

Board Member Application and Requirements **Consistent with WIOA Public Law 113-128 Section 107**

Workforce Connections' Vision: "Connecting Employers to a Ready Workforce"

Workforce Connections' Mission: "To establish dynamic partnerships with employers and the community to connect employment opportunities, education and job training."

Workforce Connections is Southern Nevada's Local Workforce Investment Board, the region's expert and leader of an integrated and high quality workforce development system. By identifying local area workforce issues and concerns we bring together the necessary assets to facilitate solutions that foster prosperity for the region. Activities of the board include gathering and disseminating information about the area's labor market and businesses' employment needs; building a strong area-wide workforce development system; convening groups of businesses, training institutions, economic development and other community organizations to develop solutions to workforce development challenges. Workforce Connections is responsible for oversight of the local area's One-Stop Delivery System.

The law envisions a strong role for local business-led boards focusing on strategic planning, policy development and oversight of the local workforce investment system. To accomplish the vision and mission of the agency, and to remain in compliance with federal and state guidelines, the Chief Elected Official Consortium of Workforce Connections seeks the most qualified board members.

Qualifications:

- Desire to make a positive contribution to the region's economy by helping shape a workforce development system that meets the needs of employers and job seekers.
- Commitment to devote time and talent to working with other board members, staff, businesses, public officials, and public and private sector partner organizations to improve the quality of the local area workforce.
- Position as a senior-level decision-maker in your company/organization.
- Meet the board member requirements in the Workforce Innovation and Opportunity Act (WIOA).
- The Chief Local Elected Officials appoint applicants as board members.

Expectations

- Comply with Board By-Laws.
- Regularly attend board and committee meetings.
- Notify the board chair or the executive director when you are unable to attend meetings.
- Join and participate actively in at least one standing committee of the board.

- Be prepared for board meetings by staying informed about board matters, reviewing materials sent in advance of the meetings.
- Get to know other board members, building collegial relationships that contribute to effective decision making.
- Act and vote on behalf of the long term interests of the board and the community, rather than the interest of a single constituency.
- Avoid conflicts of interest. If a conflict on a particular issue is unavoidable, disclose the conflict and follow Board policies for removing oneself from discussion and/or vote on that issue.
- Understand and observe the respective roles of the Local Workforce Investment Board, board staff, the One-Stop Career Center Operator, service providers and the Chief Local Elected Officials.
- Take advantage of opportunities to become more educated about the Workforce Investment Board and the region's workforce development system.
- Act as an ambassador of the board with community groups and businesses.

Time Requirements

- The board meets regularly with meetings normally lasting approximately two hours.
- Most committees currently meet monthly, some committees less frequently.
- Average time commitment for members is approximately three-to-four hours per month.

Current Board Committees

- Executive Committee – comprised of the board chair and the chairs of all committees.
- Adult & Dislocated Worker Committee – responsible for oversight of the adult and dislocated worker services.
- Youth Council – responsible for oversight of the youth services.
- Budget & Finance Committee – responsible for oversight of fiscal matters.

Please return completed application to:

Suzanne Potter
Workforce Connections
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146

Email: spotter@snvwc.org
Fax: (702) 636-4375

General Section

Name _____

Address _____

City, State, ZIP _____

Phone Number _____ Alternate Phone Number _____

Email Address _____ Alternate Email Address _____

All Board Members are required to actively serve on at least one standing committee. Please indicate which current standing committee you choose to participate in if appointed by the Local Elected Official Consortium:

____ Adult and Dislocated Worker Committee

____ Youth Council

____ Budget and Finance Committee

1. Do you have personal experience in the administration/oversight of federally funded programs?

____ Yes ____ No

If yes, please define.

2. Do you have personal experience in the administration/oversight of federally funded employment and training programs?

____ Yes ____ No

If yes, please describe your personal expertise with workforce development systems.

3. Please describe what resources you personally and/or your company/organization will bring to the public workforce development system.

4. Which one of the following board membership categories do you represent?
 - Business (Section A-1)
 - Business Organization or Trade Association (Section A-2)
 - Labor Organization (Section B)
 - Educational and Training Entity (Section C)
 - Community/Faith Based Organization (Section E)
 - Economic or Community Development Entity (Section D)
 - State Employment Service - Wagner Peyser Act (Section D)
 - Vocational Rehabilitation Title I (Section D)
 - Transportation, Housing or Public Assistance Agency (Section D)
 - Philanthropic Organization (Section D)

Please proceed to complete the section that you checked.

Section C (Educational Entity)

1. Are you currently in an executive level position with optimum policy-making authority for an institution administering adult education and literacy activities under Title II?

Yes _____ No _____

If yes, please provide your institution and title.

Institution _____

Title _____

2. Are you currently in an executive level position with optimum policy-making authority in an institution of Higher Education?

Yes _____ No _____

If yes, please provide your institution and title.

Institution _____

Title _____

Conflict of Interest Guidance and Acknowledgement Certification

Your current relationship with Workforce Connections (Check all that apply)

- Have Relatives Working for Workforce Connections
- Any Partnership(s) with Workforce Connections Staff or Board Members (Current/active contracts or vendor business)
- Any Partnership(s) with Workforce Connections Local Elected Officials
- I currently have no partnership with any Board or Staff member of Workforce Connections
- Other - Please Explain:

Conflict of Interest

A member of a local board may not:

- a) Vote on a matter under consideration by the local board:
- i. Regarding the provision of services by such member (or by entity that such member represents); or
 - ii. That would provide direct financial benefit to such member or the immediate family of such a member; or
- b) Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

Will your appointment/reappointment to Workforce Connections potentially violate any of the criteria listed above?

Yes No

If yes, please provide an attached letter explaining your potential conflict of interest.

I certify that the statements provided are, to the best of my knowledge, true, complete and correct. If appointed/reappointed, I understand that any misrepresentation or material omission of fact on this or any other document required by Workforce Connections may be considered as constituting grounds for disqualification and/or dismissal.

Applicant's Name (Please print)

Signature of Applicant

Date

WIOA Board composition

"Shall" include:

- | | |
|---|----|
| • Business (51% minimum) | 10 |
| • Labor (20% minimum) | 4 |
| • Adult Education under Title II | 1 |
| • Higher Education | 1 |
| • Economic/Community Development | 1 |
| • Wagner-Peyser Act | 1 |
| • Vocational Rehabilitation under Title I | 1 |

Minimum Total 19

"May" also include:

- Local Educational Agency
- Community Based Organization
- Transportation
- Housing Public Assistance
- Philanthropic Organization

Minimum member totals from Business and Labor increase every time a member is added from the "May" list. Use the Member List Matrix and Composition Calculator to estimate totals.