

Rick Scott
GOVERNOR



Cissy Proctor
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: February 17, 2017
TO: Local Workforce Development Board - Executive Directors
FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support
SUBJECT: Certification of Local Workforce Development Boards

A handwritten signature in black ink, appearing to read 'Lois A. Scott', is written over the 'FROM:' line of the memorandum.

The purpose of this memorandum is to inform Local Workforce Development Boards (LWDB)s of the requirement to document and submit a roster of their local area's board membership for the local board certification process required under the Workforce Innovation and Opportunity Act (WIOA). In accordance with the WIOA Section 107 and [Florida's Administrative Policy 91 – Local Workforce Development Board Composition, Certification and Decertification](#), the Governor shall certify the local board for each local area every two years. During the WIOA transition, the law allowed States to initially certify LWDBs that were in existence prior to the date of enactment of WIOA. The initial certification period will expire June 30, 2017.

WIOA establishes the required membership for each LWDB and requires that specified criteria be met for a board's second or subsequent certification. As stipulated under the law, the local board must ensure that workforce investment activities carried out in the local area must have enabled the local area to meet the following standards:

- Met or exceeded established levels of performance; and
- Achieved sustained fiscal integrity.

Because there will not be local levels of performance for fiscal year 2016-17, that requirement will not impact the certification process for this cycle. In order to ensure compliance with the WIOA requirement for "achieved sustained fiscal integrity", the CareerSource Florida (CSF) team, in coordination with the Department of Economic Opportunity (DEO), will review the financial integrity of each of the state's 24 designated LWDBs.

The form attached entitled "Local Workforce Development Board Membership" must be completed by each LWDB to document the board's membership. Each board must ensure that the local board composition submitted for certification is in compliance with WIOA and is updated as changes occur in board membership. Please complete and return the attached form to DEO (to the attention of Shila.Salem@deo.myflorida.com) no later than **April 14, 2017**. Upon satisfactory review of a LWDB's certification documents, DEO will provide a recommendation regarding certification to CSF. CareerSource Florida will discuss the recommendations during the May 2017 board meeting.

LAS/sas

[Attachment](#)

cc: Tom Clendenning
Michelle Dennard
Trina Travis
James Finch
Shila Salem

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