

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

Mass Workforce Issuance

100 DCS 17-101

☒ **Policy** ☐ **Information**

To: Chief Elected Officials
Workforce Board Chairs
Workforce Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: September 16, 2016

Subject: **Local Workforce Development Board Certification: FY17 Extension**

Purpose: To notify Chief Elected Officials, Local Workforce Development Boards, One-Stop Career Center Operators and other local workforce development partners of an extension of the current Local Workforce Board certifications to **June 30, 2017**.

Background: The Workforce Innovation and Opportunity Act (WIOA) requires the establishment of a Local Workforce Development Board (Local Board) in each designated Local Workforce Development Area.

The vision for the Local Board is, in conjunction with the Chief Elected Official (CEO), to serve as a strategic leader and convener of local workforce development system stakeholders.

The purpose of the Local Board is to:

1. Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high-quality workforce development system in the local area and larger planning region;

2. Assist in the achievement of the State's strategic and operational vision and goals as outlined in the State Plan; and
3. Maximize and continue to improve customer satisfaction and the quality and effectiveness of services provided.

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

MassWorkforce Issuance #100. DCS 17-100, issued on July 7, 2015, established the process for interim workforce board certification in accordance with the minimum criteria for Local Board membership appointments. All Massachusetts Local Boards met the membership criteria and were certified for an interim certification period: October 1, 2015 through September 30, 2016.

To engineer WIOA implementation, Massachusetts established a WIOA Steering Committee. A policy and operations subgroup (The Jobseeker and Employer Subcommittee) was formed under the Steering Committee. Within the Subcommittee, four working groups were convened to shape the policies and guidance that would drive specific actions required under WIOA; one of the working groups was the Workforce Development Board Certification Workgroup.

In May of 2015, the Workforce Development Board Certification Workgroup was initiated with a goal to drive improvement for the Massachusetts workforce system through continued high standards of excellence for Workforce Boards. The standards are intended to improve the Workforce Development Board Certification process with measurable standards that produce evidence that the work of the boards is demand-driven and aligns workforce resources through regional markets.

The workgroup included representation from MA Workforce Boards, including Hampden County, Greater Lowell, Metro South West, Brockton and South Shore, employer input was sought through the local boards; MA Community Colleges Executive Office; Commonwealth Corporation; MA Commission for the Blind; MA Rehabilitation Commission; Adult Community Learning Services. Partners also included representation from MA Public Schools and Community Colleges, the Executive Office of Labor and Workforce Development, and the Department of Career Services.

The workgroup met bi-weekly through February 2016 to review and improve the process and standards for MA Workforce Development Board certification and establish criteria that are measurable across all Boards and promote the

articulation of regional workforce development activities to optimize services to residents, businesses and partners.

The workgroup agendas, meeting notes and draft standards are available for review at: <http://www.mass.gov/massworkforce/wioasubcommittees/>

The new Workforce Board Certification Standards and metrics were submitted the Department of Labor as a component of the Massachusetts WIOA Combined State Plan for FY2017-FY2020. <http://www.mass.gov/massworkforce/state-plan/>

As such, the Workforce Board Certification Standards and metrics for the impending biennial certification period are being finalized as policy soon to be released as the Massachusetts Workforce Board Certification Requirements for Fiscal Year 2018.

Policy: The Commonwealth herein extends the Workforce Board Certifications currently in effect. Local Boards that continue to meet the minimum certification criteria (membership) shall remain certified **through June 30, 2017.**

The single document that is required for the FY17 Workforce Board Certification extension is a current Board Membership Matrix demonstrating compliance with WIOA, §107(b)

Action

Required: Please submit the completed Workforce Board Membership Matrix to DCS by October 3, 2016.
o Email to Lisa Caissie: Lisa.J.Caissie@Massmail.state.ma.us

Effective: Immediately

Inquiries: Please email all questions to PolicyQA@detma.org. Also, indicate Issuance number and description.

Attachments: Local Board Membership Matrix

References: 20 CFR 679.300, 679-310
WIOA §107(a) and (b)

TEGL No. 19-14, Vision for the workforce System and Interim Implementation of the Workforce Innovation and Opportunity Act

TEGL No. 27-14, Workforce Innovation and Opportunity Act Transition Authority for Immediate Implementation of Governance Provisions