Local Workforce Development Board Recertification
2025 Submission Requirements: Program Years 2024 and 2025

ARIZONA@WORK Innovative Workforce Solutions

This form serves as the request for Pinal County Workforce Dev Board recertification for Program Years 2024 & 2025 under the Workforce Innovation and Opportunity Act (WIOA).

If the Workforce Arizona Council (the Council) determines the request is incomplete, it will be returned or held until the necessary documentation is submitted. Please send an email to deseret.romero@oeo.az.gov for technical assistance or questions related to completing and submitting this request.

LWDB Name: Pinal County Workforce Dev Board

Phone: (520) 866-6816

Contact Person: Joel Millman

Email: joel.millman@pinal.gov

Submission Date: _____

Submission Requirements

Completed Recertification submission packets must be submitted by **January 6, 2025** *via your Local Workforce Development Board's (LWDB) Shared Google File.* Extension requests will be considered on a case-by-case basis.

- Submissions will not be considered final for review until all required documents are available and meet the requirements listed below and in Local Workforce Development Board Recertification Requirements Policy, Section XIV.
- Incomplete submission packets will not be considered for review and will be rejected per Local Workforce Development Board Recertification Requirements Policy, Section XIV.

2025 Recertification Timeline

Date	Schedule
October 1, 2024	**2025 Recertification Guidance/Timeline to LWDBs**
January 6, 2025	**LWDB 2025 Recertification Documents DUE**
Jan - Feb, 2025	**Council Staff Review**
March 3, 2025	**Council Staff to Provide Feedback to LWDBs**
April 1, 2025	**Final Submissions DUE** (If changes are required or information is updated)
May 15, 2025	**Council Approval (Executive Committee)**
May 29, 2025	**Council Approval (Full Council)**

01 LWDB Membership Roster

Complete the LWDB Membership Roster Spreadsheet provided in your LWDB's Shared Google File and provide the requested information. The membership requirements are described in the roster, as well as in 20 CFR 679.320 and the Workforce Arizona Council's Local Governance Policy ("Council Policy #1") Section X.

If your LWDB membership does not meet the required composition, please complete the following information within the Roster: (1) length of the vacancy; (2) efforts to fill the vacancy; and (3) estimated month and year when vacancy is anticipated to be filled. If you submit an updated Roster from your initial certification request and you have a vacancy, please include the information from (1) – (3) above in the roster within the section where there is a vacancy.

02 List of Standing Committees and Standing Committee Members

Please include this information within the LWDB Membership Roster Spreadsheet, second tab named: "Standing Committee Members" located in your LWDB Google shared file.

03 Bylaws

Please submit a copy of the LWDB Bylaws, approved by the LWDB to your LWDB's Google shared file.

04 Consortia Agreement (if applicable)

Please submit a copy of the LWDB Consortia Agreement, if applicable, approved by the LWDB to your LWDB's Google shared file.

05 Shared Governance Agreement (including Organizational Chart)

Please submit a copy of the LWDB Shared Governance Agreement (including Organizational Chart), approved by the LWDB to your LWDB's Google shared file.

06 Service Provider Agreements

Please submit a copy of the LWDB Service Provider Agreements, approved by the LWDB to your LWDB's Google shared file.

07 Local Plan

Please submit a copy of the 2025-2028 LWDB Local Plan, approved by the LWDB to your LWDB's Google shared file.

08 One-Stop Procurement (including Contract)

Please submit a copy of the LWDB One-Stop Procurement (including contract), approved by the LWDB to your LWDB's Google shared file.

09 Memorandum of Understanding/Infrastructure Agreements

Please submit a copy of the LWDB Memorandum of Understanding/Infrastructure Agreements approved by the LWDB to your LWDB's Google shared file.

10 Policy Development

a. Conflict of Interest

Please submit a copy of the LWDB Conflict of Interest Policy, approved by the LWDB to your LWDB's Google shared file.

b. Training Services (including requirements for work-based training)

Please submit a copy of the LWDB Training Services (including requirements for work-based training), approved by the LWDB to your LWDB's Google shared file.

11 LWDB Oversight

Please submit a copy of the LWDB Oversight, approved by the LWDB to your LWDB's Google shared file.

12 LWDB Management of Funds

Please submit the LWDB Management of Funds, approved by the LWDB to your LWDB's Google shared file.

13 Sunshine Provision and AZ Open Meeting Law Requirements

Please complete the Sunshine Provision and AZ Open Meeting Law Requirements Checklist in your LWDB's Google Shared File.

RECERTIFICATION FINAL CHECKLIST

As noted above, please either upload to or complete the documents required in your LWDB Google shared file. Below is a *Recertification Final Checklist*, please check the box indicating that you have completed each of the requirements for the 2025 Recertification. Please note in accordance to Council Policy, incomplete submission packets will not be reviewed. Please reach out to the Governance and Compliance Advisor if you are in need of technical assistance.

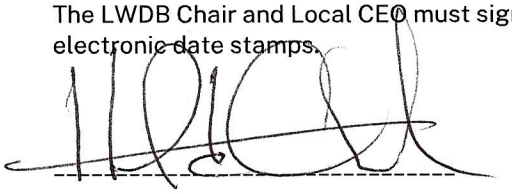
- ☑ LWDB Membership Roster
- ☑ List of Standing Committees and Standing Committee Members
- ☑ Bylaws
- ☑ Consortia Agreement (if applicable)
- ☑ Shared Governance Agreement (including Organizational Chart)
- ☑ Service Provider Agreements
- ☑ Local Plan
- ☑ One-Stop Procurement (including contract)
- ☑ Memorandum of Understanding/Infrastructure Agreements
- ☑ Policy Development
  - ☑ Conflict of Interest
  - ☑ Training Services
- ☑ LWDB Oversight
- ☑ LWDB Management of Funds
- ☑ Sunshine Provision and AZ Open Meeting Law Requirements

Signature

By signing below, the Pinal County Workforce Dev Board Local CEO and Chair request Pinal County Workforce Dev Board recertification. We certify that the Pinal County Workforce Dev Board appointed members as described in WIOA Section 107(a), (b), and (c), performed successfully and sustained fiscal integrity during PYs 2024-2025, and developed and implemented strategies to improve and continuously strengthen the ARIZONA@WORK system in accordance with WIOA.

Instructions

The LWDB Chair and Local CEO must sign and date this form. Electronic signatures will be accepted, with electronic date stamps.



LWDB Chair

11/21/24

Date

Chief Elected Official

Date