

**WASHINGTON STATE  
WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD  
MEETING NO. 147  
MAY 10, 2010**

**WORKFORCE DEVELOPMENT COUNCIL  
CERTIFICATIONS FOR 2010–2012**

The Workforce Investment Act requires governors to certify Workforce Development Councils (WDCs) every two years. The role of the Workforce Board is to recommend certification to the Governor. In March 2010, Chief Local Elected Officials (CLEOs) submitted their applications for 2010-2012 council re-certification. Each application identifies leaders appointed by CLEOs to serve on their local area council for a period beginning July 1, 2010.

The Board’s certification review committee is made up of Karen T. Lee, Lori Province, and Mike Hudson. The committee met on April 29, 2010, to review 12 WDC certification applications. On April 29, 2010, the committee concluded that eight applications satisfied the Governor’s certification criteria (see Appendix A) and were determined complete. The committee unanimously agreed to advise the full Board to recommend Governor Gregoire certify the following WDCs:

Olympic WDC	WDC of Seattle-King County
Eastern Washington Partnership WDC	Southwest Washington WDC
Benton-Franklin WDC	Pacific Mountain WDC
WDC Snohomish County	South Central WDC

The committee unanimously agreed to recommend conditional approval for four additional applications pending their completion of outstanding appointments. Further, the committee recommends that these applications move forward to the Governor once a full roster of appointments is completed (see three-part proposed motion).

Northwest WDC – Two secondary education appointments are in process.

North Central WDC – One employer appointment in process.

Spokane Area WDC – Nominations in process for postsecondary education and one business representative.

Tacoma-Pierce County WDC – One vacant labor representative seat.

Workforce Board staff will share copies of updated applications with committee members as they are received. In this way, committee members can confirm that: (1) CLEOs have completed their appointments to vacant council positions; (2) updated applications meet the Governor’s certification criteria; and (3) conditional approval can be lifted (without returning to the Board). The full Board will receive an update on certification at its June 24, 2010, meeting.

**Board Action Requested:** Adoption of the recommended motion.

## **RECOMMENDED MOTION**

**WHEREAS,** The Workforce Investment Act requires governors to certify Workforce Development Councils every two years, and current certifications of the local councils end in June 2010;

**WHEREAS,** One of the roles of the Workforce Training and Education Coordinating Board is to review council certification applications and recommend Governor approval for councils meeting the Governor's certification criteria; and

**WHEREAS,** On April 29, 2010, a committee of the Board concluded that certification applications for eight Workforce Development Councils meet the Governor's criteria for council certification;

**THEREFORE BE IT RESOLVED,** That the Workforce Training and Education Coordinating Board recommends that Governor Gregoire certify the following Workforce Development Councils for the period beginning July 1, 2010:

- Olympic Workforce Development Council
- Benton-Franklin Workforce Development Council
- Workforce Development Council Snohomish County
- Workforce Development Council of Seattle-King County
- Southwest Washington Workforce Development Council
- Pacific Mountain Workforce Development Council
- South Central Workforce Development Council
- Eastern Washington Partnership Workforce Development Council

**BE IT FURTHER RESOLVED,** That the Workforce Training and Education Coordinating Board recommend that Governor Gregoire certify the following Workforce Development Councils for the period beginning July 1, 2010, once members of the Board's certification review committee confirm that Chief Local Elected Officials have completed their council appointments:

- Northwest Workforce Development Council
- North Central Workforce Development Council
- Spokane Area Workforce Development Council

**BE IT FURTHER RESOLVED,** That the Workforce Training and Education Coordinating Board recommend that Governor Gregoire certify the Tacoma-Pierce County Workforce Development Council (WDC) for the period beginning July 1, 2010, once members of the Board's certification review committee confirm that Chief Local Elected Officials have filled a labor vacancy on the council.

## **Board Certification Review Committee Proposal**

At the April 29, 2010 Certification Review Committee meeting, committee members proposed three areas for Workforce Development Council improvement:

1. Increase the diversity among council members;
2. Focus appointments on business representatives who are owners, chief executives or business officers with optimum policymaking or hiring authority; and
3. Ensure council representation of key industry sectors in the region.

In Governor Gregoire's 2006 and 2008 certification approval letters, the Governor stated:

“In filling future vacancies on the council, I encourage you to make appointments that reflect the community at large in terms of gender, race, and ethnicity, and disability. This will further the WDCs ability to meet the needs of those it serves.”

In reviewing a demographics chart for all 12 councils, the committee observed that there was a lack of progress in expanding the diversity of council members (See Appendix B). The committee members also observed council business representatives frequently do not have maximum “within region” policy or hiring authority and that there are many cases where key regional industry sectors are not represented.

### Committee Recommendation

The Employment Security Department plans to ask the councils to write a new local area Workforce Investment Act (WIA) Title I-B and Wagner-Peyser Operations Plans. The Certification Review Committee recommends that the Workforce Board establish a standing committee with the following multi-year responsibilities:

1. The Board's committee would provide direct input to Employment Security Department staff on specific elements that should be part of the instructions issued to the councils on plan development. Including how the councils will:
  - a) Increase the diversity among council members.
  - b) Formally solicit broad and diverse community input into the plan's development and into the regular activities of the council, if diverse representation on the council is not possible.
  - c) Increase business leadership as business vacancies occur.
  - d) Improve coverage of key regional industry sectors as business vacancies occur.

The Board's committee would also be available to offer technical assistance to aid the councils in making these system improvements.

2. The Board's committee would provide direct input to Employment Security Department staff on the reporting requirements for an annual progress report

to be submitted by the councils on steps taken to address the issues identified above.

3. The committee will review the annual progress summaries and report the findings to the full Board. The Workforce Board will consider the annual progress summaries and findings as it develops council certification criteria for the next year.

**WASHINGTON STATE'S 2010  
WORKFORCE DEVELOPMENT COUNCIL  
MEMBERSHIP CRITERIA**

- (1) Business. Section 117(b)(2)(A) of the Workforce Investment Act requires a majority (at least 51 percent) of Council be representatives of business. The Council shall include representatives of business in the local area, who are owners of business, chief executives or operating officers of business, and other business executives or employers with optimum policymaking or hiring authority. The business members shall represent businesses with employment opportunities that reflect the employment opportunities of the local area; and are appointed from among individuals nominated by local business organizations and business trade associations.

Additional state criteria established in 1999: Business members must include at least three representatives of businesses with substantial employment and at least three representatives of small businesses employing fewer than fifty employees. Local business organizations and associations must nominate individuals, and the CLEOs must appoint members from among the nominees. Business defined: Members are owners of businesses, chief executives, or operating officers of businesses, and their private sector executives (including business contractors) with maximum "within region" policy or hiring authority. Additionally, Chief Local Elected Officials are encouraged to select representatives from key economic sectors in the area and employers with highly regarded human resource practices.

- (2) Labor. WIA Section 117 requires that there be at least two representatives of labor. Washington's criteria, established in 1999, requires that the Council membership require at least three labor representatives.<sup>1</sup> The central labor councils must nominate individuals, and the CLEOs must appoint members from among the nominees.
- (3) Education. WIA Section 117 requires that there be at least two representatives of education. Washington's criteria, established in 1999, requires that there be at least two representatives of K-12 education and at least two representatives of postsecondary education. Local education agencies, institutions, or organizations must nominate representatives. The CLEOs must appoint members from among the nominees.
- (4) There must also be at least one member who represents each of the following:
- The state's public vocational rehabilitation agency
  - Public assistance agencies
  - Economic development agencies
  - Community-based organizations
  - The public employment services

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<sup>1</sup> Business and labor members whose term on a Council has not expired on June 30, 2010, do not need to be re-nominated by the appropriate nominating entity. CLEOs will need to ask the appropriate nominating entity to re-nominate any business or labor member whose current term ends on or before June 30, 2010, if the member seeks to serve for another term.

Note: Federal CFR 661.315 requires Councils, other than those established under WIA Sec.117(i) Alternative Entity, to have two or more representatives of community-based organizations, two or more representatives of economic development, and one member representing each One-Stop partner. An entity administering two or more of the required One-Stop programs may be represented on a Council by a single individual (WIA 12-16-98 rule).

- (5) If any of the membership criteria requires a change in the membership categories represented on a pre-existing entity or in the charter of a pre-existing entity, per Department of Labor rule (CFR 661.330), then that criterion is null and void for that entity.
- (6) Meeting annual WIA Title I-B levels of performance is a council certification criteria (WIA Sec. 117(c)(3)(B)).

#### Council Member Demographics

Workforce Development Councils have historically included a council membership chart (identifying member demographics) in the council's certification application. Please note the information supplied on the chart is not a council certification criteria element.

