

Functions of the Board

Under the U.S. Code of Federal Regulations (CFR)

[§ 679.130 – Functions of the State Workforce Development Board](#)

Under WIOA sec. 101(d) Functions

The State WDB must assist the Governor in the:

- 1) Development, implementation, and modification of the 4-year State Plan;
- 2) Review of statewide policies, programs, and recommendations on actions that must be taken by the State to align workforce development programs to support a comprehensive and streamlined workforce development system. Such review of policies, programs, and recommendations must include a review and provision of comments on the State Plans, if any, for programs and activities of one-stop partners that are not core programs;
- 3) Development and continuous improvement of the workforce development system, including
 - A) Identification of barriers and means for removing barriers to better coordinate, align, and avoid duplication among programs and activities;
 - B) Development of strategies to support career pathways for the purpose of providing individuals, including low-skilled adults, youth, and individuals with barriers to employment, including individuals with disabilities, with workforce investment activities, education, and supportive services to enter or retain employment;
 - C) Development of strategies to provide effective outreach to and improved access for individuals and employers who could benefit from workforce development system;
 - D) Development and expansion of strategies to meet the needs of employers, workers, and job seekers particularly through industry or sector partnerships related to in-demand industry sectors and occupations;
 - E) Identification of regions, including planning regions for the purposes of WIOA sec. 106(a), and the designation of local areas under WIOA sec. 106, after consultation with Local WDBs and chief elected officials;
 - F) Development and continuous improvement of the one-stop delivery system in local areas, including providing assistance to Local WDBs, one-stop operators, one-stop partners, and providers. Such assistance includes assistance with planning and delivering services, including training and supportive services, to support effective delivery of services to workers, job seekers, and employers; and
 - G) Development of strategies to support staff training and awareness across the workforce development system and its programs;
- 4) Development and updating of comprehensive State performance and accountability measures to assess core program effectiveness under WIOA sec. 116(b);
- 5) Identification and dissemination of information on best practices, including best practices for -
 - A) The effective operation of one-stop centers, relating to the use of business outreach, partnerships, and service delivery strategies, including strategies for serving individuals with barriers to employment;

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- B) The development of effective Local WDBs, which may include information on factors that contribute to enabling Local WDBs to exceed negotiated local levels of performance, sustain fiscal integrity, and achieve other measures of effectiveness; and
 - C) Effective training programs that respond to real-time labor market analysis, that effectively use direct assessment and prior learning assessment to measure an individual's prior knowledge, skills, competencies, and experiences for adaptability, to support efficient placement into employment or career pathways;
- 6) Development and review of statewide policies affecting the coordinated provision of services through the State's one-stop delivery system described in WIOA sec. 121(e), including the development of -
- A) Objective criteria and procedures for use by Local WDBs in assessing the effectiveness, physical and programmatic accessibility and continuous improvement of one-stop centers. Where a Local WDB serves as the one-stop operator, the State WDB must use such criteria to assess and certify the one-stop center;
 - B) Guidance for the allocation of one-stop center infrastructure funds under WIOA sec. 121(h); and
 - C) Policies relating to the appropriate roles and contributions of entities carrying out one-stop partner programs within the one-stop delivery system, including approaches to facilitating equitable and efficient cost allocation in the system;
- 7) Development of strategies for technological improvements to facilitate access to, and improve the quality of services and activities provided through the one-stop delivery system, including such improvements to -
- A) Enhance digital literacy skills (as defined in sec. 202 of the Museum and Library Service Act, 20 U.S.C. 9101);
 - B) Accelerate acquisition of skills and recognized postsecondary credentials by participants;
 - C) Strengthen professional development of providers and workforce professionals; and
 - D) Ensure technology is accessible to individuals with disabilities and individuals residing in remote areas;
- 8) Development of strategies for aligning technology and data systems across one-stop partner programs to enhance service delivery and improve efficiencies in reporting on performance accountability measures, including design implementation of common intake, data collection, case management information, and performance accountability measurement and reporting processes and the incorporation of local input into such design and implementation to improve coordination of services across one-stop partner programs;
- 9) Development of allocation formulas for the distribution of funds for employment and training activities for adults and youth workforce investment activities, to local areas as permitted under WIOA secs. 128(b)(3) and 133(b)(3);
- 10) Preparation of the annual reports described in paragraphs (1) and (2) of WIOA sec. 116(d);
- 11) Development of the statewide workforce and labor market information system described in sec. 15(e) of the Wagner-Peyser Act; and
- 12) Development of other policies as may promote statewide objectives for and enhance the performance of the workforce development system in the State.

Under 20 ILCS 3975 - Illinois Workforce Innovation Board Act

- a) ...The Illinois Workforce Innovation Board is the State advisory board pertaining to workforce preparation policy. The Board shall ensure that Illinois' workforce preparation services and programs are coordinated and integrated and shall measure and evaluate the overall performance and results of these programs. The Board shall further cooperation between government and the private sector to meet the workforce preparation needs of employers and workers in Illinois. The Board shall provide ongoing oversight of programs and needed information about the functioning of labor markets in Illinois.
- b) The Board shall help Illinois create and maintain a workforce with the skills and abilities that will keep the economy productive.
- c) The Board shall meet the requirements of the federal Workforce Innovation and Opportunity Act.

Sec. 4.5. Duties.

- a) The Board must perform all the functions of a state workforce innovation board under the federal Workforce Innovation and Opportunity Act, any amendments to that Act, and any other applicable federal statutes. The Board must also perform all other functions that are not inconsistent with the federal Workforce Innovation and Opportunity Act or this Act and that are assumed by the Board under its bylaws or assigned to it by the Governor.
- b) The Board must cooperate with the General Assembly and make recommendations to the Governor and the General Assembly concerning legislation necessary to improve upon statewide and local workforce development systems in order to increase occupational skill attainment, employment, retention, or earnings of participants and thereby improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the State. The Board must annually submit a report to the General Assembly on the progress of the State in achieving state performance measures under the federal Workforce Innovation and Opportunity Act, including information on the levels of performance achieved by the State with respect to the core indicators of performance and the customer satisfaction indicator under that Act. The report must include any other items that the Governor may be required to report to the Secretary of the United States Department of Labor.

(b-5) The Board shall implement a method for measuring the progress of the State's workforce development system by using benchmarks specified in the federal Workforce Innovation and Opportunity Act.

The Board shall identify the most significant early indicators for each benchmark, establish a mechanism to collect data and track the benchmarks on an annual basis, and then use the results to set goals for each benchmark, to inform planning, and to ensure the effective use of State resources.

- c) Nothing in this Act shall be construed to require or allow the Board to assume or supersede the statutory authority granted to, or impose any duties or requirements on, the State Board of Education, the Board of Higher Education, the Illinois Community College Board, any State agencies created under the Civil Administrative Code of Illinois, or any local education agencies.

Board Membership

Required under WIOA and IWIB Act

IWIB Act requirements listed in green

Required Members	Who may satisfy this requirement	IWIB Need
The Governor 101(b)(1)(A)	The Governor	0
Representatives of the Legislature 101 (b)(1)(B)	<p>One member of each chamber of the State legislature (to the extent consistent with State law), appointed by the appropriate presiding officers of such chamber. WIOA Section 101 (b)(1)(B)</p> <p>One Additional member of Each house is required by the IWIB Act</p> <p>Total Required:</p> <p>2 Members of the Illinois House of Representatives – appointed by the Speaker of the House</p> <p>2 Members of the Senate – appointed by the President of the Senate</p>	1 member of the Illinois House of Representatives
Representatives of Business 101 (b)(1)(C)(i)	<p>The majority of the board must consist of representatives of business who:</p> <ul style="list-style-type: none"> • are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policy-making or hiring authority, and who, in addition, may be members of a Local Board described in section 107(b)(2)(A)(i); • represent businesses (including at least one representative of small business), or organizations representing businesses and provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the State; and • are appointed from among individuals nominated by State business organizations and business trade associations 	0

<p>Representatives of Workforce</p>	<p>Not less than 20 percent shall be representatives of the workforce within the State, who must include:</p> <ul style="list-style-type: none"> • Two or more representatives of labor organizations, who have been nominated by State labor federations; • One or more representative, who must be a member of a labor organization or a training director, from a joint labor- management registered apprenticeship program, or if no such joint program exists in the State, such a representative of a registered apprenticeship program in the State; <p>In addition to the representatives enumerated above, the Governor may appoint one or more representatives of the following organizations to contribute to the 20 percent requirement:</p> <ul style="list-style-type: none"> • 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, including organizations that serve veterans or that provide or support competitive, integrated employment for individuals with disabilities; and training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth. • 2 representatives of community-based organizations that provide or support competitive, integrated employment for individuals with disabilities. These 2 representatives shall be individuals who self-identify as persons with intellectual or developmental disabilities, and who are engaged in advocacy for the rights of individuals with disabilities. • representatives of individuals or organizations that have experience with youth activities; • representatives of individuals or organizations that have experience and expertise in the delivery of workforce investment activities, including chief executive officers of community colleges and community-based organizations within the State 	<p>1 Representatives of Labor Organizations</p> <p>2 representatives who self-identify as persons with intellectual or developmental disabilities, and who are engaged in advocacy for the rights of individuals with disabilities.</p>
<p>Representatives of Government</p>	<p>The balance of State Board membership must include:</p> <ul style="list-style-type: none"> • the lead State officials with primary responsibility for the four core programs; and • two or more chief elected officials (collectively representing both cities and counties, where appropriate). 	<p>1 chief elected official</p>

	<p>In addition to the representatives enumerated above, the Governor may appoint other representatives such as:</p> <ul style="list-style-type: none">• the State agency officials from agencies that are one-stop partners (including additional one-stop partners whose programs are covered by the State plan, if any);• State agency officials responsible for economic development or juvenile justice programs in the State;• individuals who represent an Indian tribe or tribal organization, as such terms are defined in section 166(b); and• State agency officials responsible for education programs in the State, including chief executive officers of community colleges and other institutions of higher education.• any other representatives and State agency officials that the Governor may appoint, including, but not limited to, one or more representatives of local public education, post-secondary institutions, secondary or post-secondary vocational education institutions, and community-based organization	
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Term Limits and Vacancies

Under the IWIB Act

Members of the Board nominated for appointment after 2002 shall serve for terms expiring on July 1 of the second calendar year succeeding their respective appointments, or until their successors are appointed and qualified. A State official or employee serving on the Board under subparagraph (F) of paragraph (3) of subsection (a) by virtue of his or her State office or employment shall serve during the term of that office or employment.

A vacancy is created in situations including, but not limited to, those in which an individual serving on the Board ceases to satisfy all of the requirements for appointment under the provision under which he or she was appointed. The Governor may at any time make appointments to fill vacancies for the balance of an unexpired term. Vacancies shall be filled in the same manner as the original appointment.

Staffing

Under WIOA

(h) AUTHORITY TO HIRE STAFF.—

(1) IN GENERAL.—The State board may hire a director and other staff to assist in carrying out the functions described in subsection (d) using funds available as described in section 129(b)(3) or 134(a)(3)(B)(i).

(2) QUALIFICATIONS.—The State board shall establish and apply a set of objective qualifications for the position of director, that ensures that the individual selected has the requisite knowledge, skills, and abilities, to meet identified benchmarks and to assist in effectively carrying out the functions of the State board.

(3) LIMITATION ON RATE.—The director and staff described in paragraph (1) shall be subject to the limitations on the payment of salary and bonuses described in section 194(15)

Sec. 129. USE OF FUNDS FOR YOUTH WORKFORCE INVESTMENT ACTIVITIES

(b) STATEWIDE ACTIVITIES.—

(3) LIMITATION.—Not more than 5 percent of the funds allotted to a State under section 127(b)(1)(C) shall be used by the State for administrative activities carried out under this subsection or section 134(a).

Sec. 134. USE OF FUNDS FOR EMPLOYMENT AND TRAINING ACTIVITIES

(3) ALLOWABLE STATEWIDE EMPLOYMENT AND TRAINING ACTIVITIES.—

(B) LIMITATION.—

(i) IN GENERAL.—Of the funds allotted to a State under sections 127(b) and 132(b) and reserved as described in sections 128(a) and 133(a)(1) for a fiscal year—

(I) not more than 5 percent of the amount allotted under section 127(b)(1);

(II) not more than 5 percent of the amount allotted under section 132(b)(1); and

(III) not more than 5 percent of the amount allotted under section 132(b)(2),

may be used by the State for the administration of statewide youth workforce investment activities carried out under section 129 and statewide employment and training activities carried out under this section.

Conflicts of Interest

Under WIOA

- (f) CONFLICT OF INTEREST —A member of a State board may not—
- (1) vote on a matter under consideration by the State board—
 - (A) regarding the provision of services by such member (or by an entity that such member represents); or
 - (B) that would provide direct financial benefit to such member or the immediate family of such member; or
 - (2) engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

Under the IWIB Act

(20 ILCS 3975/6) (from Ch. 48, par. 2106)

Sec. 6. Programs and services, conflict of interest. In order to assure objective management and oversight, the Board shall not operate programs or provide services directly to eligible participants, but shall exist solely to plan, coordinate and monitor the provisions of such programs and services.

A member of the Board may not (1) vote on a matter under consideration by the Board that (a) regards the provision of services by the member or by an entity that the member represents or (b) would provide direct financial benefit to the member or the immediate family of the member or (2) engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

(Source: P.A. 100-477, eff. 9-8-17.)

Public notice

Under WIOA

- (g) SUNSHINE PROVISION —The State board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the State board, including information regarding the State plan, or a modification to the State plan, prior to submission of the plan or modification of the plan, respectively, information regarding membership, and, on request, minutes of formal meetings of the State board.

Under the IWIB Act

Sec. 7.2. Posting requirements; Department of Commerce and Economic Opportunity's website. On and after the effective date of this amendatory Act of the 97th General Assembly, the Illinois Workforce Innovation Board must annually submit to the Department of Commerce and Economic Opportunity the following information to be posted on the Department's official Internet website:

- (1) All agendas and meeting minutes for meetings of the Illinois Workforce Innovation Board.
- (2) All line-item budgets for the local workforce investment areas located within the State.

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(3)A listing of all contracts and contract values for all workforce development training and service providers.

The information required under this Section must be posted on the Department of Commerce and Economic Opportunity's Internet website no later than 30 days after the Department receives the information from the Illinois Workforce Innovation Board.