

Workforce Services Policy – Local Governance Policy

Executive Summary

1. What is the general purpose of this policy?

To outline the roles, responsibilities, and authority of the Local Elected Officials (LEOs) and the Local Workforce Development Boards (LWDBs) regarding the One-Stop System, including guidance on the appointment of LWDBs. This policy also builds upon and enhances Tennessee's Combined State Plan.

2. What are the notable guidelines conveyed within this policy?

- Bylaws specify the qualifications, rights, and liabilities of membership, including the powers, duties, and grounds for the dissolution of an organization.
- The roles and responsibilities that are given to a Chief Local Elected Official (CLEO) to conduct the nomination process. Before selection, nominees to the LWDB must sign an acknowledgment form to confirm that they will adhere to conflict of interest requirements.
- The Tennessee Department of Labor and Workforce Development (TDLWD) will certify that the composition of each LWDB, including the appointment process, complies with the criteria outlined in WIOA Section 107 and with this policy.
- LWDBs must give the public adequate notice (30 calendar days) of meetings. Each LWDB must have its minutes made available to the public upon request and also available on the LWDB's website within fifteen (15) business days of the LWDB's approval of the meeting minutes.
- Each LWDB must create a LWDB Meeting Minutes Policy that complies with this policy, including all federal rules and regulations.

3. Have there been any changes since the last policy? If so, describe the modification(s).

The modifications added to this policy are as follows:

- Multiple policies were combined to reduce redundancy and duplication:
 - Local Board Bylaws
 - Conflict of Interest
 - LWDB Nominations
 - LWDB Nominations Board Meeting Information
 - Required LWDB Meeting Minutes Local Policy
- The term 'chief elected official' has been clarified to be either 'Local Elected Official' (updated to indicate that this is a county mayor) or the 'Chief Local Elected Official'.
- There have been changes to the submission of quarterly LWDB meeting minutes.

- There have been changes to how the LWDB membership will be reported quarterly (on the same schedule as meeting minutes).
- The bylaws must include a list of sub-committees, including descriptions and composition for each. Standing committees must meet the standards outlined in WIOA Section 107(b)(4). The primary purpose of standing committees shall be to consider and recommend actions and propose policies in the functional areas under their jurisdictions, subject to final approval by the LWDB.

4. What must the Local Workforce Development Board do to meet the requirements of this policy?

- Establish bylaws that adhere to federal and state rules and regulations.
- Acknowledge that LWDB members must adhere to the rules regarding conflict of interest.
- Make LWDB meeting information accessible to the public by electronic means and open meetings. The minutes of formal LWDB meetings must be on the local area's website, records must be open to the public, and each LWDB must create a policy that complies with this Workforce Services Division policy, including all federal guidelines.
- Acknowledge that LWDB members must adhere to the rules regarding conflict of interest.

5. How does this policy affect the workforce system?

This policy defines the responsibilities and roles of the LWDB. This policy is the guidance needed to establish the by-laws and members required to operate a LWDB. It also ensures the CLEO and LWDB members adhere to the open and honest operation of WIOA activities.