

Department of Workforce Development
Employment and Training Division
Administrator's Office
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Madison, WI 53707
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Scott Walker, Governor
Raymond Allen, Secretary

December 20, 2017

Art Carter, Chair
Green County Board
N2659 Richland Road
Monroe, WI 53566

Dear Mr. Carter:

We have completed our review of the WDB membership materials submitted for certification of the workforce development board. At this time, the Southwest Wisconsin Workforce Development Board is certified for the period from January 1, 2018-December 31, 2019.

The Workforce Innovation and Opportunity Act (WIOA) Section 107 requires that the Chief Elected Official (CEO) in each of the local areas must appoint a local workforce board comprised of individuals from certain areas of business, government, and non-profit agencies. Section 107(c)(2) requires that, every two years, the State recertify each workforce development board.

On August 22, 2017 the Department of Workforce Development Division of Employment and Training (DWD-DET) published [Wisconsin's WIOA Title I-A and I-B Policy & Procedure Manual, Chapter 1.4: Local Workforce Development Boards \(Local WDBs\)](#) which details both the Federal and State requirements for a WIOA-compliant board. DWD-DET followed up this policy release with an email on September 12, 2017 requesting the following documents to be submitted by October 20, 2017:

- Completed Membership Chart,
- Copies of All Members' Signed Conflict of Interest Disclosure Forms,

If you have any questions, please contact the Local Program Liaison assigned to your local area, Stephanie Elmer at (608) 228-7961 or Stephanie.Elmer@dwd.wisconsin.gov.

Sincerely,

A handwritten signature in black ink that reads "Bruce Palahniuk for Chytania Brown".

Chytania Brown
DET Division Administrator

cc: Maria Lauck, WDB Chair
Rhonda Suda, WDA Contact
Stephanie Elmer, Local Program Liaison