



Workforce Services Memorandum - August 1st, 2018 Re-Align, Goals and Reminders (Designation of Local Boards and Local Board Staff)

Effective Date: July 26, 2018

Duration: Indefinite

Subject: Designation of Local Boards and Local Board Staff

Scope:

Tennessee Department of Labor and Workforce Development (TDLWD), State Workforce Development Boards (SWDB), Local Workforce Development Board (LWDB), Local Workforce Development Areas (LWDAs), Workforce System Subrecipients (Subrecipients), Workforce System Partners (Partners), Workforce System Operators (Operators), Chief Local Elected Officials (CLEOs), Local Elected Officials (LEOs), American Job Centers (Workforce System)

I. Local Board Nominations:

Chief Local Elected Officials (CLEOs) representing the newly re-aligned nine (9) Local Workforce Development Areas (LWDAs) must appoint members—**no later than August 1, 2018**—to represent the re-aligned LWDAs.

A. Northeast TN, Southeast TN, Upper Cumberland, Southwest TN, Northwest TN, Greater Memphis:

Re-alignment has slight impact on the Local Workforce Development Boards (LWDBs) for the above listed LWDAs. These areas must submit an updated roster and updated nomination forms to the Tennessee Department of Labor and Workforce Development (TDLWD) to reflect the composition of the newly re-aligned LWDA. If existing members remain on the re-aligned LWDB, please notate this information in your communication of the updated roster to TDLWD.

Please send the required documents—namely LWDB roster and nomination forms—to Tyler.Long@tn.gov **no later than close of business on August 3, 2018.**

B. East TN, Northern Middle TN, Southern Middle TN:

Re-alignment requires establishment of new LWDBs for the LWDA's referenced above. CLEOs must submit complete rosters and complete nomination forms for each LWDB member for the LWDA's listed above.

Please send the required documents—namely LWDB roster and nomination forms—to Tyler.Long@tn.gov **no later than close of business on August 3, 2018.**

II. Nominating Members from Currently Existing Boards:

CLEOs may appoint members from existing boards to serve on the newly re-aligned LWDBs. However, new forms—complete with branding to reflect the new naming convention—must be submitted for each member to reflect the CLEOs appointment of the member to the new LWDA.

III. Documents to Provide Guidance:

For guidance and procedure associated with the nomination of LWDB members, please carefully review each of the policies, guidance, and memorandums below:

<https://www.tn.gov/content/dam/tn/workforce/documents/ProgramManagement/LocalBoardNominationGuidance.pdf>

<https://www.tn.gov/content/dam/tn/workforce/documents/ProgramManagement/WorkforceServicesMemorandumLWDBMemberConflictOfInterestRequirements.pdf>

<https://www.tn.gov/content/dam/tn/workforce/documents/ProgramManagement/WFSMemo-CLEORolesandResponsibilities.pdf>

<https://www.tn.gov/content/dam/tn/workforce/documents/ProgramManagement/CompletedWFSPolicy-LocalGovernance.pdf>

IV. Staff to the Local Workforce Development Board:

CLEOs and LWDBs must determine each LWDA's process for carrying out the duties of the LWDB through the selection of an entity or direct hires (for LWDBs that have formed 501[c] non-profits).

Please refer to the policies outlined above as well as the One-Stop Design policy, specifically Section VI.

<https://www.tn.gov/content/dam/tn/workforce/documents/ProgramManagement/18-4WorkforceServicesPolicy-One-StopSystemDesign.pdf>

CLEOs must provide the name and contact info of the staff to LWDB to

Tyler.Long@tn.gov no later than close of business on August 3, 2018

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Contact:

For any questions related to this guidance, please contact Nicholas Bishop - Director of Compliance and Policy for Workforce Services at Nicholas.Bishop@tn.gov



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