

## PROXY DESIGNATION FORM

The Workforce Innovation and Opportunity Act (WIOA) 20 CFR §679.110 (d)(4) allows board members of state boards to designate a proxy designee when a workforce development board member is unable to attend a meeting. Designee must have optimum-policy making authority and hiring authority or demonstrated expertise and experience. The Arkansas Workforce Development Board by-laws “*Article VI: Quorum, Proxies, Voting, and Official Minutes; Section 2.*” only allows agency directors to designate a proxy in their absence. Written notification of designating a proxy must be received by the Board Chair and Director seven (7) days prior to the meeting.

WIOA 20 CFR §679.120 defines “*optimum policy-making authority*” and “*demonstrated experience and expertise*” as:

- (a) A representative with “*optimum policy-making authority*” is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.
- (b) A representative with “*demonstrated experience and expertise*” means an individual with documented leadership in developing or implementing workforce development, human resources, training and development, or a core program function. Demonstrated experience and expertise may include individuals with experience in education or training of job seekers with barriers to employment as described in § 679.110(b)(3)(ii)(C) and (D).

Proxy Designee Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(PRINTED NAME)

AWDB Meeting Date for Proxy: \_\_\_\_\_ Agency Name: \_\_\_\_\_

I request the designated proxy to attend the AWDB meeting in my absence. The designated proxy does meet the requirements marked below as required in 20 CFR §679.110 (d)(4): *(Mark all that apply)*

Optimum policy-making authority       Demonstrated experience & expertise

\_\_\_\_\_  
AWDB Member Printed Name

\_\_\_\_\_  
AWDB Member Signature

\_\_\_\_\_  
Date

### AWDB STAFF USE ONLY

#### NOTIFICATION

Received by:  AWDB Director       AWDB Board Chair  
 < 7 Days Notification  
 > 7 Days Notification

Comment: \_\_\_\_\_

#### RECEIVED

E-mail  
 Mail

Date: \_\_\_\_\_ AWDB Staff: \_\_\_\_\_  File  Scanned