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# Local Board Composition, Board Member Selection and Training Review Tool

**Program Year (PY) 2020-2021**

**LWDB Name and Number:**

**Dates of Review**:

**Review Period:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LWDB Staff Completing the Tool:**

**Authority – WIOA, Section 107; 20CFR 679.300-679.430; Chapter 445.007, Florida Statutes; Administrative Policy 91; Grantee – Subgrantee Agreement.**

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| **LOCAL BOARD REQUIREMENTS** | **YES** | **NO** | **COMMENTS** |
| 1. Has the LWDB established an LOP or other written procedure or process regarding board governance? If yes, please provide a copy or indicate where it is located? |  |  |  |
| 1. If yes to #1, does the procedure include a process for recruiting, vetting, and nominating board members and documenting their qualifications in alignment with the requirements of WIOA, and compliant with all federal and state laws, policies, procedures and rules? |  |  |  |
| 1. If yes to #2, did the procedures used and documentation of the candidates' qualifications meet the requirements of WIOA? (Provide list of board vacancies and/or openings that became available during the past year and the nomination and selection process used). |  |  |  |
| 1. Were nominations made by the respective nominating organizations? If yes, please provide documentation or indicate where it is located? |  |  |  |
| 1. Do any LWDB staff serve as members of a committee or subcommittee of the board? If yes, please indicate the person’s name and the committee (s)he serves on. |  |  |  |
| 1. Have all current board members completed orientation and training? If not, when will the orientation and training take place? Please explain process. |  |  |  |
| 1. Is the board chair from the business community and is (s)he elected by the board? If yes, please provide minutes of meeting when the board chair was elected. |  |  |  |
| 1. Has the local board established bylaws? If yes, do the bylaws describe the nomination process to select the board chair and members. Please provide a copy of the bylaws or indicate where they can be located. |  |  |  |
| 1. If yes to #8, are the bylaws up-to-date and in alignment with the requirements of WIOA? |  |  |  |
| 1. Does the CLEO create the governing by-laws or is this function delegated to the administrative entity? |  |  |  |
| 1. If the LWDB includes more than one unit of local government, is there an interlocal agreement which specifies the respective roles and liability of the individual chief elected officials? If yes, please provide a copy or indicate where it can be found. |  |  |  |
| 1. Does the interlocal agreement clearly identify: |  |  |  |
| a. the units of local government which are covered by the agreement and which make up the local area. |  |  |  |
| b. designation of and responsibilities of the chief local elected official, identification of the county commissioners and/or mayors to serve as the CLEO of the local area for the purposes of approving local and regional plans, establishing policy, authorizing WIOA expenditures, establishing contracts, paying for services outside of the local area or paying costs associated with monitoring or audit findings or sanctions. |  |  |  |
| 1. How often do the Board of Directors meet? Please provide a schedule or indicate where this can be found. |  |  |  |
| 1. Are the following posted to the LWDB website? |  |  |  |
| a. formal local board meetings/agendas at least seven days before the meeting is to occur? |  |  |  |
| b. special board meetings/agendas at least 72 hours before the meeting is to occur?  c. formal local board meeting minutes within 15 days of board approval? |  |  |  |