Kentucky Career Center **POLICY**	**POLICY NAME: LOCAL WORKFORCE DEVELOPMENT BOARD STAFF** **Policy Number 17-001** **Date of Issue: March 31, 2017** **Effective Date: March 31, 2017** **For more info contact: Office of Employment and Training (OET) Procurement Team, Office of Employment and Training, teamofexperts@ky.gov**
	Applies/Of Interest To: Local Workforce Development Boards (LWDBs), Local Workforce Development Areas (LWDAs), and Chief Local Elected Officials and Local Elected Officials

Subject	**LOCAL WORKFORCE DEVELOPMENT BOARD (LWDB) STAFF**

Purpose	This policy provides guidance and clarification to Local Workforce Development Areas (LWDAs) regarding the hiring of a Director and/or staff to perform LWDB functions.

Background	Individuals and/or entities other than LWDBs have employed a Director and/or other staff to assist the LWDB. These Directors and staff have been referred to as "Board Support" by the LWDAs. This practice is no longer valid.

Policy	As noted in WIOA Section 107(d), there are required functions of the LWDB. LWDB staff only may assist the LWDB to fulfill the required functions at WIOA Section 107(d). See 20 CFR 679.400(d). Pursuant to WIOA Section 107(f) and 20 CFR 679.400, the LWDB may hire a Director and/or staff to assist the LWDB in carrying out the functions of the LWDB. **ADDITIONAL OET GUIDANCE/CLARIFICATION :** • Any individual or organization that serves as a Director and/or staff to the LWDB to assist the LWDB in the performance of the functions contained in WIOA Section 107(d) shall not be eligible to serve as a One-Stop Operator and/or Career Services Provider. If this occurs, the Governor decrees this to be an organizational conflict of interest and thus prohibited. • Any provisions in Partnership Agreements or any other agreements which enable individuals or an entity other than a LWDB to hire a Director and/or other staff to perform the functions contained in WIOA Section 107(d) are invalid thirty days from the date of this policy issuance.

Procedural Guidance	WIOA Section 107(f) 20 CFR 679.400

Required Action	All Partnership Agreements or any other agreements which enable individuals or an entity other than a LWDB to hire a Director and/or staff to perform the functions contained in WIOA Section 107(d) and 20 CFR 679.400 shall be modified to reflect this Policy within thirty (30) days from the effective date of this Policy. The modified Partnership Agreement or any other agreement shall be provided to OET within ten (10) days of said modification.