



# Workforce Issuance

100 DCS 17.105.1

☒ Policy ☐ Information

**To:** Chief Elected Officials  
MassHire Workforce Board Chairs  
MassHire Workforce Board Directors  
MassHire Career Center Directors  
MassHire Fiscal Officers  
MDCS Operations Managers

**cc:** WIOA State Partners

**From:** Alice Sweeney, Director  
MassHire Department of Career Services

**Date:** June 11, 2021

**Subject:** MassHire Workforce Board Certification – Revised for Extension

**Purpose:** To notify Chief Elected Officials, MassHire Workforce Boards, MassHire Career Center Operators and other local workforce partners that MassHire Workforce Board Certifications will be extended for six months, through December 31, 2021. This additional time will not only permit boards to focus on the actions and activities required to assist MassHire Career Centers prepare for the return of in-person services as COVID restrictions are lifted, but also will place the biennial certification process onto a calendar year cycle.

**Background:** The Local Board is appointed by the CEO in each local area in accordance with state criteria established under WIOA §107(b), and is certified by the Governor every 2 years, in accordance with WIOA §107(c)(2).

The MassHire Department of Career Services (MDCS), the designated State Workforce Agency (SWA) on behalf of the Governor, certifies Massachusetts Local Boards in accordance with WIOA.

Beginning in 2008, the Commonwealth of Massachusetts implemented the High Performing Workforce Board Certification.

High-Performing Workforce Board criteria, initially established by the Executive Office of Labor and Workforce Development and endorsed by the Massachusetts State Workforce Board, set forth “high performance” standards through which each local board would be reviewed with regard to its capacity and effectiveness in addressing local workforce issues from a broad, strategic perspective. In developing these standards, the Commonwealth considered input from a broad spectrum of its workforce partners, stakeholders, and consumers, including businesses and local elected officials.

Under WIOA, the high-performance workforce board certification standards were carried forth and updated by the WIOA Steering Committee and approved by the MA State Workforce Board.

The U.S. Department of Labor recognizes Massachusetts for its policy of high-performance workforce board certification and expects that this process will continue to evolve and inform national standards for local workforce boards.

Due to the COVID-19 pandemic, we entered a period of crisis that required necessary adjustments in all aspects of workforce development business models in Massachusetts and nationally.

In order to respond to the need to adjust our services and protocols to continue quality service to our business and job seeker customers during this unprecedented time, MDOS requested the support of the DOL Regional Office (RDOL) on shifting or postponing a number of items and activities that were due to be completed during FY20 or the beginning of FY21.

Accordingly, RDOL approved a temporary suspension of Massachusetts’ High Performing Workforce Board Certification for FY21, permitting certification to be based solely on the federal criteria per WIOA Section 107: (1) *the Local Board must have met WIOA membership requirements*, (2) *must have met or exceeded federal performance accountability measures*, and (3) *must demonstrate sustained fiscal integrity*.

*Note: “Sustained fiscal integrity” means the USDOL Secretary of Labor has not made a formal determination that either the grant recipient (CEO) or the fiscal agent has mis-expended funds due to willful disregard, gross negligence or failure to comply with accepted standards of administration.*

During this 6-month extension (July–December 2021), new guidance will be prepared that will include both WIOA *and* the Massachusetts High-Performing Board criteria and will place the board certification process onto a calendar year schedule.

**Policy:** Current MassHire Workforce Board certifications are hereby extended for a period of six months, through December 31, 2021.

The MassHire Workforce Board certification process will be placed on a calendar year schedule resulting in the subsequent board certification period effective January 1, 2022 – December 31, 2023.

The only action required at this time is for MassHire Workforce Boards to ensure that an up-to-date roster of board membership is on file with MDCS.

MassHire Workforce Board (MWB) Guidance: Membership and Appointments (Attachment B) has been provided for reference.

**Action**

**Required:** Please submit an updated Workforce Board Membership Matrix (Attachment A) to MDCS no later than **July 23, 2021**. Please email to Lisa Caissie: [Lisa.J.Caissie@Detma.org](mailto:Lisa.J.Caissie@Detma.org)

**Effective:** Immediately

**Inquiries:** Please email all questions to [policy@detma.org](mailto:policy@detma.org).

**Attachments:**

A: MassHire Workforce Board Membership Matrix

B: MassHire Workforce Board Guidance: Membership and Appointments

**References:** 20 CFR 679.300, 679.310  
WIOA §101(a) and (b)