

LWIB Composition Summary Form Instructions

1. LWIB Name Enter the name of your Local Workforce Innovation Board.
2. Date Enter the current date in the MM/DD/YY format.
3. LWIA # Enter the number assigned to your Local Workforce Innovation Area by the state.
4. Appointment Date Enter the member's appointment date in the MM/DD/YYYY format. For a reappointment, this will be the **initial** appointment date and should match the date on the member's OET/LWIB Form # 002.
5. Term Expires Enter the member's term expiration date in the MM/DD/YYYY format. This will be **10/30/YYYY** and should match the date on the member's OET/LWIB Form # 002.
6. Name Enter the name of the member in the Last, First format.
7. Reason for Submission Check the reason(s) for submission of each member. (Note: At least one column should be checked for each member.)

Current member would be used for a member that is currently on the board and not being re-appointed at this time.

An appointment may also be filling a vacancy. In that instance, check both columns. If this is an additional member appointment, check only the appointment column.
8. Entity Representing Check the appropriate column(s) the member is representing. It should match the member's OET/LWIB Form # 002.
9. Totals The total number of members and entities represented on the board will automatically calculate. Double check totals to ensure the form is calculating properly or a checkbox hasn't been checked inadvertently.

If totals under the columns appear in red, then the minimum requirements of the board composition have not been met. Refer to the second tab in OET/LWIB Form # 002 titled WIOA LWIB Membership Profile to determine the shortfall.
10. CEO Signature The Local Chief Elected Official (CEO) must sign the form and enter the current date in the MM/DD/YYYY format. **Date must be within 90 days of appointee's signature on the member's OET/LWIB Form # 002 and within 30 days of submission date.**

In LWIAs where there are multiple chief elected officials, if the Chief Local Elected Officials have given one CEO the authority to sign on behalf of all CEOs through a CEO Agreement, then only the signature of that CEO is required on OET/LWIB Form # 003.

**OET/LWIB Form # 004
Additional CEO Signature
Page** Use this page if the multiple chief elected officials in a local workforce area have not given one CEO the authority to sign on behalf of all CEOs through a CEO Agreement. ALL CEOs must sign form OET/LWIB Form # 004 and enter the current date in the MM/DD/YYYY format. **Dates must be within 90 days of appointee's signature on the member's (OET/LWIB Form # 002) and within 30 days of submission date.**
11. Submission Instructions: The completed packet must be emailed to michael.baker@illinois.gov.