



OFFICE OF THE GOVERNOR
207 STATE CAPITOL, SPRINGFIELD, ILLINOIS 62706

GEORGE H. RYAN
GOVERNOR

September 3, 1999

Mr. Raymond L. Barmucci, Assistant Secretary
Employment and Training Administration
U.S. Department of Labor
200 Constitution Ave., NW, Room S-5513
Washington, DC 20210

ATTN: Eric Johnson, Director, WIA Task Force

Dear Mr. Barmucci:

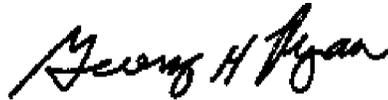
In accordance with the *Planning Guidelines and Instructions for the Submission of the Strategic Five-Year State Plan for Title I of the Workforce Investment Act of 1998 and the Wagner-Peyser Act*, I hereby submit Illinois' Transition Plan as provided for under Option 2 of the guidelines. The State will forward the plan in three phases starting with the current submission. A primary motivation for submitting the first phase of the plan is to request authority for newly created local Workforce Investment Boards (LWIBs) to fulfill the responsibilities of Private Industry Councils (PICs) for the remainder of the program year. The authority to replace PICs with LWIBs is being requested to avoid a situation whereby two local boards would need to be operational in each local area.

As explained in the attached Transition Plan, Illinois will make a second submission in late November of 1999 requesting authorization to begin the youth program effective April 1, 2000. The State is currently involved in planning activities necessary to develop the youth portion of the plan. As you know, authority specific to the Workforce Investment Act (WIA) will be needed to provide access to the State's allotment for the Summer youth program. The full plan will be submitted requesting authorization to start the Title I adult and dislocated worker programs and continue the Title III Wagner-Peyser program effective July 1, 2000. The third submission is scheduled for in late March 2000.

Mr. Raymond L. Barmucci
September 3, 1999
Page two

I am pleased to report that Illinois has completed the process of designating workforce investment areas and I have published LWIB appointment criteria. Local elected officials are now in the process of appointing the new local boards. As documented in the State's plan, Illinois has also made significant progress in many areas that will lead to a successful transition. I also want to thank the staff of Region V of the U.S. Department of Labor for their assistance in development of Illinois' plan.

Sincerely,

A handwritten signature in black ink, reading "George H. Ryan". The signature is written in a cursive, flowing style.

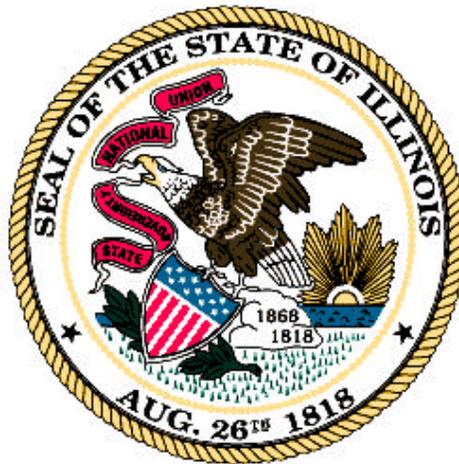
George Ryan,
Governor

GHR:HL:mes

Attachments

STATE OF ILLINOIS

TRANSITION PLAN
FOR
TITLE I OF THE
WORKFORCE INVESTMENT ACT
OF 1998
AND
WAGNER-PEYSER ACT



DEPARTMENT OF COMMERCE & COMMUNITY AFFAIRS
AND
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY

**Transition Plan for
Title I of the Workforce Investment Act of 1998
and the Wagner-Peyser Act**

Introduction: Illinois is submitting a transition plan in accordance with the U.S. Department of Labor's, *Planning Guidance and Instructions for Submission of the Strategic Five-Year State Plan for Title I of the Workforce Investment Act of 1998 and the Wagner-Peyser Act*. Hereafter this plan will be referred to as the Title I / Wagner-Peyser Plan. The state is submitting a transition plan at this time to address two important implementation issues that submission of a transition plan will remedy. These two issues are described briefly below.

Replacement of Private Industry Councils (PICs): The Job Training Partnership Act (JTPA) program will continue until June 30, 2000, PICs are required until that time to meet certain JTPA requirements. Local Workforce Investment Boards (LWIBs) must be created during this same time period to prepare for the implementation of the Workforce Investment Act (WIA). A newly appointed LWIB cannot automatically fulfill the duties of a PIC. This leads to a situation where two boards, a LWIB and a PIC, may have to coexist in every workforce area until June 30, 2000. This situation is undesirable and inefficient. Region V staff of the U.S. Department of Labor (DOL) advised the state that the authority to allow WIBs to perform the duties of PICs may be granted only through approval of a Title I transition plan. The state is seeking authority for newly appointed LWIBs to fulfill the duties of PICs through the submittal of this transition plan.

Start of the Year 2000 Summer program: Since there will be no JTPA appropriation for the 2000 Summer program, the state cannot rely on the authority of the JTPA statute to start the program. Only a WIA appropriation will exist at that time. Authority to expend WIA youth funds for the year 2000 Summer program is therefore needed by April 1, 2000 (i.e., three months in advance of the rest of the program). Without authority to expend WIA youth funds, the 2000 Summer program will be greatly impaired. As with the PIC / LWIB issue, Region V DOL staff indicated that a transition plan is the means of obtaining authority to start the WIA Youth program by April 1, 2000. It is the state's understanding that the DOL is currently identifying the questions in the planning guidelines that must be addressed by the state and included in a transition plan to support early implementation of the youth program. The state will submit a second "installment" of this transition plan once additional guidance is received from the DOL regarding the content required and state planning procedures are complete.

Illinois is submitting the Title I / Wagner-Peyser transition plan and, subsequently the full plan in three phases.

Phase I - Replacement of PICs with LWIBs: This document is the state's first phase transition plan submittal. The state is hereby requesting LWIBs, as they are established and certified by the state, be allowed to fulfill the role of PICs in order to avoid the necessity of maintaining both LWIBs and PICs during the remainder of PY'99. The timing of the Illinois first phase transition plan submittal coincides with the Governor's issuance of LWIB appointment criteria to local elected officials (LEOs). The authority to replace PICs is needed by the time LWIBs are expected to come into existence. LWIBs will be established and certified during late November and early December of 1999. As part of this submittal, the state has responded to the specific questions from the planning guidelines identified by Region V DOL staff needed to support the state's request.

Phase II - Start of the Year 2000 Youth Program: Illinois' second phase submittal will request authorization to start the WIA youth program effective April 1, 2000. DOL's guidance regarding the specific plan content needed from the state to support this request is expected to be available soon. Given the start date of the Summer youth program, public comment requirements, and the 90 days needed for the DOL review process, the youth portion of the transition plan is scheduled for submittal to DOL in late November, 1999.

Phase III - Full Plan: The full plan will be submitted requesting authorization to start the Title I adult and dislocated worker programs and continue the Title III Wagner-Peyser program, effective July 1, 2000. The third submission is scheduled to be made during March, 2000. Table I summarizes the schedule for plan submission.

TABLE I: TARGET DATES FOR DEVELOPMENT AND SUBMITTAL OF THE ILLINOIS TITLE I / WAGNER-PEYSER TRANSITION PLAN

	IMPLEMENTATION TASKS	TARGET DATE
1	Submit phase I plan to DOL.	08/27/1999
2	Receive local input to support phase II youth planning.	09/17/1999
3	Author the phase II transition plan to start the Summer youth program.	10/15/1999
4	Receive public comment on the phase II youth transition plan.	11/12/1999
5	Obtain approval from IWIB to submit phase II youth transition plan.	11/16/1999
6	Submit phase II youth plan to DOL.	11/26/1999
7	Receive local input to support third phase planning.	01/14/2000
8	Author the phase III adult, dislocated worker & Wagner-Peyser full plan.	02/11/2000
9	Receive public comment on the phase III plan.	03/10/2000
10	Obtain approval from IWIB to submit phase III plan.	03/16/2000
11	Submit phase III full plan to DOL.	03/24/2000

Illinois is committed to an inclusive planning process that encourages the broadest possible participation by all required and optional partner agencies, as well as the service provider community, employers, and the public at large. Such a process requires time, orientation, training, and extensive communication among partners and constituents. As such, the submittal of the full plan in March of 2000 will not be an end point for planning. As stated in DOL's planning guidance,

“ ... for the Plan to be a true management tool, it will also require ongoing modificationAccordingly, State and local partners must view planning as more than simply a one-time event that ends with the submission and approval of a plan.”

The submission of the full Title I / Wagner-Peyser plan will mark only one milestone in Illinois' efforts to revitalize the workforce investment system in the state. Detailed planning will continue at both the state and local levels. The state will, therefore, reevaluate the plan during the Summer of 2000 based on the results of continued state and local planning and implementation efforts. As needed, the full plan will be modified to conform to the state's refined vision and needs.

Also, submittal of a Title I / Wagner-Peyser plan does not preclude Illinois from modifying the plan in accordance with the provisions of a future State Unified Plan. DOL guidelines state,

“... All States, whether they submit a State Plan under Option 1, 2, or 3, may submit the State Plan as part of a Unified Plan in accordance with WIA section 501. The Department will keep States informed about the status of Unified Planning Guidance (developed jointly with the other responsible federal departments).”

Consistent with DOL guidance, Illinois intends to submit a State Unified Plan at a future date. The state may request modification or replacement of the Title I / Wagner-Peyser plan at that time.

The strategy described above allows for the timely submission of the state Title I / Wagner-Peyser plan in phases to support: (a) replacement of PICs with LWIBs, (b) the start of the youth program in April of 2000, and (c) the start of the adult, dislocated worker, and Wagner-Peyser programs in July of 2000. The state’s strategy allows for the maximum amount of time for system building and subsequent local planning of WIA programs. The state’s initial plan submission will be updated to conform to the aggregate results of local planning so that the plan is ultimately driven by local planning processes. The initial state Title I / Wagner-Peyser plan will be updated through a modification to DOL or through replacement with a more encompassing unified plan.

Status of WIA Implementation: Illinois has made significant progress toward implementation of the Workforce Investment Act of 1998. The state is building on the work already accomplished through the One-Stop Career Center Implementation funding previously awarded to Illinois. The pace of implementation activities is now accelerating with the appointment of the new Illinois Workforce Investment Board (IWIB). Following is a partial list of accomplishments to date.

1. Basic Organization: As described in response to question III.B.1.a.i., former Governor Edgar named the Illinois Human Resource Investment Council (HRIC) to serve as the state’s Workforce Investment Board on an interim basis. The full range of implementation tasks were subsequently assigned to various committees and ad hoc interagency task forces created by the HRIC. Work of the committees and task forces is now well advanced in areas such as:

- workforce area designation;
- adult intensive and training service priority policy;
- guidance regarding LEO agreements in multi-jurisdictional areas;
- LWIB appointment criteria;
- the definition of partner roles and financial participation;
- requirements for Memoranda of Understanding;
- participant eligibility policy;
- training provider certification and ITA procedures;
- performance management and continuous improvement strategies;
- rapid response procedures; and,
- development of participant tracking and financial tracking systems.

3. Appointment of the IWIB: As of July 20, 1999, the HRIC has been reconstituted into the Illinois Workforce Investment Board (IWIB). The IWIB meets all the membership requirements specified for such a Board by the WIA.

2. Area Designation: After consultation with the state’s local elected officials, public comment,

and receipt of the state Boards recommendations, Governor Ryan designated 26 workforce investment areas covering the entire state. This was done in accordance with the provisions of the Act for automatic and temporary designation of workforce areas.

3. LEO Agreements and LWIB Appointment Criteria: Instructions have been issued to LEOs regarding the development of LEO agreements for the appointment of local workforce investment boards (LWIBs) and other duties defined under the WIA. The IWIB has approved appointment criteria developed by a public / private sector task force. The criteria have been forwarded to the Governor for final approval. Issuance of the criteria by the Governor is scheduled for late August 1999.

4. System Infrastructure: Illinois is building on the foundation created through the One-Stop Career Center implementation grant previously awarded to the state by DOL. After four years of effort, Illinois established 55 one-stop career centers known as Illinois Employment and Training Centers (IETCs). The state has also developed a detailed vision statement for IETCs, as well as certification procedures for IETCs that reach an “advanced operating stage”. Forty-one IETCs have already been certified as having met all criteria for the advanced operating level. Over 200 Illinois agencies and organizations are currently participating in the state’s network of IETCs. The task ahead is to now expand the partnerships in these centers even further and refine the vision to be even more inclusive, incorporating all of the key principles underpinning WIA.

5. Public Comment: All the committees and task forces of the IWIB include representatives of the required and optional partner programs. Therefore, all implementation policies are being developed with input from all of the partners. Second, as the committees and task forces pursue their implementation assignments, public comment is solicited through various means. Each significant decision point and / or policy is subject to public comment. The committees are employing a variety of strategies to solicit comment. Methods include: public hearings, distribution of draft materials with instructions for submittal of comments, open meetings of the IWIB and its committees, public forums, consultation with interest groups, and posting of draft materials on the Internet home pages of the partner agencies soliciting comments via e-mail. In addition, as shown in Table I, the state plan as a whole will be made available for public comment.

**RESPONSES TO QUESTIONS FROM
THE PLANNING GUIDELINES**

Following are the state's responses to specific questions identified by Region V DOL staff needed to support the state's first phase transition plan submittal. The primary request of the state at this time is for authority to allow newly appointed LWIBs to perform the duties of PICs. This authority is being requested to avoid the necessity of both entities having to be maintained for the balance of PY'99. Additional questions will be responded to, as instructed, when the state makes subsequent submittals as scheduled (see Table I).

III. ASSESSMENT

B. State Readiness Analysis

1. Leadership

a. State Workforce Investment Board.

I. Describe the organization and structure of the State Workforce Investment Board. Did you create a new Board or did you “grandfather” an alternative entity as the Board? If you “grandfathered” an existing Board,

(1) state whether the Board existed on December 31, 1997,

(2) state whether the Board was established under the Job Training Partnership Act (as a State Human Resource Investment Council or State Job Training Coordinating Committee under JTPA section 122 or Title VII) or is “substantially similar” to the WIA membership requirements, and

(3) describe how the Board includes, at a minimum, representatives of businesses and labor organizations in the State. (§§111, 112(b)(1).)

Alternate Entity: On October 5, 1998 former Governor Edgar designated the Illinois Human Resource Investment Council (HRIC) as the state’s Workforce Investment Board. This was done on an interim basis so that Illinois could proceed as quickly as possible with initial efforts to implement the Workforce Investment Act (WIA) of 1998. However, it was the intention of the Governor’s Office to eventually appoint a new council in accordance with the requirements of the WIA and replace the HRIC with a new Illinois Workforce Investment Council.

The HRIC was established prior to December 31, 1997 under the federal Job Training Partnership Act as a State Human Resource Investment Council in accordance with the requirements of Section 701 of Title VII. The duties of the HRIC were also established under state law (i.e., Public Act 89-0382). The HRIC included representation from the private sector including representatives from: Carus Corporation; Marion Pepsi Cola Bottling; Helene Curtis, Inc; Hartman Farms; United Samaritan Medical Center; Rico Enterprises; MacLean-Fogg Company; McDonald’s Corporation; and, Walgreens. The HRIC also included representatives from organized labor with members appointed from the United Mine Workers of America (UMWA); the International Union of Operating Engineers; and the Chicago Federation of Labor.

Creation of the New Board: The tenure of the HRIC as the state’s Workforce Investment Board ended on July 20, 1999 with the first meeting of the newly appointed Illinois Workforce Investment Board (IWIB). The IWIB will fulfill all the responsibilities required under the WIA and, for the remainder of the transition year, the IWIB will fulfill the responsibilities of the state HRIC under the JTPA. The IWIB meets all the membership requirements specified in Section 111(b) of the WIA. The IWIB is currently operating under the authority granted to the Governor through the federal WIA. State conforming legislation will be introduced in the next session of the Illinois General Assembly to codify the duties of the IWIB in state law.

The IWIB includes private sector representation including members from the following companies and private sector organizations.

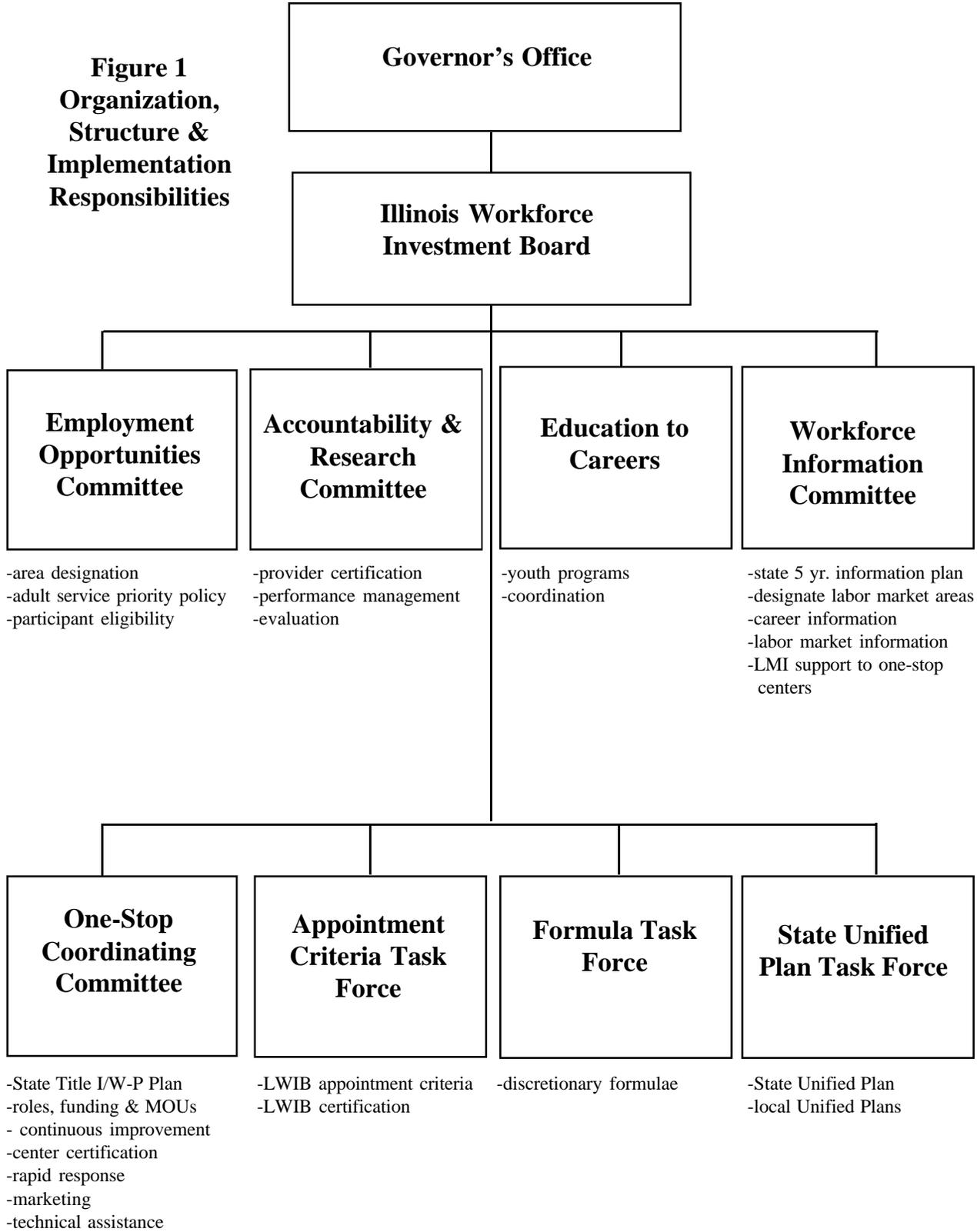
- PMA Financial Network Inc.
- MacLean-Fogg Company
- Walgreens
- Naperville Chamber of Commerce
- Salem Staffing
- Holland-Hinricks Construction Co.
- Korte Construction Co.
- Awerkamp & McClain
- State Farm Insurance
- Motorola University;
- Provena United Medical Center
- Mercantile Bank of Southern Illinois
- The Quaker Oats Company
- United Parcel Service
- McDonald's Corp
- National Jockey Club
- Carus Corporation
- Hartman Farms
- Perry and Associates;
- East Lake Management and Development Corp.
- Eolas Corp.
- PitGam Enterprises
- Pfizer, Inc.
- A&R Janitorial Services
- Unicom Corporation
- Jewel Osco
- Pan American Bank

The IWIB also includes representatives from organized labor including members from the: International Union of Operating Engineers; AFSCME Council 31; the AFL-CIO; Service Employees International Union; and, the United Mine Workers of America.

Organization and Structure: Governor Ryan appointed Mr. Elzie Higginbottom, Chief Executive Officer of East Lake Management and Development Corporation to chair the IWIB. The IWIB is co-chaired by Deputy Governor for Education and Workforce Development, Dr. Hazel Loucks.

The work of the IWIB is being accomplished primarily through standing committees. However, several task forces have been formed on an ad hoc basis to develop implementation policies and guidelines that reach beyond the scope of any single committee. A work plan has been developed by the Governor's office and the IWIB, assigning major implementation responsibilities to the various standing committees and task forces. The IWIB is staffed on an interagency basis by the Governor's Office and the various Illinois workforce development agencies. Figure 1 illustrates the basic organization of the IWIB, committees, and task forces.

**Figure 1
Organization,
Structure &
Implementation
Responsibilities**



III. ASSESSMENT**B. State Readiness Analysis****1. Leadership**

a. State Workforce Investment Board.

ii. Identify the organizations or entities represented on the Board. If you are using an alternative entity which does not contain all the members required under section 111(b)(1), describe how each of the entities required under this section will be involved in planning and implementing the State's workforce investment system as envisioned in WIA. How will this alternative entity achieve the State's WIA goals? (§§111(a-c), 111(e), 112(b)(1).)

As of July 20, 1999, Illinois is not using an alternate entity as the state workforce investment board. The new Illinois Workforce Investment Board (IWIB) has been fully reconstituted to meet the requirements of the Workforce Investment Act (WIA). The IWIB includes all members required under Section 111 (b). Beyond the private sector representation and organized labor organizations listed in response to question III.B.1.a.i., the following organizations are represented on the IWIB.

- Illinois General Assembly
- Sangamon County Board
- Winnebago County Board
- City of Peoria
- Village of Glenview
- Hinsdale Central High School
- Lake Land College
- Parkland College
- Department on Aging
- Illinois Coalition
- DeVry Institute
- Women Employed
- Carl Sandburg College
- Bridge to Work Program
- Mayors Office of Workforce Development
- KDK Training, Employment & Business Services
- Illinois Association for Career and Technical Education
- Lake County Area Vocational System
- Chicago Foundation for Women
- Illinois Department of Employment Security
- Department of Commerce and Community Affairs
- Department of Human Services
- Illinois Institute for Entrepreneurial Education
- DHS - Office of Rehabilitation Services
- Illinois Department of Labor
- Illinois Community College Board
- Illinois Board of Higher Education
- Illinois State Board of Education

III. ASSESSMENT

B. State Readiness Analysis

1. Leadership

a. State Workforce Investment Board.

iii. Describe the process your State used to identify your State Board members. How did you select Board members, including business representatives, who have optimum policy-making authority and who represent diverse regions of the States as required under WIA? Describe how the Board's membership enables you to achieve your vision described above. (§§111(a-c), 112(b)(1).)

Governor Ryan invited various individuals, agencies, and statewide organizations to submit nominations for appointment to the Illinois Workforce Investment Board (IWIB). Nominations were solicited from: (1) statewide business organizations; (2) the AFL-CIO; (3) AFSCME; (4) the Speaker of the Illinois House of Representatives; (5) the President of the Illinois Senate; (6) Illinois workforce development agencies; and, (7) individuals known to be leaders within various constituent groups (e.g., major industries in the state and community based organizations).

Statewide business organizations invited to submit nominations included:

- the Illinois State Chamber of Commerce;
- the Chicagoland Chamber of Commerce;
- the Illinois Retail Merchants Association;
- the Illinois Manufacturing Association;
- the Illinois Restaurant Association;
- the Management Association of Illinois;
- the National Federation of Independent Business;
- the Illinois CPA Society & Foundation;
- the Illinois Petroleum Marketers Association;
- the Illinois Association of Convenience Stores;
- the Employment Law Council of Illinois; and,
- the Commercial Law League of America.

From nominations submitted, individuals appointed to the IWIB meet the requirements of Section 111(b) in terms of sector representation, position within their organization, and the level of policy making and hiring authority. In addition, individuals were selected who are known to be knowledgeable of and dedicated to workforce development. Additional consideration was given to appointing a representative Board in terms of; (1) business and industry mix; (2) geographic representation; (3) race; and, (4) gender.

III. ASSESSMENT

B. State Readiness Analysis

1. Leadership

a. State Workforce Investment Board.

iv. Describe how the State Board will carry out its functions. How will this Board provide direction-setting leadership for the statewide system? (§§111(d), 112(b)(1).)

As described in response to question III.B.a.i., the work of the Illinois Workforce Investment Board (IWIB) is being accomplished primarily through standing committees. In addition, several task forces have been formed on an ad hoc basis to develop WIA implementation policies and guidelines that reach beyond the scope of any single committee. A work plan has been developed by the Governor's office and the IWIB, assigning major WIA implementation responsibilities to the various standing committees and task forces. Figure 1 (see page 8) illustrates the basic organization of the IWIB, committees, and task forces. The IWIB is scheduled to meet monthly during the WIA implementation period. Once the transition is judged by the Board to be complete, the IWIB will meet on a bimonthly schedule.

The IWIB will work with the Governor and local elected officials (LEOs) to perform all tasks required of the Board under the WIA. The IWIB will also perform tasks assigned to the former council (i.e., the Illinois Human Resource Investment Council) under state statute. Responsibilities assigned to the state council by state law (i.e., Public Act 89-0382) include:

- adopt a comprehensive set of workforce preparation and development goals and implementation strategies for the development of a coordinated human resource system in the state;
- advise the Governor on the development, implementation, and coordination of state and local standards and measures relating to applicable federal human resource programs;
- identify human investment needs and priorities for workforce preparation in the state and recommend to the Governor the goals for meeting these needs;
- continuously monitor and evaluate new federal and state legislative proposals and make recommendations regarding their implementation;
- advocate for the establishment of standard terms to promote understanding, planning, coordination, and evaluation of workforce preparation programs and services at the state and federal levels;
- recommend to relevant agencies and the Governor, with respect to applicable federal human resource programs and others, the provision of services and the use of funds and resources for workforce preparation services; and,
- assume the duties of the state job training coordinating council pursuant to the requirements of Sections 121 and 317 of the federal Job Training Partnership Act (JTPA).

The IWIB provides the Governor with a top level structure for the review and approval of key policies, procedures, and guidelines established to facilitate the implementation of the WIA. The IWIB is also a high level access point for various local, regional and statewide organizations and constituent groups. The IWIB is the forum to introduce and discuss matters of importance and common concern relative to

the state's workforce development needs.

Beyond WIA implementation, the IWIB will provide leadership over a wide range of workforce issues such as: (1) facilitation of the education-to-careers transition for Illinois youth; (2) improvement and dissemination of timely occupational and career information; (3) certification of Title I eligible training providers; (4) development of skills standards; (5) coordination of welfare-to-work initiatives; (6) improvement of management of the overall workforce development system (i.e., Illinois Common Performance Management System initiative); and (7) overall continuous improvement of the system.

III. ASSESSMENT**B. State Readiness Analysis****1. Leadership**

a. State Workforce Investment Board.

v. How will the State Board coordinate and interact with the local WIBs ? (§112(b)(1).)

Prior to the establishment of local workforce investment boards (LWIBs), the Deputy Governor and the Governor's Chief of staff are meeting with local elected officials (LEOs) and local constituent groups to ensure that consistent information is being communicated regarding WIA implementation. Technical assistance and training will also be provided to LEOs in the interpretation and implementation of the guidelines for LWIB appointments. An interagency team will provide written, telephone, and on-site assistance to LEOs as requested.

Once LWIBs are established, the IWIB will maintain ongoing communication with the local boards through electronic means, public hearings on important policy issues, and face-to-face meetings. The Illinois Workforce Investment Board is establishing broad-based communication mechanisms at this time. Several communication strategies are being developed as described below.

- **IWIB Internet Home Page:** An IWIB Internet home page is being designed. The IWIB home page will include information on the mission and function of the Board, committees, and task forces. Documents describing activities of the IWIB will be posted to this home page for downloading to the local level. Documents will include: meeting calendars, meeting notices, minutes of meetings; special reports of the IWIB, selected plans and reports issued by partner workforce development agencies; and, important policy documents.

The IWIB home page will not only be an important vehicle for dissemination; but, will become a vehicle for collection of comments and suggestions from LWIBs and other local constituents. The home page will contain links to e-mail addresses of IWIB staff so that local concerns and comments may be submitted directly to the IWIB. The IWIB home page will also contain hypertext links to the home pages of partner agencies.

The IWIB home page user feedback mechanism will be user friendly. This mechanism will be one means used to solicit public comments on various policies, procedures, and guidelines under consideration by the IWIB.

- **Training of LWIB Members:** The WIA implementation work plan of the IWIB includes training of LWIB members regarding their responsibilities and opportunities under the WIA. Training is scheduled to coincide with the completion of the LWIB appointment process at the local level. Appointment criteria will be released in September, 1999. Allowing two months for the local nomination and appointment process to take place, training of members will commence in November and December, 1999.

- **IWIB Newsletter:** Another means of communication being considered is publication of a newsletter by the IWIB. As envisioned, a regularly published newsletter will include important policies and other newsworthy items of interest to LWIBs and other local constituents. A hard copy alternative to Internet access is still needed for many individual LWIB members. A newsletter will ensure that all local members receive important information released by the IWIB regardless of each individual's Internet access.

- **IWIB and Governor's Office Access:** All LEOs and LWIB Chairpersons will receive a calendar of all IWIB and IWIB committee meetings. Attendance at IWIB meetings and functions will be encouraged as a means of fostering ongoing communication. In addition, the Deputy Governor for Education and Workforce Development will function as the point person in the Governor's Office to receive questions and issues from LEOs.

III. ASSESSMENT**B. State Readiness Analysis****1. Leadership**

a. State Workforce Investment Board.

vi. How will the State Board ensure that the public (including people with disabilities) has access to Board meetings and information regarding State Board activities, including membership and meeting minutes? (§§111(g), 112(b)(1).)

All meetings will be held in facilities that are accessible to persons with disabilities. To publicize events, a calendar of Illinois Workforce Investment Board (IWIB) meetings, and the meetings of committees, will be posted on the Internet home page of the Governor's Office and the IWIB home page. The calendar will also be posted on the home pages of each of the eight workforce development agencies represented on the IWIB. In addition, a hard copy or an electronic copy of the calendar will be disseminated by regular mail and/or through e-mail to:

- members of the IWIB;
- IWIB committee and task force members;
- JTPA and WIA grantee agency directors;
- Community College Presidents and WIA contact persons;
- Community College Trustees;
- Education-to-Careers Local Partnership Coordinators;
- state development organizations such as:
 - the Illinois Manufacturers Association,
 - the Illinois State Chamber of Commerce,
 - the Illinois Business Roundtable;
- local economic development organizations;
- community based organizations;
- labor organizations such as:
 - the AFL-CIO, and
 - the UMWA;
- the Adult Education Advisory Council;
- Adult Education service providers;
- Vocational Rehabilitation local planning committees;
- Vocational rehabilitation state and local staff;
- One-Stop Centers;
- Local Workforce Investment Boards (LWIBs); and,
- others, as requested.

The organizations cited above will be requested to further disseminate the calendar to their members, constituents, and employers as they deem appropriate.

III. ASSESSMENT

B. State Readiness Analysis

1. Leadership

- b. Identify the circumstances which constitute a conflict of interest for any State or local Workforce Investment Board member, including voting on any matter regarding the provision of service by that member or the entity that s/he represents, and any matter that would provide a financial benefit to that member or his or her immediate family. (§§111(f), 112(b)(13), 117(g).)

No member of the Illinois Workforce Investment Board (IWIB) or a local Board may cast a vote on any matter which has a direct bearing on the services to be provided by that member (or any organization which such member directly represents) or any matter which would directly financially benefit the member or the organization which the member represents. The member(s) shall identify any conflict of interest related to such matters prior to discussion and consideration of the matter by the state or local Board or its committees.

III. ASSESSMENT

B. State Readiness Analysis

1. Leadership

- c. Identify the criteria the State has established to be used by the chief elected official(s) in the local areas for the appointment of local Board members based on the requirements of section 117. (§§112(b)(6), 117(b).)

Instructions have been issued to LEOs regarding the development of LEO agreements for the appointment of local workforce investment boards (LWIBs) and other duties defined under the WIA. The IWIB has approved appointment criteria developed by an interagency task force after receipt of public comments. The criteria have been forwarded to the Governor for final approval. Issuance of the criteria by the Governor is scheduled for late August 1999. The criteria are attached.

ATTACHMENT I

APPOINTMENT CRITERIA

**Recommendations from the
Human Resource Investment Council/
Illinois Workforce Investment Board
(HRIC/IWIB)
TASK FORCE ON LOCAL
BOARD CRITERIA**

August 4, 1999

The HRIC/IWIB Task Force on Local Board Criteria respectfully presents the following recommended criteria for local workforce investment board certification to the Illinois Human Resource Investment Council/Illinois Workforce Investment Board for action and forwarding to the Governor.

**CRITERIA FOR LOCAL WORKFORCE INVESTMENT BOARDS
PREAMBLE**

Expectations of the Governor's Office: The federal Workforce Investment Act (WIA) of 1998 requires the Governor of the State, in partnership with the Human Resource Investment Council/Illinois Workforce Investment Board (HRIC/IWIB), to establish criteria for use by chief elected officials in the local workforce investment areas to appoint members to the local workforce investment boards (WIBs). The foundation for the Governor's criteria is:

- ***Not business as usual.*** The WIA intended sweeping changes in workforce development. Illinois must take advantage of the flexibility in the Act to build the best workforce development system possible for Illinoisans.
- ***Transition to WIA from JTPA:*** Illinois will achieve full compliance with the WIA. Certified WIBs will have authority to plan and set local policies for WIA Title I implementation. Establishing a certified WIB in each local workforce investment area will require the formation of a new WIB or the reconstitution of an existing entity, following appropriate nomination processes, to be certified based upon compliance with all federal and state criteria. *There will be no grandfathering of existing entities.*
- ***Inclusive WIBs.*** The strength of our workforce system and its WIBs lies in broad representation to bring extensive expertise, commitment, and resources to bear to serve Illinois' workforce. Local WIBs will be inclusive rather than exclusive.
- ***New mission for WIBs:*** WIBs formed under WIA, as compared to Private Industry Councils formed to operate JTPA, will have significantly different functions. WIBs will focus on coordinated strategic planning and setting local WIA policy. This will free the boards from involvement in day-to-day

programmatic operations and generate greater involvement of top policymaking individuals to address workforce needs.

- **Technical assistance and leadership:** The State is committed to supporting change and will provide extensive technical assistance and guidance to build the new workforce development delivery system.

Lessons from Early Workforce Boards, published in March of 1999 by the National Association of Private Industry Councils (NAPIC), supports the attainability of these expectations. Points made in the document include:

- ▶ As boards shed the responsibility of operating programs and shifted to a policy focus, attracting important business people to the board and retaining their involvement posed no difficulty.
- ▶ “Boards need not cling to old models. Flexibility and innovation are the keys to success.”
- ▶ “ WIBs must undergo more than a simple name change. Boards require a different mind set and broader focus than do PICs.”
- ▶ “Large boards seem to be the way of the future, but this is not necessarily the disaster some predict. More members can mean that more expertise or specialized knowledge is available to guide policy setting.... Your members are your strength.”

The Governor is committed to fostering effective partnerships, enabling WIBs to meet the needs of Illinois’ workforce and employers.

WIB Certification

Federal Requirements	Section 117(c)	Illinois Requirements/ Criteria	State Assistance/Guidance
	<p>“The Governor shall, once every 2 years, certify 1 local board for each local area in the state.</p> <p>Such certification shall be based on criteria established under subsection (b) and, for a second or subsequent certification, the extent to which the local board has ensured that workforce investment activities carried out in the local area have enabled the local area to meet the local performance measures.</p> <p>Failure of a local board to achieve certification shall result in reappointment and certification of another local board for the local area.”</p> <p>Note: reference to subsection (b) encompasses:</p> <ul style="list-style-type: none"> ▶ State membership criteria ▶ Federal membership composition requirements encompassing business, labor, education, community-based organizations, economic development organizations, and one-stop partners. ▶ Specific requirements for each of the above membership categories, as noted in the following corresponding sections ▶ Authority of board members (optimum policymaking authority) ▶ Majority business membership 	<p>Certification will assure compliance with all federal and state requirements. This will require the formation of a new WIB or the reconstitution of an existing entity, following appropriate nomination processes. <i>There will be no grandfathering of existing entities as WIBs.</i></p> <p>The certification process also will incorporate an appeals process through which chief elected officials may challenge certification denials.</p>	<p>The State will provide a wide range of technical assistance and guidance to aid in the formation of effective WIBs.</p>

General or Cross-Cutting Representation Issues

Federal Requirements	Illinois Requirements/ Criteria	State Assistance/Guidance
<p><i>State Criteria:</i> “The Governor of the State, in partnership with the State board, shall establish criteria for use by chief elected officials in the local areas for appointment of members of the local boards in such local areas in accordance with the requirements of paragraph (2).</p>		<p>The State intends to establish criteria to assure that local workforce investment boards are inclusive rather than exclusive and that all appropriate parties are brought to the table to implement the best workforce development system possible for Illinoisans. This is not business as usual.</p>
<p><i>Required Members:</i> Required members include:</p> <ul style="list-style-type: none"> ▶ Business ▶ Labor ▶ Education ▶ Community-Based Organizations (CBOs) ▶ Economic Development Agencies ▶ One-Stop Partners <ul style="list-style-type: none"> · WIA Title I · Wagner-Peyser Act/employment service · WIA Title II adult education and literacy · Vocational rehabilitation (Rehabilitation Act, Title I) · Welfare-to-Work (Social Security Act) · Title V Older Americans Act · Postsecondary vocational education/ Perkins Act* · Trade Act/NAFTA · Veterans, Title 38 · CSBG employment and training · HUD employment and training · Unemployment compensation 	<p>Refer to following sections for State Assistance/Guidance.</p>	<p>Refer to following sections for Illinois Requirements/Criteria.</p>

Federal Requirements	Illinois Requirements/ Criteria	State Assistance/Guidance
<p><i>Optimum Policymaking Authority:</i> WIB members must have optimum policymaking authority within their organization, agency, or entity.</p>		<p>Implementation of this requirement should serve two purposes: 1) to assure that members have the authority to fully represent and make decisions as WIB members on behalf of their organization and programs and 2) to assure they have the corresponding authority to set policy and make decisions within their own organizations to be responsive to workforce needs. The Act defines individuals with optimum policymaking authority for business representatives as business owners, chief executives or operating officers, and other executives or employers with optimum policymaking or hiring authority. Similarly, for the other WIB membership categories of labor organizations, education entities, community-based organizations, economic development agencies, and one-stop partners, individuals with optimum policymaking authority include, e.g., chief executive officers, presidents, superintendents, board chairs, executive directors, or their upper level designees with policymaking authority for the entity or its relevant workforce programs and services.</p>
<p><i>Additional Required Members:</i> States have the authority to set additional membership composition requirements. As with other members, these representative must be individuals “with optimum policymaking authority within the organizations, agencies, or entities.”</p>	<p>TANF should be a required program to be represented on the local workforce investment board, through a TANF representative.</p>	<p>The One-Stop Steering Committee is strongly encouraged to give consideration to TANF being a required one-stop partner, which also would assure that it becomes a required local board member.</p>

Federal Requirements	Illinois Requirements /Criteria	State Assistance/Guidance
<p><i>Optional or Encouraged Members:</i> The WIA allows local board membership to include “such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.”</p> <p>As with other members, these representative must be individuals “with optimum policymaking authority within the organizations, agencies, or entities.”</p>		<p>In the selection of additional appropriate representatives, special attention should be given to workforce needs in the area. Chief elected officials should give consideration to inclusion of 1) local organizations that represent individuals with disabilities, 2) various education entities, and 3) public housing authorities. Use of committees and subcommittees can afford opportunities for participation of additional individuals and programs that may not be WIB members.</p>
<p><i>Multiple Representation:</i> It is allowed under WIA for individuals to represent more than one entity/ program.</p>		<p>It is the State’s intent to be inclusive rather than exclusive in the selection of one-stop partner programs to serve on local workforce investment boards.</p> <p>All programs required to be one-stop partner programs must be represented by individuals that meet requirements as top policymaking personnel who can appropriately represent the program. These programs each have the right to a seat on the WIB but may, solely at their individual option, delegate their representation to another program partner with the ability to represent each program. In consideration of concerns that the size of local boards must be manageable, the Illinois Department of Employment Security has determined that the four programs under its auspices required to be one-stop partner programs may, at the option of IDES, be represented on the local board by a single individual, including Wagner-Peyser employment service, Trade Act/ NAFTA, Veterans Title 38, and unemployment compensation.</p> <p>Chief elected officials will be provided guidance on the formation of one-stop employment and training centers and any policy that also would be relevant to local board selection of one-stop partner programs.</p>

Federal Requirements	Illinois Requirements/ Criteria	State Assistance/Guidance
<p><i>Member Requirements:</i> The State may set additional criteria for local board membership.</p>		<p>In the selection of local board members, chief elected officials should give special consideration to assuring an appropriate ethnic and gender balance and other representation as reflective of the local area. The State will provide information to assist in this regard, e.g., labor market data by gender and ethnicity.</p>
<p><i>Multiple Units of Local Government in Area:</i> The WIA, in authorizing the chief elected official in a local area to appoint local board members in keeping with State criteria, also addresses multiple units of local government in an area. Section 117 (c)(I) notes that “In general - in a case in which a local area includes more than 1 unit of general local government, the chief elected officials of such units may execute an agreement that specifies the respective roles of the individual chief elected officials– I) in the appointment of members of the local board from the individuals nominated or recommended to be such members in accordance with the criteria established under subsection (b) and II) in carrying out any other responsibilities assigned to such officials under this title. If, after a reasonable effort, the chief elected officials are unable to reach agreement as provided under clause (I), the Governor may appoint the members of the local board from individuals so nominated or recommended.</p>		

Federal Requirements	Illinois Requirements/ Criteria	State Assistance/Guidance
<p><i>Transition to WIA Title I from JTPA:</i> Local boards, established and certified under Section 117, have the authorities and responsibilities as noted under WIA Title I, including development and submission of the local plan in partnership with the chief elected official for the local area. Private Industry Councils established and certified under JTPA have corresponding authority and responsibility for JTPA.</p> <p>DOL has clarified that since only certified WIBs have authority under WIA and only certified PICs have authority under JTPA, that a separate entity is needed for each Act unless a state has obtained approval for an alternate arrangement.</p>	<p>It is Illinois' intent to be in full compliance with the WIA. Only certified WIBs have authority to plan and set local policies for WIA Title I implementation. Establishing a certified WIB in each local workforce investment area will require the formation of a new WIB or the reconstitution of an existing entity, following appropriate nomination processes, to be certified based upon compliance with all federal and state criteria. There will be no grandfathering of existing entities.</p> <p>The state will implement an appropriate transition plan from JTPA to WIA to submit to the DOL, e.g. to grant authority to certified WIBs to assume PIC authority for JTPA if so desired by the chief elected official.</p>	<p>The State understands the tight timelines chief elected officials have to establish WIBs for certification and for certified WIBs to complete local plans for submission to the state by the end of 1999. The State has expedited development of corresponding state requirements and will provide assistance as needed to local areas.</p> <p>The State will provide guidance and training needed to assist in the formation/reconstitution of local WIBs and the transition to WIA.</p>

Business Representation

Federal Requirements	Section 117(b)	Illinois Requirements/ Criteria	State Assistance/Guidance
	<p>“A majority of the members of the local board shall be representatives described in paragraph (2)(A)(I).”</p> <p>This section refers to representatives of business in the local area who also meet the following three requirements (in the boxes below).</p>	<p>A majority is defined as 51% or more, in keeping with membership requirements for the HRIC/IWIB.</p>	<p>State business organizations will work with local business organizations to assist in generating active business participation of top policymaking business representatives on WIBs, to assure WIBs can be effective in assuring a skilled workforce.</p> <p>The State will assist in the formation and operation of effective boards, e.g., by identifying effective structural and operational options, identifying available resources, and providing training for local WIBs.</p>
	<p>Representatives of business in the local area must be “owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policymaking or hiring authority.”</p>	<p>The WIB must have bylaws that set fixed and staggered membership terms and assure attendance and participation of these top policymaking individuals.</p>	
	<p>Representatives of business in the local area must “represent businesses with employment opportunities that reflect the employment opportunities of the local area.”</p>	<p>The chief elected official must demonstrate that the business composition of the board reflects employment opportunities in the area.</p>	<p>The State will provide labor market information for each area to assist local elected officials in identifying employment by business/industrial sector and selecting WIB members accordingly.</p>
	<p>Representatives of business in the local area “are appointed from among individuals nominated by local business organizations and business trade associations.”</p>		<p>The State will provide lists of organizations and associations. In areas where there are few or no such organizations, local businesses may wish to consider forming local or regional chapters of state organizations.</p>
	<p>“The local board shall elect a chairperson for the local board from among the representatives described in paragraph (2)(A)(I).”</p> <p>This requires the board chair to meet all the above federal requirements.</p>		

Labor Representation

Federal Requirements	Section 117(b)	Illinois Requirements/ Criteria	State Assistance/Guidance
Each WIB must include at least two labor representatives that meet the following federal requirements.			
	Each WIB shall include “representatives of labor organizations (for a local area in which employees are represented by labor organizations) nominated by local labor federations, or (for a local area in which no employees are represented by such organizations), other representatives of employees.”		It has been noted that each area of the state is served by labor organizations and consequently, that <i>all</i> labor representatives would be representatives of such organizations.
Labor representatives must be “individuals with optimum policy making authority within the organizations, agencies, or entities.”		The WIB must have bylaws that set fixed and staggered membership terms and assure attendance and participation of these top policymaking individuals.	See definition and guidance on page 4.

Education Representation

Federal Requirements Section 117(b)	Illinois Requirements/ Criteria	State Assistance/Guidance
<p>Education representation must include two or more representatives that meet the following federal requirements.</p>		
<p>Educational representatives must be “representatives of local educational entities, including representatives of local educational agencies, local school boards, entities providing adult education and literacy activities, and postsecondary educational institutions (including representatives of community colleges, where such entities exist) selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities.”</p> <p>DOL regulations clarify that these are examples of eligible representatives and that inclusion of each is not required. These regulations also specifically urge that special consideration be given to inclusion of community colleges.</p>	<p>Inclusion of a community college president is required on each local WIB, as one of the education representatives.</p>	<p>The education representative seat is distinct from the one-stop partner seats for Perkins and adult education.</p> <p>Education representation should be reflective of the educational opportunities in the area. In the selection of education representation, chief elected officials should give special consideration to inclusion of secondary education and community colleges, as well as adult education. Selection could come from the following list of potential representatives: regional superintendent of education, community college president, secondary/elementary superintendent, Education for Employment Regional Delivery System, secondary Area Vocational Centers, Area Planning Council (adult), adult education providers, local board of education or college board of trustees, universities, Education-to-Careers Partnerships, and private schools and colleges, etc. The State will assist by providing lists where available of such educational entities in the area. Use of committees and subcommittees can afford opportunities for participation of a variety of educational entities and programs that may not be WIB members.</p>
<p>Education representatives must be “individuals with optimum policy making authority within the organizations, agencies, or entities.”</p>	<p>The WIB must have bylaws that set fixed and staggered membership terms and assure attendance and participation of these top policy making individuals.</p>	<p>See definition and guidance on page 4.</p>

Community-Based Organization Representation

Federal Requirements	Section 117(b)	Illinois Requirements/ Criteria	State Assistance/Guidance
Each WIB must include at least two or more representatives of community-based organizations (CBOs) that meet the following requirements.			
<p>CBO representatives must be “representatives of community-based organizations (including organizations representing individuals with disabilities and veterans, for a local area in which such organizations are present).”</p> <p>DOL regulations clarify that these are examples of eligible CBOs. Organizations representing individuals with disabilities or veterans are not required members nor is local board representation limited to these types of CBOs.</p>			
CBO is defined in Section 101(7) as “a private nonprofit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.”			
CBO representatives must be “individuals with optimum policy making authority within the organizations, agencies, or entities.”		The WIB must have bylaws that set fixed and staggered membership terms and assure attendance and participation of these top policymaking individuals.	See definition and guidance on page 4.

Economic Development Agency Representation

Federal Requirements	Section 117(b)	Illinois Requirements/ Criteria	State Assistance/Guidance
	<p>Economic development agency representation must include at least two representatives of economic development agencies that meet the following requirements.</p>		
	<p>Economic development agency representatives must be “representatives of economic development agencies, including private sector economic development entities.”</p> <p>DOL regulations clarify that “including private sector economic development entities” does not mean private sector entities must be included but that they are examples of eligible entities.</p>		
	<p>Economic development agency is defined in Section 101(11) to include “local planning and zoning commissions or boards, community development agencies, and other local agencies and institutions responsible for regulating, promoting or assisting in local economic development.”</p>		<p>Other examples of economic development agencies include, e.g., regional planning commissions and county economic development organizations.</p>
	<p>Economic development agency representatives must be “individuals with optimum policy making authority within the organizations, agencies, or entities.”</p>	<p>The WIB must have bylaws that set fixed and staggered membership terms and assure attendance and participation of these top policymaking individuals.</p>	<p>See definition and guidance on page 4.</p>

One Stop Partner Program Representation

Federal Requirements Section 117(b) and 121 (b)	Illinois Requirements/ Criteria	State Assistance/Guidance
<p>One or more representative is required for each of the required one-stop partner programs including (refer to Section 121(b)(1)(B) for the complete citation):</p> <ul style="list-style-type: none"> ▶ WIA Title I ▶ Wagner-Peyser Act/ employment service ▶ WIA Title II adult education and literacy ▶ Vocational rehabilitation (Rehabilitation Act, Title I) ▶ Welfare-to-Work (Social Security Act) ▶ Title V Older Americans Act ▶ Postsecondary vocational education/ Perkins Act* ▶ Trade Act/NAFTA ▶ Veterans, Title 38 ▶ CSBG employment and training ▶ HUD employment and training ▶ Unemployment compensation <p>DOL regulations clarify that each of the partner programs is entitled to a seat on the local workforce investment board. While two or more programs may be represented by a single partner, it is solely at the option of those partner programs.</p>		<p>It is the intent of the State to be inclusive rather than exclusive in the selection of one-stop partner programs to serve on local workforce investment boards.</p> <p>All programs required to be one-stop partner programs must be represented by individuals that meet requirements as top policymaking personnel who can appropriately represent the program. These programs each have the right to a seat on the WIB but may, solely at their individual option, delegate their representation to another program partner with the ability to represent each program. In consideration of concerns that the size of local boards must be manageable, the Illinois Department of Employment Security has determined that the four programs under its auspices required to be one-stop partner programs may, at the option of IDES, be represented on the local board by a single individual, including Wagner-Peyser employment service, Trade Act/ NAFTA, Veterans Title 38, and unemployment compensation.</p> <p>Chief elected officials also will be provided guidance on the formation of one-stop employment and training centers and any policy that also would be relevant to local board selection of one-stop partner programs.</p>

Federal Requirements Section 117(b) and 121 (b)	Illinois Requirements/ Criteria	State Assistance/Guidance
<p>In addition to the entities described above, other entities that carry out human resource programs cited in Section 121(b)(2) may be one-stop partners if approved by the local board and the chief elected official. These include (but are not limited to):</p> <ul style="list-style-type: none"> ▶ Social Security Act, Title IV, Part A ▶ Food Stamp Act programs under section 6(d)(4) and work programs under section 6(0) ▶ National and Community Service Act programs ▶ Other appropriate federal, state, or local programs, including programs in the private sector <p>DOL has clarified that such additional one-stop partner programs also are entitled to a seat on the local board.</p>		<p>See above comment regarding TANF.</p>
<p>One-stop partner program representatives must be “individuals with optimum policy making authority within the organizations, agencies, or entities.”</p> <p>The U.S. Dept. of Education (DOE) has set corresponding policy for adult education and Perkins program participation on one-stops and local workforce boards, in conjunction with DOL. For adult education, DOE policy specifies that “The eligible agency or a designated provider has the flexibility to determine the individual who is most appropriate to fulfill these responsibilities.” ISBE is the eligible agency. For Perkins, DOE policy specifies that “Perkins III section 132 grantees have the flexibility to determine the individual who is most appropriate to fulfill these responsibilities.” DOL has clarified that for adult education, language in the Act grants the education agency administering adult education specific authority to designate the adult education representative. In the case of Perkins, these would be recommendations for CEO consideration.</p>	<p>The WIB must have bylaws that set fixed and staggered membership terms and assure attendance and participation of these top policymaking individuals.</p>	<p>Implementation of this requirement should serve two purposes: 1) to assure that members have the authority to fully represent and make decisions as WIB members on behalf of their organization and programs and 2) to assure they have the corresponding authority to set policy and make decisions within their own organizations to be responsive to workforce needs. For one-stop partners, individuals with optimum policymaking authority include, e.g., chief executive officers, presidents, superintendents, board chairs, executive directors, or their upper level designees with policymaking authority for the entity or its relevant workforce programs and services.</p> <p>In order for CEOs to select WIB members in keeping with this provision of the Act, these federal/state programs will need to identify positions/ individuals that meet the optimum policymaking authority requirement to assist CEOs in their selection.</p>

Youth Councils

Federal Requirements (also 126-129)	Section 117(h)	Illinois Requirements/ Criteria	State Assistance/Guidance
<p>“There shall be established, as a subgroup within each local board, a youth council appointed by the local board, in cooperation with the chief elected official for the local area.”</p>			
<p>Membership of each youth council shall include:</p> <ul style="list-style-type: none"> ▶ members of the WIB with special interest or expertise in youth policy ▶ representatives of youth service agencies, including juvenile justice and local law enforcement agencies ▶ representatives of local public housing authorities ▶ parents of eligible youth seeking assistance under this subtitle ▶ individuals, including former participants, and representatives of organizations that have experience relating to youth activities ▶ representatives of the Job Corps as appropriate <p>Other individuals may be included as deemed appropriate by the chairperson of the WIB in cooperation with the chief elected official.</p>		<p>The Governor’s Office will establish a task force to develop policy and guidance regarding youth councils and workforce preparation for youth. Results of that Task Force will become part of these criteria.</p>	

Conflict of Interest

Federal Requirements	Section 117(g)	Illinois Requirements/ Criteria	State Assistance/Guidance
	<p>A member of a WIB “may not vote on a matter under consideration by the local board:</p> <ul style="list-style-type: none"> ▶ regarding the provision of services by such member (or by an entity that such member represents); or ▶ that would provide direct financial benefit to such member or the immediate family of such member; or ▶ engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.” 		<p>WIBs are encouraged to include conflict of interest provisions in their bylaws, e.g., to define and prohibit members voting when a conflict of interest would exist, to require members to publicly disclose if they have an interest prior to discussion, and/or to specify penalties. The State will provide information on state law on conflict of interest.</p>

ATTACHMENT II

ASSURANCES

ASSURANCES

1. The State assures that it will establish, in accordance with section 184 of the Workforce Investment Act, fiscal control and fund accounting procedures that may be necessary to ensure the proper disbursement of, and accounting for, funds paid to the State through the allotments made under sections 127 and 132. (§ 12(b)(1).)
2. The State assures that it will comply with section 184(a)(6), which requires the Governor to, every two years, certify to the Secretary, that
 - (A) the State has implemented the uniform administrative requirements referred to in section 184(a)(3);
 - (B) the State has annually monitored local areas to ensure compliance with the uniform administrative requirements as required under section 184(a)(4); and
 - (C) the State has taken appropriate action to secure compliance pursuant to section 184(a)(5). (§ 184(a)(6).)
3. The State assures that the adult and youth funds received under the Workforce Investment Act will be distributed equitably throughout the State, and that no local areas will suffer significant shifts in funding from year to year during the period covered by this plan. (§ 12(b)(2)(B).)
4. The State assures that veterans will be afforded employment and training activities authorized in section 134 of the Workforce Investment Act, to the extent practicable. (§ 12(b)(7)(B).)
5. The State assures that the Governor shall, once every two years, certify one local board for each local area in the State. (§ 117(c)(2).)
6. The State assures that it will comply with the confidentiality requirements of section 136(f)(3).
7. The State assures that no funds received under the Workforce Investment Act will be used to assist, promote, or deter union organizing. (§ 181(b)(7).)
8. The State assures that it will comply with the nondiscrimination provisions of section 1887 including an assurance that a Method of Administration has been developed and implemented (0188.)
9. The State assures that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of section 188. (§ 185.).
10. The State assures that it will comply with the grant procedures prescribed by the Secretary (pursuant to the authority at section 189(c) of the Act) which are necessary to enter into grant agreements for the allocation and payment of funds under the Act. The procedures and agreements will be provided to the State by the ETA Office of Grants and Contract Management and will specify the required terms and conditions and assurances and certifications, including, but not limited to, the following:

- General Administrative Requirements:

29 CFR part 97 — Uniform Administrative Requirements for State and Local Governments (as amended by the Act)

29 CFR part 96 (as amended by OMB Circular A- 13 3)

— Single Audit Act

OMB Circular A-87 — Cost Principles (as amended by the Act)

- Assurances and Certifications:

SF 424 B — Assurances for Non construction Programs

29 CFR part 31, 32 — Nondiscrimination and Equal Opportunity Assurance (and regulation)

CFR part 93 — Certification Regarding Lobbying (and regulation)

29 CFR part 98 — Drug Free Workplace and Debarment and Suspension Certifications (and regulation)

- Special Clauses/Provisions:

Other special assurances or provisions as may be required under Federal law or policy, including specific appropriations legislation, the Workforce Investment Act, or subsequent Executive or Congressional mandates.

11 - The State certifies that the Wagner-Peyser Act Plan, which is part of this document, has been certified by the State Employment Security administrator.

12. The State certifies that veterans' services provided with Wagner-Peyser Act funds will be in compliance with 38 U.S.C. Chapter 41 and 20 CFR part 100 1.

13. The State certifies that Wagner-Peyser Act-funded labor exchange activities will be provided by merit-based public employees.

14. The State certifies that Workforce Investment Act section 167 grantees, advocacy groups as described in the Wagner-Peyser Act (e.g., veterans, migrant and seasonal farm workers, people with disabilities, UI claimants), the State monitor advocate, agricultural organizations, and employers were given the opportunity to comment on the Wagner-Peyser Act grant document for agricultural services and local office affirmative action plans and that affirmative action plans have been included for designated offices.

15. The State assures that it will comply with the annual Migrant and Seasonal Farm worker significant office requirements in accordance with 20 CFR part 653.

16. The State has developed this Plan in consultation with local elected officials, local workforce boards, the business community, labor organizations and other partners.

17. The State assures that it will comply with section 504 of the Rehabilitation Act of 1973 (29 USC 794) and the American's with Disabilities Act of 1990 (42 USC 12101 et seq).

18. The State assures that funds will be spent in accordance with the Workforce Investment Act and the Wagner-Peyser Act legislation, regulations, written Department of Labor Guidance, and all other applicable Federal and State laws.

ATTACHMENT III

**PROGRAM ADMINISTRATION
DESIGNEES AND PLAN SIGNATURE**

VII. Program Administration Designees and Plan Signature

Name of WIA Title I Grant Recipient Agency:

Illinois Department of Commerce and Community Affairs

Address: Illinois Department of Commerce and Community Affairs
620 East Adams Street
Springfield, IL 62701

Telephone Number: 217-785-6006
Facsimile Number: 217-785-6454
E-mail Address: hdennis@commerce.state.il.us

Name of State WIA Title I Administrative Agency (if different from the Grant Recipient):

Illinois Department of Commerce and Community Affairs

Address: Illinois Department of Commerce and Community Affairs
620 East Adams Street
Springfield, IL 62701

Telephone Number: 217-785-6006
Facsimile Number: 217-785-6454
E-mail Address: hdennis@commerce.state.il.us

Name of WIA Title I Signatory Official:

Ms. Pam McDonough, Director

Address: Illinois Department of Commerce and Community Affairs
620 East Adams Street
Springfield, IL 62701

Telephone Number: 217-782-3233
Facsimile Number: 217-524-0864
E-mail Address: pmcdonou@commerce.state.il.us

Name of WIA Title I Liaison:

Ms. Hazel Loucks, Deputy Governor for Education and Workforce Development

Address: Governor's Office
Capitol Building, Room 204
Springfield, IL 62701

Telephone Number: 217-524-1423
Facsimile Number: 217-557-1733
E-mail Address: hazel_loucks@gov.state.il.us

Name of Wagner-Peyser Act Grant Recipient/State Employment Security Agency:

Illinois Department of Employment Security

Address: Illinois Department of Employment Security
400 West Monroe, Suite 303
Springfield, IL 62704

Telephone Number: 217-785-5069
Facsimile Number: 217-785-5117
E-mail Address: LBAKER@ides.state.il.us

Name and title of State Employment Security Administrator (Signatory Official):

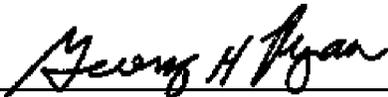
Ms. Linda Renee Baker, Director

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Facsimile Number: 217-785-5117
E-mail Address: LBAKER@ides.state.il.us

As the Governor, I certify that for the State/Commonwealth of Illinois, the agencies and officials designated above have been duly designated to represent the State/Commonwealth in the capacities indicated for the Workforce Investment Act, Title I, and Wagner-Peyser Act grant programs. Subsequent changes in the designation of officials will be provided to the U.S. Department of Labor as such changes occur.

I further certify that we will operate our Workforce Investment Act and Wagner-Peyser programs in accordance with this Plan and the assurances herein.



George H. Ryan, Governor

9-3-99

Date