

**Alabama Workforce Board
401 Adams Avenue
Montgomery, Alabama 36104**

Alabama Workforce Board Policy PY2024-3

Subject: Regional Workforce Board Certification and Recertification, Membership Appointments, and Functions

Purpose: To provide Chief Local Elected Officials with the Alabama's policy on the appointment of Regional Workforce Board members, certification and recertification of Regional Workforce Boards, and the functions of Regional Workforce Boards.

Effective Date: December 11, 2024

References: The Workforce Innovation and Opportunity Act (WIOA) Section 107, Local Workforce Development Boards; the Alabama Workforce Transformation Act (Act 2024-115)

Discussion: This policy describes the functions of the Regional Workforce Boards, the certification process for the Regional Boards, the appointment of the Board members and Board composition. This policy is to ensure the Regional Boards and its membership are in compliance with WIOA. This is a new policy from the Alabama Workforce Board.

Action: The CLEO for each Local Workforce Area should read and follow the guidance when working with the Local Areas, Regional Workforce Boards and partner agencies. This is also to ensure that each Regional Workforce Board is in compliance with the WIOA law, rules and regulations. RWB Certification/Recertification application is included as an attachment.

Contact: Questions regarding this policy should be referred to Margaret Henderson at Margaret.henderson@commerce.alabama.gov or by phone at 334.242.5300.



Tammy Wilkinson, Division Director
Workforce Development Division



Date

Regional Workforce Board (RWB) Certification and Recertification, RWB Membership Appointments, and RW Functions Policy

Alabama Workforce Board Policy PY2024-3

Background

WIOA and Alabama Act 2024-115 requires the Governor, in partnership with the Alabama Workforce Board, to establish criteria for use by CLEOs in the Local Workforce Development Areas (LWDAs) to appoint members of the seven Regional Workforce Boards in the local areas. The Alabama Act 2024-115 designated the Alabama Department of Workforce, Workforce Pathways Division as the State Workforce Agency (SWA) responsible for the administering the WIOA Title I and Title III programs in Alabama. At the direction of the Governor, the Secretary of Workforce establishes seven Regional Workforce Boards to serve as Alabama's local workforce development boards for purposes of Section 107 of WIOA. The Alabama Workforce Transformation Act requires the Department of Workforce to establish bylaws governing the membership and activities of the regional workforce boards in compliance with WIOA. The Secretary of Workforce must establish geographic boundaries of the Regional Workforce Boards.

A Regional Workforce Board shall submit an annual budget request to the Secretary of Workforce and the Executive Committee that is consistent with the Strategic Workforce Plan. A Regional Workforce Board's annual budget submission shall demonstrate that the membership of the Regional Workforce Board satisfies the relevant WIOA state workforce development board membership requirements. Regional Workforce Boards may not exceed twenty (20) members. A Regional Workforce Board may not expend state or federal workforce development funds except pursuant to a categorical annual budget approved by the Secretary of Workforce.

Regional Workforce Board Functions

The Regional Workforce Board is responsible for developing a strategy to continuously strengthen the workforce development system. The Regional Workforce Board's role is to develop a comprehensive high quality workforce system, through collaboration with its workforce and education partners, that supports continuous improvement in employment, training, and education programs, and promotes economic growth that is aligned with achieving the goals of the State Strategic Workforce Plan.

Consistent with WIOA Section 108 and § 25-15-7, Code of Alabama, the functions of the Regional Workforce Board shall include the following:

- Develop a local plan as provided in WIOA, consistent with the WIOA State Plan and the Strategic Workforce Plan: the Regional Workforce Board, in partnership with the CLEO for the Local Area involved, shall develop and submit an annual and four-year comprehensive local plan to the Governor and Secretary of Workforce that is consistent with the State Plan and meets the requirements in WIOA Section 108. Prior to submission, the Regional Workforce Board must provide an opportunity for public comment on the development of the local plan before submitting the plan to the AWB (WIOA Section 107).
- Publish, for core and partner agency and public use, workforce research and regional labor market analysis using primary state labor market information provided by the department.

- Convene local workforce development system stakeholders to assist in the development of the local plan.
- Lead local efforts to engage with a diverse range of employers: develop and implement proven or promising strategies for meeting the needs of employers, that provide the skilled workforce needed in the region, and that expand employment and career advancement opportunities for workforce development participants in in-demand industry sectors or occupations. Ensure business services and strategies are reflected in the local plan that meet business needs and demands pursuant to WIOA Section 106.
- Lead efforts to develop and implement career pathways: develop effective linkages with employers and business intermediaries to support employer utilization of the local workforce development system and to support businesses. Ensure the workforce investment activities meet employer needs and support economic growth by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers.
- Lead efforts to identify and promote promising workforce development strategies: the Regional Workforce Board shall lead efforts in the Local Area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers, and jobseekers. As part of these efforts, the Regional Workforce Board shall identify and disseminate information on proven and promising practices carried out in other Local Areas, other states, and other countries.
- Lead efforts to integrate data and technology systems: facilitate connections among the intake and case management information systems of partner programs to support a comprehensive workforce development system in the Local Area. Identify strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills.
- Workforce program oversight: the Regional Workforce Board, in partnership with the CLEO for the Local Area, shall conduct oversight for youth workforce investment activities, employment and training activities, and the one-stop delivery system to ensure the appropriate use and management of funds provided for WIOA activities.
- Negotiation of local performance accountability measures: the Regional Workforce Board, CLEOs, and the Governor shall negotiate and reach agreement on local levels of performance based on the State adjusted levels of performance as described in WIOA Section 116(c). The provision identifies establishing targets based on an objective statistical model considering numerous factors, for example (regional economic conditions, existing and in-demand industry sectors/occupations, employment needs of employers and the regional economy). The State Plan will include a description of the requirements.
- Selection of one-stop operators and providers: the Regional Workforce Boards shall designate, certify, or terminate for cause:
 - One-Stop operators as described in WIOA Section 121(d)(2)(A);
 - Youth providers, based on the results of the youth standing committee; and,
 - Eligible providers of career services (if the One-Stop operator does not provide career services described in WIOA Section 134(c)(2) in a Local Area).
 - The Regional Workforce Board shall work with the AWB and the Alabama Department of Workforce, and other relevant State agencies, to ensure there are sufficient numbers and types of providers of career services and training services for the Local Area. For example, the Regional Workforce Board shall ensure that there are sufficient eligible providers with expertise in assisting individuals with

disabilities and eligible providers with expertise in assisting adults in need of adult education and literary activities.

- Fostering accessibility for individuals with disabilities: the Regional Workforce Board shall annually assess the physical and programmatic accessibility, in accordance with Section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et. seq.), of all one-stop centers in the local area.
- Leveraging resources and capacity. Developing budgets: the Regional Workforce Boards shall develop a budget for activities of the Regional Workforce Board in the local area, consistent with the local plan and the duties of the Regional Workforce Board under this Section, subject to the approval of the CLEO. The CLEO shall serve as the local grant recipient for, and shall be liable for any misuse of, the grant funds allocated to the local area under WIOA Sections 128 and 133, unless the chief elected official reaches an agreement with the Governor for the Governor to act as the local grant recipient and bear such liability.
 - The CLEO or the Governor, where the Governor serves as the local grant recipient for a local area, may designate an entity to serve as a local grant subrecipient for such funds or as a local fiscal agent. Such designation shall not relieve the chief elected official or the Governor of the liability for any misuse of grant funds as described above.
 - The local grant recipient or an entity designated as described above, shall disburse the grant funds for workforce investment activities at the direction of the Regional Workforce Board, pursuant to the requirements of this Title. The local grant recipient or entity designated above shall disburse the funds immediately upon receiving such direction from the Regional Workforce Board.
 - The Regional Workforce Board may solicit and accept grants and donations from sources other than Federal funds made available under this Act.
 - For purposes of carrying out duties under this Act, Regional Workforce Boards may incorporate, and may operate as entities described in Section 501(c)(3) of the Internal Revenue Code of 1986 that are exempt from taxation under Section 501(a) of such Code.

Certification of Local Board Certification Process

Each local workforce development area in the state must establish a Regional Workforce Board to carry out the functions specified for the local workforce development board under WIOA Section 107(d) for such area. The AWB and its Executive Committee, in consultation with the Alabama Department of Workforce, will ensure Regional Workforce Boards have a membership consistent with the requirements of federal and state law and state policy and have developed a plan consistent with the state's strategic workforce development plan. Every two years, one Regional Workforce Board must be certified for each local workforce development area in the state based on criteria in WIOA Section 107(b). For a second or subsequent certification, certification must also be based on the extent to which the local workforce development area ensures workforce investment activities carried out in the local workforce development area enabled the local area to meet the corresponding performance accountability measures and achieve fiscal integrity as defined in WIOA Sec. 106(e)(2). The AWB, on behalf of the Governor, shall approve the certification of local workforce development boards every two years.

Biennial Workforce Development Board Recertification Process

Section 107(c)(2)(A) and (B) of WIOA requires each Regional Workforce Board to be certified every two years, to ensure the following:

- Membership composition conforms to the requirements of WIOA Section 107(b)(2), (3), and (5);

- The Regional Workforce Board is ensuring that workforce investment activities are carried out in the local area;
- The Regional Workforce Board meets its performance accountability measures; and
- The Regional Workforce Board achieves sustained fiscal integrity.

The biennial certification process shall be conducted by the Alabama Department of Workforce, Workforce Pathways Division staff on behalf of the AWB and shall include a review of the composition of the Regional Workforce Board, including the appointment process, for compliance with the criteria established in Section 107 of WIOA. The composition of each WDB will be evaluated on the following criteria:

- Process used by the LEO board to elect the CLEO for the LWDA;
- Interlocal MOU and Infrastructure Funding Agreement between the one-stop partners; Membership composition of the Regional Workforce Board as required by WIOA §107;
- Optimum policy-making authority of all members, including hiring authority for business members, as required in WIOA §107(b)(2)(A)(i) and (b)(5); and
- A chairperson for the Regional Workforce Board who represents business, as required by WIOA §107(b)(3).

The CLEO shall apply for local Regional Workforce Board certification for their LWDA every two years, by completing and submitting the Regional Workforce Board Certification Application, and attaching all of the following:

- The WDB membership roster, including each member's job title and the business or organization he or she represents;
- Documentation of the appointment for each board member, including the nomination process used for selecting business and workforce representatives for appointment to the Regional Workforce Board, based on letters of nomination received from business and workforce organizations;
- Conflict of interest forms signed by each board member; and
- Current copies of the Intergovernmental Agreement designating the LEOs and CLEO for the LWDA; the Interlocal MOU delineating the roles of the LEOs and the CLEO; the name and contact information for the LWDA fiscal agent; and the WDB bylaws.
- The completed Regional Workforce Board Certification Application and supporting documents must be submitted to the Alabama Department of Workforce, Workforce Pathways Division by email at tammy.wilkinson@commerce.alabama.gov. The subject line of the e-message should read, "Regional Workforce Board Recertification."

The Alabama Department of Workforce, Workforce Pathways Division will review the Regional Workforce Board Certification Application and supporting documentation; will assess the board's fulfillment of required functions under WIOA; and will determine its effectiveness in ensuring quality workforce activities in the LWDA. During its review, the Alabama Department of Workforce, Workforce Pathways Division will gather information about whether the Regional Workforce Board met its performance measures for the previous two program years, as well as information regarding the Regional Workforce Board's fiscal integrity.

Within thirty calendar days after the certification packet is submitted, the Alabama Department of Workforce, Workforce Pathways Division will notify the CLEO of the approval or denial of the board certification application. Failure of the local Regional Workforce Board to achieve certification will result in reappointment and certification of another Regional Workforce Board for the LWDA pursuant to WIOA Section 107(c)(2)(C). Prior to such action the Alabama Department of Workforce, Workforce Pathways Division may, at its discretion, issue notice to a Regional Workforce Board instructing it to correct any identified deficiencies and resubmit the

Regional Workforce Board Certification Application and supporting documentation within ninety days of receiving the denial. The Regional Workforce Board may request technical assistance from the Alabama Department of Workforce, Workforce Pathways Division to assist in the development of a compliant Regional Workforce Board.

Decertification of a Regional Workforce Board

Under Section 107(c)(3) of WIOA, any time that one or more of the following three conditions exist, the Alabama Department of Workforce, Workforce Pathways Division may decertify a Regional Workforce Board after notifying its members that it intends to do so, and providing them an opportunity to comment:

- Fraud or abuse;
- Failure to carry out the required functions of the Regional Workforce Board as outlined in WIOA §107(d); and/or
- Failure to meet the same local performance measures for two consecutive program years.

If the Alabama Department of Workforce, Workforce Pathways Division decertifies a local Regional Workforce Board, the Alabama Department of Workforce, Workforce Pathways Division may require that a new Regional Workforce Board be appointed and certified for the local area pursuant to a reorganization plan developed between the Alabama Department of Workforce, Workforce Pathways Division and the CLEO.

Pursuant to WIOA §184(b)(2), if a Regional Workforce Board is decertified, the CLEO may appeal to the to the Governor to rescind or revise the reorganization plan not later than 30 days after receiving notice of the reorganization plan. The Governor must make a final decision within 30 days after receipt of the appeal.

The Regional Workforce Board and CLEO may appeal the final decision of the Governor to the U.S. Secretary of Labor not later than 30 days after receiving the decision from the Governor. Any appeal of the Governor's final decision must be:

- Appealed jointly by the Regional Workforce Board and chief elected official to the Secretary of Labor;
- Must be submitted by certified mail, return receipt requested, to the Secretary of Labor, U.S. Department of Labor, 200 Constitution Ave. NW., Washington DC 20210, Attention: ASET; and
- A copy of the appeal must be simultaneously provided to the Governor.

Upon receipt of the joint appeal from the Regional Workforce Board and the CLEO, the U.S. Secretary of Labor must make a final decision within 30 days. In making this determination the Secretary of Labor may consider any comments submitted by the Governor in response to the appeals. The decision by the Governor on the appeal becomes effective at the time it is issued and remains effective unless the U.S. Secretary of Labor rescinds or revises the reorganization plan under WIOA §116(g)(2)(C).

Appointment of Members

The CLEO within a local area is authorized to appoint members to the Regional Workforce Board. The CLEOs must establish a formal policy to facilitate the nominations of business members by local business organizations and business trade associations. The CLEO may not delegate the responsibility of appointing members to the Regional Workforce Board. When a local area includes more than one unit of local government, the LEOs of such units may execute an

agreement that specifies the respective roles of the individual CLEOs regarding:

- The selection, appointment, removal, or reappointment of the members of the Regional Workforce Board from individuals nominated or recommended to be such members; and
- Carrying out any other responsibilities assigned to such officials in accordance with WIOA.
- If after a reasonable effort the CLEO are unable to reach agreement, the Governor may appoint the members of the Regional Workforce Board from individuals so nominated or recommended.
- Regional Workforce Boards must adopt and abide by a conflict-of-interest policy that ensures compliance with federal and state laws, rules and regulations and applicable state policies. Upon appointment to the Regional Workforce Board, members must be educated about and acknowledge state and local conflict-of-interest policies.

Regional Workforce Board Membership and Composition

WIOA requires a minimum number of nineteen (19) required members for a Regional Workforce Board. It is recommended that CLEOs appoint 19 members to the Regional Workforce Board so that 10 business representatives achieve a majority, thereby permitting four (4) workforce representatives; two (2) education and training representatives; and three government and economic representatives to fill out the complement of members. Appointing twenty (20) members will render the Regional Workforce Board unable to comply with the maximum membership requirement of twenty (20) members under Alabama Act 2024-115 and the membership category requirements established by WIOA. The composition of the Regional Workforce Board shall not include more than twenty (20) members and must meet the following criteria:

- (a) A majority (at least 51 percent) of the Regional Workforce Board members shall represent businesses in the local area who:
 - Are owners of a business, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority.
 - Represent businesses, including small businesses, or organizations representing businesses that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations.
 - Are appointed from individuals nominated by local business organizations and business trade associations.
- (b) Not less than 20 percent of the Regional Workforce Board members shall be representatives of the workforce within the local area who:
 - Shall include at least two representatives of labor organizations nominated by local labor federations. For a local area in which no employees are represented by such organizations, at least two other representatives of organizations representing employees will be included.
 - Shall include at least one representative of a labor organization or a training director from a joint labor-management apprenticeship program. If no union affiliated registered apprenticeship programs exist in the area, a representative of a non-union affiliated registered apprenticeship program must be appointed, if one exists.
 - May include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or provide/support competitive integrated employment for individuals with disabilities.
 - May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives or organizations that serve out-of-school youth.

- (c) Each Regional Workforce Board shall include representatives of entities administering education and training activities in the local area who:
 - Shall include a representative of eligible providers administering adult education and literacy activities under Title II of WIOA.
 - Shall include a representative of institutions of higher education providing workforce investment activities, including community colleges.
 - May include representatives of local educational agencies and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.
- (d) Each Regional Workforce Board shall include representatives of economic and community development as well as governmental entities serving the local area who:
 - Shall represent economic and community development entities serving the local area.
 - Shall represent programs carried out under Title I of the Vocational Rehabilitation Act of 1973 serving the local area.
 - Shall represent the state employment service office under the Wagner-Peyser Act.
 - May include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance.
 - May include representatives of philanthropic organization serving the local area.
- (e) Each Regional Workforce Board may include other individuals as the CLEO deems to be appropriate, so long as the membership of the Regional Workforce Board does not exceed twenty (20) members.
- (f) Documentation of the nomination.
- (g) The members of the Regional Workforce Board must elect a chairperson for the Regional Workforce Board from among the representatives of business.
- (h) An individual may be appointed as a representative of more than one entity if the individual meets the criteria for representation of each entity respectively.
- (i) Notice must be given to the AWB and the Secretary of Workforce upon the appointment or leave of any Regional Workforce Board member within 14 days of the action.
- (j) The AWTA requires CLEOs to consult with the Secretary of Workforce before making appointments to Regional Workforce Boards.

Regional Workforce Board Chairperson

The members of the Regional Workforce Board shall elect a Chairperson for the Regional Workforce Board. The Chairperson shall be a member in accordance with WIOA, and a representative of business as described in WIOA § 107(b)(2)(A). Upon leave of a Chairperson, a Regional Workforce Board shall elect a new Chairperson within one meeting of the Regional Workforce Board. Failure to elect a Chairperson within one meeting shall result in the selection of a Chairperson by the CLEO.

Regional Workforce Board Staff

Each Regional Workforce Board will be assigned a director and other staff by the Secretary of Workforce to assist in carrying out Regional Workforce Board responsibilities. Regional Workforce Board staff shall be subject to the limitations on the payment of salaries and bonuses described in WIOA Section 194(15).

Standing Committees

The Regional Workforce Board may designate and direct the activities of standing committees to provide information and to assist the Regional Workforce Board in carrying out its required activities, as further prescribed in WIOA sec. 107(b)(4). Standing committees shall be chaired by a member of the Regional Workforce Board and may include other members of the Regional

Workforce Board and may include persons who are not Regional Workforce Board members and who are appointed by the Regional Workforce Board for having appropriate expertise or experience sufficient to assist the Regional Workforce Board standing committees in achieving their desired goals. Regional Workforce Boards may designate and direct the activities of standing committees to:

- Provide information and assist with operations of one stop centers;
- Provide information and assist with operations consisting of services to youth; and
- Provide information and assist with operations of services to persons with disabilities.
- Regional Workforce Boards may designate additional standing committees.

Reporting

At a minimum, Regional Workforce Boards shall hold publicly announced quarterly meetings. Meetings shall be held at such times and such places as the Regional Workforce Board deems necessary. Public notice of the quarterly meetings shall be published, according to the Open Meetings Act, at a minimum, fourteen (14) days prior to the respective meetings. Regional Workforce Boards shall keep minutes of the proceedings of all meetings, including standing committee meetings, a record of all actions taken by the Regional Workforce Board, and a record of attendance, which shall be made available to the Secretary of Workforce upon request. A record of minutes and actions taken at all meetings must be submitted to the Secretary of Workforce within thirty (30) days of approval by the Regional Workforce Board and within (60) days of the respective proceeding.

Board Member Recruiting, Vetting and Nominating

The Regional Workforce Board, in consultation with the CLEO, must develop and implement written processes and procedures for recruiting, vetting and nominating Regional Workforce Board members. The qualifications of Regional Workforce Board members must be documented, align with the requirements of WIOA, and must be compliant with all federal and state laws, rules and regulations, and applicable state policies. Documentation supporting the recruitment, vetting and nomination process, including names of nominating organizations and names of all candidates and their qualifications, must be retained for not less than ten (10) years. Each Regional Workforce Board shall send an updated roster of members to the AWB and Secretary of Workforce, in writing, to be submitted at least annually and anytime there is a change in membership (ideally within 14 days).

Conflict of Interest

A member of a Regional Workforce Board or a member of a Standing Committee may not vote on a matter under consideration by the Regional Workforce Board if it:

- Is regarding a service provided by that member (or by an entity that the member represents);
- Would provide direct financial benefit to the member or the immediate family of the member;
- Would violate the Conflict-of-Interest policy established by the Regional Workforce Board.
- Any board member with a potential or actual conflict of interest must disclose that fact to the Regional Workforce Board as soon as the potential conflict is discovered and, to the extent possible, before the agenda for the meeting involving the matter at issue is prepared. If it is determined during a meeting that a conflict of interest exists, the member must verbally declare such conflict of interest, such declaration must be clearly noted in the minutes, and such member must excuse himself from the remainder of the discussion and voting on that item. Each board member is responsible for determining whether any

potential or actual conflict of interest exists or arises for him or herself during their tenure on the board.

- If a contract or purchase is made by the Regional Workforce Board involving its own member with a conflict of interest, the Regional Workforce Board shall justify the terms and conditions of the contract or purchase and document that the contract or purchase was adequately bid or negotiated and that the terms of the contract or price of the purchase are fair and reasonable.
- Regional Workforce Board members who are also one-stop center operators shall not serve on any committees that deal with oversight of the one-stop system or allocation of resources that would potentially be allocated to that member's program.
- All members of the Regional Workforce Board are subject to all other provisions of Alabama State law not outlined above.

Board Member Vacancies, Term Limits and Removal

Regional Workforce Board members who no longer hold the position or status that made them eligible appointees must resign or be removed by the CLEO. Regional Workforce Board vacancies must be filled within a reasonable amount of time, but no more than 12 months from the vacancy occurrence. This process must be described in the Regional Workforce Board's bylaws or in a local operating procedure. Regional Workforce Board members shall serve staggered terms and may not serve for more than eight (8) consecutive years unless the member is a representative of a government entity. The Governor and CLEO may remove members of a Regional Workforce Board, its executive director and/or the designated person responsible for operational and administrative functions of the board for cause.

Sunshine Provision

Regional Workforce Boards shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the Regional Workforce Board, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities, and on request, minutes of formal meetings of the Regional Workforce Boards.

Limitations

No Regional Workforce Board may provide training services unless granted a waiver. The Governor, pursuant to a request from a Regional Workforce Board, may grant written waiver of the prohibition set forth in the Act if a Regional Workforce Board submits to the Governor a proposed request for a waiver that includes:

- Information demonstrating that the board meets the requirements for an eligible provider of services under Section 122 of the Act;
- Information demonstrating that the program of training services prepares participants for an in-demand industry sector or occupation in the local area; and
- Making the proposed request available to eligible providers of training services and other interested members of the public for a public comment period of not less than 30 days.

A waiver granted to a board shall apply for a period that shall not exceed the duration of the local plan. The waiver may be renewed for additional periods under subsequent local plans, not to exceed the durations of such subsequent plans, pursuant to requests from the Regional Workforce Board, if the board meets the requirements listed above in making the request. The Governor shall have the authority to revoke the waiver during the appropriate period described above if the Governor determines the waiver is no longer needed or that the Regional Workforce

Board involved has engaged in a pattern of inappropriate referrals to training services operated by the Regional Workforce Board. A Regional Workforce Board may provide the career services described in WIOA Section 134(c)(2) through a one-stop delivery system or be designated or certified as a one-stop operator only with the agreement of the chief elected official and the Governor.

Approved 12-11-2024

**ALABAMA WORKFORCE BOARD
REGIONAL WORKFORCE BOARD RECERTIFICATION APPLICATION**

Step 1 – Point of Contact

The following information concerns the Chief Local Elected Official (CLEO) who is filling out this application on behalf of the Regional Workforce Board (RWB) and will be the point of contact for future correspondence.

Name:	
Title:	
Address:	
Phone:	Email Address:
Date of Application:	Local Workforce Development Area # and RWB Name:

Step 2 – RWB Recertification

Attach the following documents:

- RWB roster, including each member’s job title and business or entity which he or she represents;
- Conflict of interest forms signed by each new RWB member added since the previous certification;
- CLEO appointments or meeting minutes approving any new RWB members since the previous certification; and
- For new RWB members representing business or labor, documentation of the nomination process.
- For new RWB members, evidence that the CLEO consulted the Secretary of Workforce regarding the appointment(s).

Minimum Regional Workforce Board (RWB) Membership Requirements		
Membership Category	Number of Members	Total
Business	9 + 1 (to maintain a majority) =	10
Workforce	3 (2 labor + 1 apprentice + 1 (to maintain 20%) =	4
Education and Training	2 (1 adult education + 1 higher education) =	2
Economic and Community Development	1 (1 economic/community development) =	1
Government	2 (1 Wagner-Peyser) + 1 Vocational Rehabilitation) =	2
Minimum RWB Total Membership:		19

A RWB applying to receive subsequent certification must demonstrate how the board meets each of the following:

- The Board consists of no more than twenty (20) members.
- A majority of the members of the RWB must be representatives of business.
- Not less than 20 percent of the members of the RWB must be representatives of the workforce within the Local Workforce Development Area (LWDA) who:
 - Must include at least two (2) representatives of labor organizations;
 - Must include at least one (1) representative who is a labor organization or a training director from a joint labor-management apprenticeship program;
 - May include representatives of community-based organizations; and

- May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth.
- Representatives of entities administrating education and training activities in the LWDA, who:
 - Shall include a representative of WIOA Title II adult education services;
 - Shall include a representative of institutions of higher education providing workforce training, including community colleges; and
 - May include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.
- Representatives of governmental and economic and community development entities serving the LWDA, who;
 - Must include a representative of economic and community development entities;
 - Must include a State Employment Service Office under Wagner-Peyser representative;
 - Must include a Vocational Rehabilitation program representative;
 - May include representatives of agencies or entities administrating programs serving the LWDA relating to transportation, housing, and public assistance; and
 - May include representatives from philanthropic organizations serving the LWDA.
- May include other individuals or representatives of entities as the CLEO in the LWDA may determine appropriate.
- The chair of the RWB must be a business representative.
- Members of the RWB must be individuals with optimum policymaking authority within the organizations, agencies, or entities they represent.
- Members of the RWB shall represent diverse geographic areas within the LWDA.

Step 3 – Signature(s) of the CLEO of the LWDA

The CLEO of the LWDA must sign below.

Name	Signature	Date

Step 4 – E-Mail Application

Alabama Workforce Board
 (tammy.wilkinson@commerce.alabama.gov)
 The email subject line should read, "RWB Recertification"