

Overview of Hennepin-Carver Workforce Development Board Eligibility

The purpose of this brief is to layout the requirements for board member eligibility to the Hennepin-Carver Workforce Development Board (WDA 9) and to establish criteria for each of the four categories of seats. Each category is described on a separate page and includes: 1) Business, 2) Education and Training, 3) Government and Economic Development, and 4) Workforce. The Hennepin-Carver WDA serves suburban Hennepin County (excluding the City of Minneapolis) and Carver County.

Governance of the Hennepin-Carver Workforce Development Board

Chief local elected officials are required by law to establish a formal nomination and appointment process, consistent with the criteria established by the Governor and State WDB under sec. 107(b)(1) of WIOA. For WDA 9, the chief local elected official is the Hennepin County board, and by extension, the chair of the board.

Contacts

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Business Seats

A majority of the members of the Local WDB must be representatives of business in the local area. At a minimum, two members must represent small business as defined by the U.S. Small Business Administration

Essential Requirements

Each Business representative must¹:

1. Be an owner, chief executive officer, chief operating officer, or other individual with optimum policy-making or hiring authority; and
2. Provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in WIOA sec. 3(23).
3. Have employees in WDA 9
4. Work in WDA 9

Collectively, business seats must:

1. Make up at least 50 percent of the board.
2. Represent at least two small businesses.
3. Have voting privilege.

Definition of key terms

1. Small business: 50 employees or less.²
2. Employee: W2 Vs 1099

Verification

Board member...

- ✓ ... works in WDA 9
- ✓ ...has employees in WDA 9
- ✓ ...is an owner, chief executive officer, chief operating officer, or other individual with optimum policy-making or hiring authority
- ✓ ...provides employment opportunities in in-demand industry sectors or occupations
- ✓ ...has an Employer Identification Number
- ✓ ...pays unemployment insurance taxes
- ✓ ...pays payroll taxes

¹ WIOA Section 107(b)(2)(A) and Minn. Statute § 116L.666, Subd. 3

² Minnesota Statutes 645.445

Education and Training Seats

Essential Requirements

Education and training representative must include³:

1. At least one eligible training provider administering adult education and literacy activities under WIOA title II;
2. At least one representative from an institution of higher education providing workforce investment activities, including community colleges; and

Verification

Board member...

- ✓ ...works in WDA 9
- ✓ ...is an eligible adult basic education training provider

or

- ✓ ...represents higher education

³ WIOA Section 107(b)(2)(C) and Minn. Statute § 116L.666, Subd. 3

Government and Economic Development Seats

Essential Requirements

Must include 1 representative from each of the following⁴:

1. Economic and community development organizations
2. The State Employment Service office under the Wagner-Peyser Act serving the local area
3. The programs carried out under title I of the Rehabilitation Act of 1973, other than sec. 112 or part C of that title;

Verification

Board member...

- ✓works in WDA 9
- ✓ ...represents Economic and community development organizations
or
- ✓ ...represents Wagner-Peyser
or
- ✓ ...represents Vocational Rehabilitation programs

⁴ WIOA Section 107(b)(2)(D) and Minn. Statute § 116L.666, Subd. 3

Workforce Seats

At least 20 percent of the members of the Local WDB must be workforce representatives.

Essential Requirements

Workforce representatives must⁵:

1. Include 2 or more labor representatives
2. Include 1 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
3. May include one or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment
4. May include one or more representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth

Verification

Board member...

- ✓ ...works in WDA 9
- ✓ ...represents a community – based organization in workforce development
or
- ✓ ...represents labor
or
- ✓ ...is part of a joint labor-management apprenticeship program

⁵ WIOA Section 107(b)(2)(B) and Minn. Statute § 116L.666, Subd. 3