Wagner-Peyser/Employment Security, Veterans Title 28, and Unemployment Insurance) will, at the option of the IDES, be represented on the local board by a single board member; and
  - 2) The adult education provider representative under the local education entity and the post-secondary vocational

education/Perkins Act representative under the One-Stop partner program can be represented on the local board by a single board member.

#### 9. Nomination of Board Members

- a. The CEO may contact the appropriate entities in the local area for nominations to appoint members and/or fill vacancies in the LWIB from business, local educational entities, and labor representatives.
- b. Individuals for nomination must be nominated as follows:
  - 1) Business representatives are to be from local business organizations and business trade associations;
  - 2) Local educational entity representatives are to be from regional or local educational agencies, institutions, or organizations representing such local educational entities providing adult education and literacy activities, and postsecondary educational institutions (including representatives of community colleges, where such entities exist);
  - 3) Labor representatives are to be nominated by local labor federations or (for an LWIA in which no employees are represented by such organizations) by other representatives of employees, such as employee organizations and/or the state AFL-CIO;
  - 4) The CEO must contact the appropriate one-stop partner entity for one-stop program nominations in their LWIA;
  - 5) Other mandated LWIB member representatives are to be selected from among individuals nominated by the appropriate groups in the local area; and
  - 6) It is acceptable for an individual to nominate themselves as long as they meet the criteria for both a nominator and an individual to be a representative within the particular business, organization, or entity for which they are being nominated.
- c. All nominations must be made using the LWIB Nomination Form (DCEO/LWIB Form # 001).
- d. All Nomination Forms must be fully completed and signed to be accepted.
- e. A copy of all Nomination Forms should be maintained at the local office.
- f. A copy of all Nomination Forms must be sent to DCEO within 30 days of being signed.

## 10. Procedures for Appointment of Board Members

- a. The CEO in a local workforce investment area is authorized to appoint members of the local board for such area.
- b. LWIB vacancies must be filled within 90 days of the vacancy.
- c. Appointment of an individual as a member of the LWIB must be made using the Appointment/Reappointment Form (DCEO/LWIB Form # 002).
- d. The Appointment/Reappointment Form must be fully completed to be accepted.
- e. The Nominated individual must sign and date the Appointment/Reappointment Form within one (1) year of the Nominator's signature and date.
- f. An updated and fully completed copy of the Composition Summary Form (DCEO/LWIB Form # 003) must accompany any Appointment/Reappointment Form.
- g. The CEO must sign and date the Composition Summary Form following these guidelines:
  - 1) The CEO's signature and date may be an original signature, a stamp or an electronic signature;
  - 2) The CEO's signature and date must be made within 90 days of the Appointed individual's signature and date;
  - 3) In LWIAs where there are multiple chief elected officials, the Composition Summary Form must be signed by ALL chief elected officials using the Additional Signature Form (DCEO/LWIB Form # 004), unless they have designated one or more of the chief elected officials to act on behalf of all of the chief elected officials; and
  - 4) Where an LWIA has designated one or more CEOs to act on behalf of multiple CEOs, a CEO agreement must be on file with DCEO, Bureau of Workforce Development.
- h. A copy of the Appointment/Reappointment Form and Composition Summary Form must be mailed to DCEO, Bureau of Workforce Development within 30 days of the CEOs' signature and date.

- i. The Appointment/Reappointment Form and Composition Summary Form must be maintained on file at the LWIA.
- j. The Appointment/Reappointment Form and Composition Summary Form must be mailed in accordance with the Actions Required (Section VII) of this policy letter.
- k. The composition of each LWIB will be reviewed periodically by the State to ensure compliance.
- l. The State will notify the LWIB in writing if any conditions exist that are not in compliance with WIA or the requirements of this policy letter.

#### 11. Procedures for Reappointment of Board Members

- a. The CEO in a local workforce investment area is authorized to make all reappointments of members of the local board for such area.
- b. LWIB reappointments must be made within 90 days of the term expiration.
- c. Reappointment of an individual as a member of the LWIB must be made using the Appointment/Reappointment Form.
- d. The Appointment/Reappointment Form must be fully completed to verify all information is correct.
- e. The LWIB member must sign and date the Appointment/Reappointment Form to verify the information is correct.
- f. An updated and fully completed copy of the Composition Summary Form must accompany any Appointment/Reappointment Form.
- g. The CEO must sign and date the Composition Summary Form following these guidelines:
  - 1) The CEO's signature and date may be an original signature, a stamp or an electronic signature;
  - 2) The CEO's signature and date must be made within 90 days of the Reappointed individual's signature and date; and
  - 3) In LWIAs where there are multiple chief elected officials, the Composition Summary Form must be signed by ALL chief elected officials using the Additional CEO Signature Form (DCEO/LWIB Form # 004), unless they have designated one of the chief elected officials to act on behalf of all of the chief elected officials.

- h. A copy of the Appointment/Reappointment Form and Composition Summary Form must be mailed to DCEO, Bureau of Workforce Development within 30 days of the CEOs' signature and date.
- i. The Appointment/Reappointment Form and Composition Summary Form must be maintained on file at the LWIA.
- j. The Appointment/Reappointment Form and Composition Summary Form must be mailed in accordance with the Actions Required (Section VII) of this policy letter.
- k. The composition of each LWIB will be reviewed periodically by the State to ensure compliance.
- l. The State will notify the LWIB in writing if any conditions exist that are not in compliance with WIA or the requirements of this policy letter.

## 12. Resignation or Removal of Board Members

- a. Members serving on Local Workforce Investment Boards that subsequently retire or no longer hold the board position or status that made them eligible board members must resign or be removed by the CEO immediately as a representative of that entity.
- b. These individuals, in order to retain their knowledge and experience, may be appointed by the chief elected official(s) to the Other Member category described in subparagraph A.3.g. above.
- c. Another option to retain this individual's knowledge and experience would be to appoint them to a LWIB committee. (These individuals would be a member of the committee, but not a member of the LWIB.)
- d. LWIBs may, under circumstances indicated in their local by-laws, remove board members at their discretion for justifiable cause.

## **B. Local Workforce Investment Board Certification Process**

### 1. Certification of Local Workforce Investment Boards

- a. The State will certify that the composition of each LWIB, including the appointment process, complies with the criteria established in Section 117 of WIA.

- b. The composition of each LWIB will be evaluated on the following criteria:
  - 1) State membership criteria;
  - 2) Federal membership composition requirements encompassing business, labor, education, community-based organizations; economic development organizations, and one-stop partners;
  - 3) Specific requirements for each of the above membership categories;
  - 4) Authority of board members (optimum policy making authority); and
  - 5) Majority business membership.
  
- c. Certification of an LWIB requires the submittal of one (1) original, two (2) hard copies, and one (1) electronic version (of items 1 through 4 below, preferably in a .pdf format) of the following documents to DCEO:
  - 1) A copy of the CEO Agreement (if changed since the last certification/recertification) clearly identifying:
    - a) The CEO(s) who have authority to appoint members;
    - b) The appointment process developed by the LWIB; and
    - c) The CEO(s) who have authority to submit appointment requests to DCEO.
  - 2) A copy of the LWIB By-laws (if changed since the last certification/recertification) indicating:
    - a) The adopted generally accepted parliamentary procedure, such as Robert's Rules of Order, chosen by the LWIB;
    - b) The LWIB's meeting procedures;
    - c) The LWIB's policy assuring attendance and participation of its members;
    - d) Quorum requirements;
    - e) The policy dictating fixed and staggered terms of its members;
    - f) The LWIB's conflict of interest policy; and
    - g) The LWIB's policy on absentee voting, if allowed by the LWIB.
  - 3) A narrative demonstrating how the business members of the LWIB reflect the current and emerging employment opportunities in the local workforce investment area;
  - 4) A statement of accessibility indicating:
    - a) All LWIB and LWIB committee meetings will be held in accessible facilities; and
    - b) That all materials and discussions are in an accessible format (i.e. large print, Braille, interpreter, etc.) for all members as needed or indicated.
  - 5) Appointment/Reappointment Forms for all LWIB members completed in accordance with the requirements found in A.11.d - f of this policy letter; and

- 6) A current and accurate Composition Summary Form (DCEO/LWIB Form # 003).

## 2. Recertification of Local Workforce Investment Boards

- a. Recertification of each LWIB will be conducted by the State once every two years to:
  - 1) Ensure that local workforce activities enable the LWIA to meet their performance measures; and
  - 2) Ensure the board composition requirements have been maintained.
- b. If an LWIB meets all membership requirements, but fails to meet all performance measures, LWIB recertification will be granted for only a one-year review period, instead of a two-year period.
- c. At the end of the one-year review period, the recertification process will be repeated with an updated assessment of LWIB membership and local performance measures.
- d. If the LWIB meets all of the performance measures during the one-year review period, they will be given a new two-year recertification.
- e. Recertification of an LWIB requires the submittal of one (1) original, two (2) hard copies, and one (1) electronic version (of items 1 through 4 below, preferably in a .pdf format) of the following documents to DCEO:
  - 1) A copy of the CEO Agreement clearly identifying:
    - a) The CEO(s) who have authority to appoint members;
    - b) The appointment process developed by the LWIB; and
    - c) The CEO(s) who have authority to submit appointment requests to DCEO.
  - 2) A copy of the LWIB By-laws (if changed since the last certification/recertification) indicating:
    - a) The adopted generally accepted parliamentary procedure, such as Robert's Rules of Order, chosen by the LWIB;
    - b) The LWIB's meeting procedures;
    - c) The LWIB's policy assuring attendance and participation of its members;
    - d) Quorum requirements;
    - e) The policy dictating fixed and staggered terms of its members;
    - f) The LWIB's conflict of interest policy; and
    - g) The LWIB's policy on absentee voting, if allowed by the LWIB.
  - 3) A narrative demonstrating how the business members of the LWIB reflect the current and emerging employment opportunities in the local workforce investment area;

- 4) A statement of accessibility indicating:
    - a) All LWIB and LWIB committee meetings will be held in accessible facilities; and
    - b) All materials and discussions are in an accessible format (i.e. large print, Braille, interpreter, etc.) for all members as needed or indicated.
  - 5) Appointment/Reappointment Forms for all LWIB members completed in accordance with the requirements found in A.11.d - f of this policy letter; and
  - 6) A current and accurate Composition Summary Form (DCEO/LWIB Form # 003).
- f. All recertification documentation is due to DCEO by October 1 of the recertification year.
- g. The exception to the October 1 date found in section B.2.f is that those LWIB recertifications due in 2006 will have all documentation due within 60 days of the date of this policy letter.
3. Decertification of Local Workforce Investment Boards
- a. All local workforce investment boards are subject to decertification by DCEO under one or more of the following conditions:
    - 1) If an LWIB fails to continue to meet all membership requirements;
    - 2) Failure to carry out functions of the board; or
    - 3) Fraud and/or abuse.
  - b. A written notice and opportunity for comment will be provided before decertification under these conditions.
  - c. If an LWIB, having already been placed on a one-year cycle of recertification due to a lack of meeting all performance measures, fails to meet all performance measures in a second-year, the LWIB may be decertified.
  - d. An LWIB that is decertified or fails to achieve certification will be required to reappoint and submit a revised membership listing and repeat the process for initial certification.

### **C. Conflict of Interest**

A member of a local board:

1. Must publicly disclose if they have a conflict of interest prior to discussion;

2. May not vote on any matter under consideration by the local board:
  - a. Regarding the provision of services by such member (or by an entity that such member represents); or
  - b. That would provide direct financial benefit to such member or the immediate family of such member.
3. May not engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

## **VII. ACTION REQUIRED**

All Chief Elected Officials, Local Workforce Investment Board (LWIB) chairpersons, and LWIB staff shall be provided with this policy and the attached forms. All forms and other documentation should be submitted in a timely manner as instructed within this policy.

All documentation required by this policy letter should be mailed to:

Ms. Rebecca Harmon  
c/o Ms. Beverly Miller  
Illinois Department of Commerce and Economic Opportunity  
Bureau of Workforce Development  
620 East Adams Street – 5<sup>th</sup> Floor  
Springfield, Illinois 62701

Electronic copies should be submitted to Beverly Miller at [Beverly.miller@illinois.gov](mailto:Beverly.miller@illinois.gov).

## **VIII. INQUIRIES**

Inquiries should be directed to your Regional Program Representative.

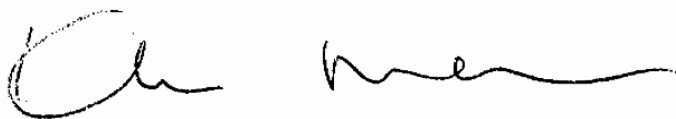
## **IX. EFFECTIVE DATE**

This policy is effective on release.

**X. EXPIRATION DATE**

This policy will remain in effect until amended or rescinded by DCEO, Bureau of Workforce Development.

Sincerely,

A handwritten signature in black ink, appearing to read 'Therese McMahon', written over a horizontal line.

Therese McMahon, Deputy Director  
Bureau of Workforce Development

TM:mb

Attachment(s): DCEO/LWIB Form # 001 – Nomination Form  
DCEO/LWIB Form # 001 – Nomination Form Instructions  
DCEO/LWIB Form # 002 – Appointment/Reappointment Form  
DCEO/LWIB Form # 002 – Appointment/Reappointment Form  
Instructions  
DCEO/LWIB Form # 003 – LWIB Composition Summary Form  
DCEO/LWIB Form # 003 – LWIB Composition Summary Form  
Instructions  
DCEO/LWIB Form # 004 – LWIB Composition Summary Form  
Additional CEO Signature Page