



Proposed Outline of Revised Workforce Development Board Orientation Manual

I. Introduction 8100

II. Table of Contents

III. Locally Customizable Pages

- a. Workforce Development Board name
- b. Vision Statement
- c. Mission Statement
- d. Committee Structure
- e. Local Staff
- f. Board Member Information
- g. Local Partners

*Unless otherwise noted,
each section already
exists in 2011 version
and will be updated to
reflect WIOA*

IV. Workforce System Overview

- a. Brief History of Employment and Training Programs
- b. Workforce Innovation and Opportunity Act (WIOA)
 - i. Overview
 - ii. Guiding Principles of the National Workforce System
 - iii. Programs (titles)
 - iv. Required Partners under WIOA (TANF, ABE, etc.) - NEW
 - v. One Stop Operators – NEW
- c. Workforce System in Minnesota - NEW
 - i. State Dislocated Worker
 - ii. Minnesota Youth Program
 - iii. MFIP/SNAP
 - iv. Competitive Grants
- d. Workforce Development Areas and Workforce Development Regions – SOME NEW
 - i. Overview
 - ii. History
 - iii. Workforce Development Areas According to WIOA
 - iv. Workforce Development Regions – NEW
- e. WorkForce Centers
 - i. Overview
 - ii. What is a WorkForce Center
 - iii. One Stop Operators – NEW
- f. Workforce System Funding Overview

V. Workforce Development Boards

- a. LEOs (purpose & relation to WIBs)
- b. Local Workforce Development Boards
 - i. Board Composition
 - ii. Committee structures

- c. Role of the Local Workforce Development Board
 - i. Overview
 - ii. Local Plans
 - iii. Local Planning Guidance
 - iv. Regional Plans – NEW
 - v. Governance
 - vi. ... And more! – NEW
- d. Qualities of a Successful Board Member

VI. Legalities

- a. Fiscal liability
- b. Conflict of Interest (update to WIOA language)
- c. Open Meeting Law
 - i. Overview
 - ii. Closed meetings
 - iii. What constitutes a meeting
 - iv. Notice to Public
- d. Minnesota Government Data Practices Act