

TRWIB Inc., dba Partner4Work	PARTNER  WORK
Policy Title: Local Workforce Development Board (WDB) Member Nomination Policy	
Effective Date: 12.12.2025	Last Reviewed: 12.12.2025

Purpose

This policy establishes the process and documentation requirements for nominating and appointing members to the local workforce development board (WDB) serving the Allegheny County and City of Pittsburgh workforce development areas (WDAs). The policy ensures a consistent and compliant nomination process that supports the Workforce Innovation and Opportunity Act (WIOA) requirements for board composition and representation.

References

- Workforce Innovation and Opportunity Act (WIOA) Section 107
- WIOA Final Regulations, 20 CFR Part 679, Subpart C
- PA Department of Labor & Industry Workforce System Policy - Local Governance (Last Revised: June 6, 2024)
- Partner4Work Bylaws

Policy

The Chief Elected Officials (CEOs) of the Allegheny County and City of Pittsburgh WDAs have sole authority to appoint members to the local WDB. Partner4Work serves as the CEOs' designee for managing the nomination and appointment process. The CEOs for Allegheny County and City of Pittsburgh WDAs include the Allegheny County Executive (Allegheny County Workforce Development Area) and Mayor of Pittsburgh (City of Pittsburgh Workforce Development Area).

I. Composition of the Board

The local WDB shall consist of members appointed to meet WIOA requirements, specifically:

- **Business Representatives (51%):** A majority of board members must be business representatives in the local WDA with optimum policymaking or hiring authority for their organization. A minimum of two (2) members must represent a **small business** as defined by the U.S. Small Business Administration. Businesses being represented must provide employment opportunities in the local area in in-demand industry sectors or occupations.
- **Workforce Representatives (20%):** A minimum of 20% of board members must be workforce representatives that must include the following:
 - Two (2) or more representatives of labor organizations (or other employee representatives if there are no labor organizations operating in the local area).
 - One (1) or more representatives of a joint-labor management registered apprenticeship program (or other registered apprenticeship program if there is no

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joint labor-management program in the local area). For joint apprenticeship programs, the representative must be a member of a labor organization or training director.

- **Training Providers:** The WDB must include one (1) representative from each of the following:
 - An eligible training provider administering literacy and adult education activities under WIOA Title II.
 - An institution of higher education, including community colleges, providing workforce development activities.

- **Governmental, Economic, and Community Development:** The WDB must include one (1) representative from each of the following:
 - Governmental, economic development, and community development entities;
 - State Employment Service Office under Wagner-Peyser serving the local area; and
 - Programs carried out under Title I of the Rehabilitation Act of 1973.

- **Additional Members:** The WDB may include other individuals and representatives of appropriate entities in the local area, including:
 - Community-based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment.
 - Organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of WIOA-eligible youth.¹
 - Entities administering education and training activities who represent local education agencies or community-based organizations with demonstrated expertise in addressing the education or training needs of individuals with barriers to employment.
 - Governmental, economic development, and community development entities who represent transportation, housing, and/or public assistance programs.
 - Philanthropic organizations serving the local area.
 - Other appropriate individuals as determined by the chief elected official.

II. Nomination and Appointment Requirements:

The following positions require formal nomination prior to their appointment to the local WDB:

¹ "Demonstrated experience and expertise" means an individual who is a workplace learning advisor as defined in WIOA Section 3(70); contributes to the field of workforce development, human resources, training and development or a core program function; or who the LWDB recognizes for valuable contributions in education or workforce development related fields.

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- Business Representatives
- Labor Organization Representatives
- WIOA Title II Adult Education and Literacy Representatives
- Higher Education Representatives

All other individuals/representatives may be appointed to the local WDB **directly** by the CEOs without prior nomination from a nominating entity.

For individuals/representatives requiring nomination, Partner4Work, as the CEOs' designee, will contact the appropriate entities in the local area for nominations to appoint members or fill vacancies on the local WDB. Appointments will be made from these nominations to ensure that:

- Business representatives are appointed from among individuals nominated by local business organizations and/or business trade associations.
- Labor representatives are appointed from among individuals who have been nominated by local labor federations.
- When there is more than one local area provider of WIOA Title II adult education and literacy activities, the CEO will solicit nominations from those particular entities, respectively, in appointing the required representatives.

III. Nomination Documentation Requirements:

To submit a board member nomination, nominating organizations must send a completed Individual Nomination Form (See Attachment I) as an attachment via email to the appropriate CEO(s) and Partner4Work. The email must contain the signature block of the nominating entity and the email address domain name must match the nominating entity's name. The email may include additional documentation (e.g., resume) supporting the qualifications of the nominee, but this is not required.

Appointment details will be sent by Partner4Work, as the CEOs' designee, to the appointed member, with a copy provided to the CEOs.

Proof of the appointment (e.g., appointment letter signed by the CEO or a copy of meeting minutes) and proof of appointment details (i.e., appointee's name, defined term, and appointment category) will be maintained at Partner4Work's office in accordance with record retention requirements and be made available upon request by federal and state agencies.

Subsequent appointments/reappointments will follow the same procedure as the initial appointment unless there are changes to nomination and appointment requirements.

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IV. Additional Requirements and Bylaws:

This policy supplements, and does not replace, governance requirements established in the TRWIB, Inc. Bylaws and the Chief Elected Official Agreements for the Allegheny County and City of Pittsburgh WDAs. Full requirements for board governance and structure are established through the bylaws of TRWIB, Inc.

V. Effective Date & Revision History

Version	Effective Date	Description of Change	Approved By
1.0	12/12/2025	Initial Policy Issuance	Partner4Work Board of Directors



Attachment 4: Local Workforce Development Board Individual Nomination Form

_____ Workforce Development Board

Instructions for Completion:

Please provide the information below. All fields are required unless otherwise noted. If you have any questions, please reach out to the local workforce development board.

Nominating Entity Information

Name of Nominating Entity: _____

Address of Nominating Entity: _____

Name of Nominating Individual: _____

Telephone Number: _____

Email Address: _____

Nominee Information

Name of Individual being Nominated: _____

Nomination Category: _____

Nominee's Title: _____

Nominee's Employer: _____

(Optional) Nominee's Address: _____

(Optional) Nominee's Telephone Number: _____

(Optional) Nominee's Email Address: _____

Attestation

By checking this box, you are attesting that the individual you are nominating has optimum policy making or hiring authority within their employer. Optimum policymaking is defined as: Is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.

****For nominees in the Business or Small Business category only****

Description of how a nominee's business provides employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local workforce area:

Signature of the Nominating Individual: _____

Date completed: _____

For Local Use Only