



Northwest Minnesota  
Workforce Development  
Board

Recruitment Packet

2023



## INTRODUCTION

Your interest in possible volunteer service as an appointed member of one of Minnesota's Workforce Development Boards is most appreciated. Thank you for thoughtful consideration in a future where your contributions will include strategic leadership, professional perspective and time.

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*This Reference Guide contains material adapted from a variety of sources including: National Governor's Association (NGA Center for Best Practices); Minnesota State Combined Plan 2016-2019; 2011 Orientation Guide for Minnesota Local Workforce Councils; various Minnesota Governor's Workforce Development Council/Board Member Orientation Guides; Congressional Research Service; Federal Department of Labor – Employment and Training Administration WIOA resources; Workforce GPS WIOA implementation resources and tool kits from the Innovation & Opportunity Network (ION).*

## INVITATION LETTER

Dear Community Member:

We invite you to consider submitting your application for a board position on the local Workforce Development Board for the seven county area of: Roseau, Kittson, Marshall, Pennington, Red Lake, Polk and Norman counties.

The Workforce Development Board contracts program funding for employment and training services, and on a broader scale, works to align a coordinated system of skilled and talented workers who can meet the needs of local employers.

The workforce development system continues to evolve into a regional, strategically, results-based accountability focused and demand driven system. We are looking for business, labor and community members who care about workforce issues and who will dedicate their time and energy to finding solutions that best fit the need of our local area.

We invite you to learn more about the Northwest Minnesota Workforce Development Board visit - [www.nwpic.net](http://www.nwpic.net) and review the materials included in this packet. Please do not hesitate to reach out to me by email at [Gabe.Mooney@centralboiler.com](mailto:Gabe.Mooney@centralboiler.com) if you have any questions.

Your attention and contribution to this effort is vitally important to our area of Northwest Minnesota and to the state as a whole.

Sincerely,


Gabe Mooney  
Board Chair

## GOVERNANCE OVERVIEW

The Workforce Innovation and Opportunity Act (WIOA) presents an extraordinary opportunity to improve job and career options for our workers and jobseekers through a workforce system that links diverse talent to businesses. It supports the development of strong vibrant regional economies where businesses and people want to live.

In Minnesota, this work is led by Workforce Development Boards. WIOA empowers state and local elected officials and the private sector-led Workforce Development Boards with the responsibility of developing strategic, integrated and aligned local, regional and state plans.

***Minnesota State Combined Plan for WIOA - 2016-2019  
Vision Statement for the Workforce Development System***  
*A healthy economy, where all Minnesotans have or are on a path  
to meaningful employment and a family sustaining wage, and all  
employers are able to fill jobs in demand.*



These plans support regional and statewide economic growth and the labor force needs for capacity growth and system performance. Workforce Development Boards members contribute strategic leadership, professional perspective and their time.

Under WIOA, the state and local governance structure for programs that form the workforce development system changed from “Workforce Investment Boards (WIBs)” to “Workforce Development Boards (WDBs).” In addition to the name change, WIOA specifies the categories of membership and job function prerequisites for all state and local WDB members.

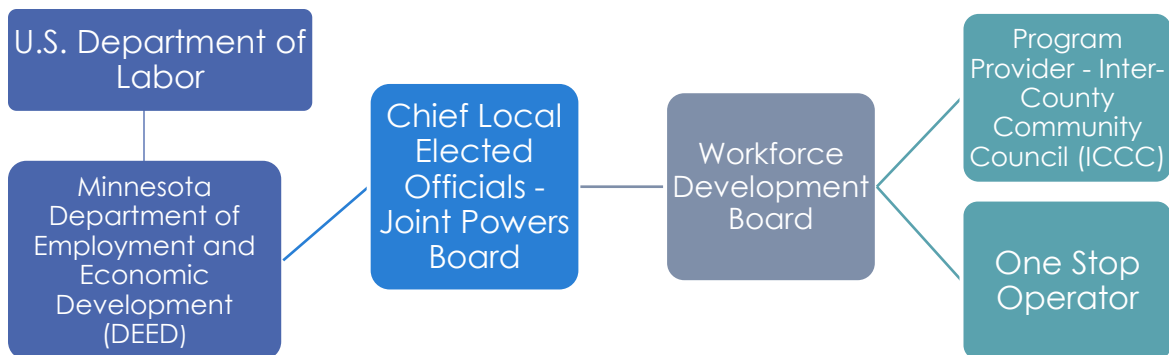
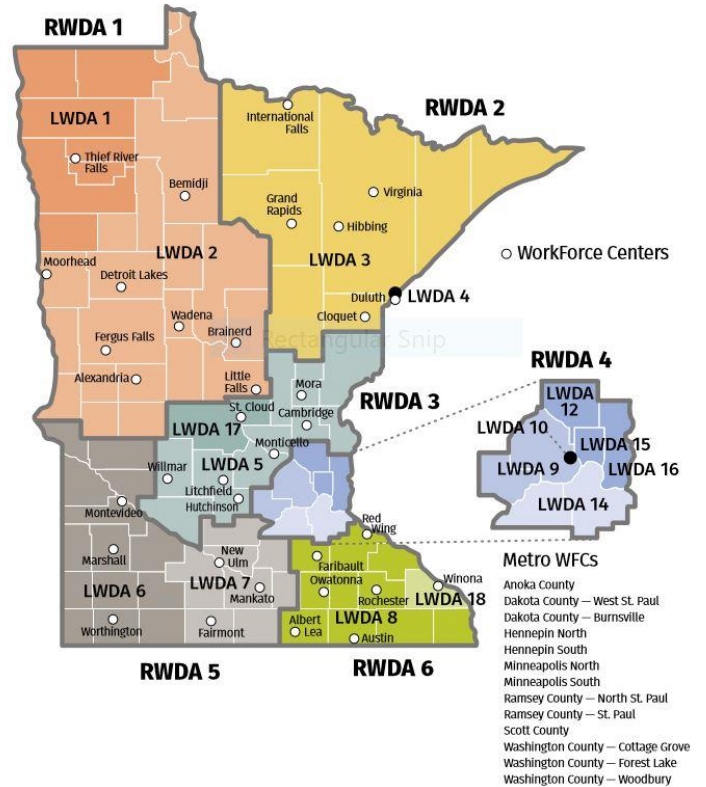
## BOARD MEMBERSHIP STRUCTURE

A local workforce investment board represents a wide variety of individuals, businesses, and organizations throughout the local area. Local Workforce Development Boards (LWDBs) are appointed by a Chief Local Elected Official (CLEO).

The local board is a strategic convener that promotes and brokers effective relationships between the Chief Local Elected Officials (CLEOs) and economic, education and workforce partners throughout the local area.

Minnesota has sixteen local workforce boards. These local boards work cooperatively with at least one other local area to form six regional areas. The regions are for planning purposes, not for organizational or governance activities.

In Local Workforce Development Area 1, the Chief Local Elected Official is a joint powers agreement between the seven county boards of Roseau, Kittson, Marshall, Pennington, Red Lake, Polk and Norman. The agreement calls for the executive committee of the Northwest Regional Development Commission to carry out the duties in WIOA.



The majority of the local workforce development board and the Chair must be representatives from the business community. WIOA also requires workforce and education and training representation. The minimums under WIOA are listed in the governance as required by WIOA and provide current membership composition, terms and rosters.

Northwest Workforce Development Board - Minimum size: 19 members

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#### BUSINESS – 10 REPRESENTATIVES INCLUDING THE CHAIR (51%)

- ❖ From businesses throughout the local area; one member from each of the seven counties, plus three at-large members.
- ❖ Minimum of two (2) representatives from small business as defined by the U.S. Small Business Administration
- ❖ Each representative must meet this criteria:
  - be an owner, CEO, COO or other individual with optimum policymaking or hiring authority
  - work-relevant training and development to its workforce or the workforce of others (organizations representing business)
  - appointed from an individual nominated by local business organizations and business trade associations.

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#### WORKFORCE – 4 (20%)

- ❖ Labor representatives – 2 or more from a labor organization
- ❖ Apprentice program – 1 or more representative of a joint labor-management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization.
- ❖ To contribute to the 20 percent requirement the LWDB may include:
  - One (1) or more representatives of community-based organizations with demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment.
  - One (1) or more representatives of organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of eligible youth.

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#### EDUCATION AND TRAINING REPRESENTATIVES

- ❖ Adult education and literacy provider administrator (WIOA Title II) – 1
- ❖ Higher Education institution providing workforce investment activities, including community colleges – 1
- ❖ Governmental and Economic Development
- ❖ Economic and community development – 1
- ❖ Employment Service (Job Service) – 1
- ❖ Vocational Rehabilitation – 1

## WORKFORCE DEVELOPMENT BOARD MEMBER JOB DESCRIPTION

The following pages are designed to provide you with a better understanding of the qualifications and expectations of members serving on the Workforce Development Board.

### General Qualifications

- Experience with collaboration, forming strategic alliances, actively contributing, and acting strategically
- Hold a senior-level decision-making role in your organization
- Commit to ongoing learning about the Minnesota Careerforce system and general workforce development
- Make a serious commitment to actively participate in Council and Committee work.
- Commitment to the talent pipeline, skilled labor and meaningful employment needs of business and industry, incumbent workers, job seekers and all Minnesotans
- Understand the Workforce Innovation and Opportunity Act (WIOA) of 2014 and its laws concerning visionary WDBs and their direction under the U.S. Department of Labor

### Leadership Commitment

- Provide value by sharing your professional and executive knowledge and experiences about your industry and region
- Be a steward and advocate for talent development in your region
- Understand and analyze data to make informed decisions to better serve individuals and employers to build and sustain regional talent pipeline capacity
- Sign and adhere to a conflict of interest policy and disclose any conflicts and follow respective board policies for withdrawing from a discussion or vote on that issue

### Planning, Evaluation and Public Relations

- Be an active participant in the regional and local planning efforts
- Be engaged in the Council's annual evaluation, strategic planning and Council development
- Follow trends and represent your constituency
- Be a spokesperson for the Northwest Private Industry Council when necessary
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization

### Time Requirements

- The full Board of the Northwest Private Industry Council meets approximately six times a year. Members of the Executive Committee meets an additional four to five times each year. Please notify Board Chair of schedule conflicts as soon as they are known
- Meetings are approximately two hours
- Periodically, as time and budget permits, members may be asked to attend the events or meetings of regional or statewide groups and entities
- Meeting preparation, at a minimum, is one hour
- Travel times, level of involvement in leadership, committee, task force and ad hoc activities will exponentially increase a board of director's time commitment

### **Member Expectations**

- Regular attendance and engagement at workforce development board meetings
- Active engagement in committees, task forces and other projects to which you are appointed
- Advance review of materials and informed preparation before every meeting
- Build collegial relationships with other board members to facilitate effective decision making
- Act and vote on behalf of the local, regional or state interests of your respective boards, and not on the interest of a single constituency

### **Avoiding Conflict**

- Get to know other committee members and build a collegial working relationship with membership that contributes to consensus
- Follow board conflict of interest, confidentiality policies, and code of ethics
- Avoid even the appearance of a conflict of interest, and disclose any possible conflicts to the board chair in a timely fashion
- Assist the board in carrying out its fiduciary responsibilities
- Maintain independence and objectivity and operate from a sense of fairness, ethics and personal integrity
- Agree to sign an annual avoidance of conflict agreement



## Term of Membership

- The terms of office for members shall be fixed at 3 years. The terms of office will be staggered to provide continuity. Upon expiration of the term of office, a successor shall be selected in the manner prescribed by the WIOA.
- All members shall serve until their successors are selected and qualified
- A person can be re-elected to succeed themselves

Board Members are reimbursed for mileage and provided with a per diem for meeting attendance.

## OVERSIGHT RESPONSIBILITY AND FUNCTIONS

In partnership with the Joint Powers Board, the Workforce Development Board has the following responsibilities under state and federal law:

### LOCAL POLICIES

- Convene, broker and leverage local workforce system stakeholders
- Oversight of the local programs and the local Minnesota Careerforce Centers' delivery system
- Employer engagement to ensure workforce development system and its services are meeting the needs of employers
- Career Pathways Development – align local resources with the needs of business and job seekers
- Assess and ensure accessibility for individuals with disabilities

### LOCAL SYSTEM PERFORMANCE

- Negotiation of local performance accountability measures
- Selection of workforce development operators and providers
- Coordination with educational providers
- Conduct workforce research and regional labor market analysis
- Promote promising practices

### LOCAL INFORMATION TECHNOLOGY

- Develop strategies to maximize accessibility and effectiveness of technology

### LOCAL ADMINISTRATIVE

- Develop and implement the local plan
- Budget and administer local funds to ensure accountability and performance

## APPLICATION, NOMINATION AND SELECTION PROCESS

We hope that the preceding pages have helped you understand the need and importance of the work of the Workforce Development Board. The board member application, nomination and selection process is prescribed in the WIOA law and the joint powers agreement between the seven county boards.

The outline of the general process is as follows:

1. Nominations are solicited by current board members or Joint Powers Board Members.
2. Interested individual completes board member application.
3. NW Minnesota Workforce Development Board contacts and works with appropriate nominating body to prepare nomination letter.
  - a. Nomination letter should be on organization letterhead and signed by nominator.
  - b. Nomination letters should include a brief biography of nominee and address the nominee's skills, background, and interest in serving on the board.
4. Applications and nominations will be reviewed by the NW Minnesota Workforce Development Board and forwarded to the county board of residence of the applicant for comment. The County Board may choose to make or issue comment or recommendation on applications made by members residing or representing their county.
5. The application, nomination letter and any comments are delivered to the Chief Local Elected Officers Joint Powers Board for final appointment.

**NORTHWEST MINNESOTA WORKFORCE DEVELOPMENT  
BOARD MEMBER APPLICATION**

<b>Name</b>		<b>Job Title</b>	
<b>Applicant Address</b>		<b>City</b>	<b>State</b>
<b>County</b>	<b>Home Phone</b>	<b>Alternate Phone</b>	<b>Email Address</b>
<b>Name of Employer/Nominating Agency</b>		<b>Work Phone</b>	
<b>Please describe the Business, Employing Agency or Group you are representing:</b>			
<b>What skills, training, and/or experience do you possess that would make you a good candidate for WIB membership? (Optional – You may attach a 1-2 page resume if you feel it may aid in the selection process)</b>			
<b>What are your reasons for wanting to serve on the Workforce Development Board?</b>			
<b>Applicant Signature</b>			<b>Date</b>
<b>Nominating Agency Signature</b>			<b>Date</b>

**Please indicate below the category or categories you can represent on the WDB.**

**Private Sector**

- Business**  
 Check all that apply
- Large Business (500 employees or more)
  - Minority Business (A business operated by a person or persons from a racial minority group.)
  - Small Business (Under 500 employees)
- Business owner, chief executive or operating officer, and other executive or employer with optimum policymaking or hiring authority
  - Are appointed from among individuals nominated by local business organizations and business trade associations.
  - Represent business with employment opportunities that reflect the local area

**Public Sector**

- Community-Based Organization**
- Representative of communities or significant segments of communities providing job training
  - Agency serving youth
  - Agency serving displaced homemakers
  - Other: \_\_\_\_\_
  - Organization serving non-reservation Indian and tribal government
  - Agency representing veterans
  - Agency representing individuals with disabilities

- Economic Development Agency**
- Local planning and zoning commissions or boards
  - Local agencies and institutions responsible for regulating, promoting, or assisting in local economic development
  - Community development agencies

- Education**
- Local educational agency
  - Vocational education institution
  - General organizations of such agencies or institutions
  - Private and proprietary schools
  - Institutions of higher education

- Organized Labor**  
 Recognized by State and local labor organizations or building trade councils.  
 Union Name: \_\_\_\_\_

- One-Stop Workforce Center Partners, defined as the partners that carry out the following activities/programs**  
 (please check those that apply):
- |                                                                                                                            |                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Adult, Dislocated Worker, Youth, Job Corps, Native American and Veteran's Workforce (WIA Title I) | <input type="checkbox"/> Local Veterans' Employment Representatives and Disabled Veterans Outreach (Title 38, U.S.C.) |
| <input type="checkbox"/> Wagner-Peyser Act                                                                                 | <input type="checkbox"/> Adult Education and Literacy (WIA Title II)                                                  |
| <input type="checkbox"/> Trade Adjustment Assistance (TAA) and NAFTA TAA (Trade Act of 1974 Title II)                      | <input type="checkbox"/> State Unemployment Compensation Laws (in accordance with applicable Federal Laws)            |
| <input type="checkbox"/> Vocational Rehabilitation (Rehabilitation Act Title I)                                            | <input type="checkbox"/> Community Services Block Grant                                                               |
| <input type="checkbox"/> Welfare-to-Work Programs (Social Security Act)                                                    | <input type="checkbox"/> Department of Housing and Urban Development                                                  |
| <input type="checkbox"/> Senior Community Service Employment (Title V of the Older Americans Act)                          |                                                                                                                       |

**Local Elected Board Approval**  
**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Thank you for your interest  
in serving.

If you have any questions, please contact:

**Gabe Mooney**

Board Chair, Northwest Private Industry Council

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Or

**John Preuss**

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