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I. APPLICABILITY/SCOPE

This policy applies to the Phoenix Business and Workforce Development (PBWD) Board, the Chief Elected Official (City of Phoenix Mayor and Phoenix City Council), and any City of Phoenix staff as governed by the PBWD Board. This policy serves to provide guidance on the board certification process that is mandated under the Workforce Innovation and Opportunity Act (WIOA) and the State Workforce Development Board. This policy is used to locally define the required board certification process.

II. PURPOSE

In accordance with the Workforce Innovation and Opportunity Act (WIOA), the PBWD Board, in partnership with the City of Phoenix Mayor and Phoenix City Council, provide oversight for all activities specific to the workforce programs for the local workforce development area, ARIZONA@WORK City of Phoenix. The purpose of this policy is to provide guidance regarding the certification of the Local Workforce Development Board (LWDB), known as the PBWD Board, for the Phoenix local area.

III. BACKGROUND

The Governor, as required under WIOA, shall certify LWDBs every two (2) years. The State Workforce Development Board, known as the Workforce Arizona Council (WAC) for the State of Arizona, issues policy on LWDB certification, and the Arizona Department of Economic Security (ADES) issues guidance. The ADES publishes a schedule and instructions for submission of materials needed for LWDB certification. The PBWD Board was certified in 2016 for a two-year period.


IV. DEFINITIONS

Chief Elected Official means the chief elected executive officer of a unit of general local government in a local area.

V. POLICY

The PBWD Board, applicable PBWD Board Governance staff, and the Chief Elected Official (City of Phoenix Mayor and Phoenix City Council) shall ensure that at a minimum compliance will be maintained for the following:

- A. Compliance of local board composition which shall be consistent with Title I, Sec. 107(b) of WIOA, Sec. 107 (c)(2) of the WIOA that requires the Local Workforce Development Board (LWDBs) be certified every two years by the Governor in accordance with criteria outlined in the law and with state policy 02-2015: WIOA Local Governance Policy (Local Governance Policy). The WAC is responsible for making recommendations to the Governor to carry out this requirement and intends to make initial certifications for implementing WIOA thorough the Informational Broadcast IB# 16-013 and its attachments for Board Certification;
- B. Proof of fiduciary responsibility during the previous two years. (Fiscal Monitors will provide any needed financial reports to the WAC and/ or ADES if requested);

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- C. Negotiated state WIOA performance measures as WIOA performance measures have not yet gone into effect (Program Monitors must be able to provide any needed performance reports to the WAC and/or ADES if requested at any given time); and
- D. Updated Bylaws should be available for submittal upon the State’s request.

VI. POLICY MANAGEMENT REQUIREMENTS

Administrative revisions to the policy may be made by the Phoenix Business and Workforce Development (PBWD) Board Executive Director, with notice to the PBWD Board’s Executive Leadership Committee. All other substantive revisions will go to the PBWD Board’s Executive Leadership Committee for review and recommendation to the PBWD Board for approval.

VII. ATTACHMENTS AND LINKS

Attachment A: WIOA Information Broadcast IB# 16-013 (Dated June 3, 2016)

Link: [Title I of the Workforce Innovation and Opportunity Act \(WIOA\) of 2014](#), Sections 107

Link: [Workforce Arizona Council Policy 01-2016 Workforce Innovation and Opportunity Act Local Governance Policy](#)