

**Department of Workforce Development
Employment and Training Division**
Bureau of Workforce Training
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Tony Evers, Governor
Amy Pechacek, Secretary

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Date: April 1, 2025

To: Chief Elected Officials

From: Stephanie Elmer
Director, Bureau of Workforce Training

Subject: 2025-2027 WIOA Local WDB Biennial Recertification

Signed by:
Stephanie Elmer
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The Workforce Innovation and Opportunity Act (WIOA) Section 107(c)(2)(A) requires that "The Governor shall, once every two years, certify one local board for each local area in the State." Local Boards were previously certified through June 30, 2025. This letter serves to announce the State's Biennial Workforce Development Board (WDB) Certification process which, once completed, will grant recertification to each local board effective July 1, 2025-June 30, 2027.

[Wisconsin's WIOA Title I-A and I-B Policy & Procedure Manual, Chapter 1.4.10](#), addresses Biennial WDB Recertification. A Summary of WDB Membership Requirements and required documents for the recertification process are located in the Resource box for that policy.

Each local area must complete the [WDB Membership Chart](#) and return it to DETWIOA@dwd.wisconsin.gov along with a Conflict of Interest Form for each board member signed no earlier than twelve months prior to the submission deadline (on or after July 1, 2024). Please see the timeline below for pertinent dates:

Date	Activity
April 1, 2025	WDB Recertification Guidance released
May 31, 2025	DEADLINE: WDBs submit WDB Membership Chart and signed Conflict of Interest forms to DETWIOA@dwd.wisconsin.gov
June 1-30, 2025	DWD-DET reviews submissions and: a) issues approval of certification if all criteria are met; or b) WIOA Governance and EO Specialist provides technical assistance to help local WDBs meet criteria for certification
July 1, 2025	DEADLINE: Final certifications are issued for all WDBs

Per the "Special Note About DWD Appointees" in [Section 1.4.2](#) of the State Policy, this letter also serves to update the DWD-assigned board representatives from Title III/Wagner-Peyser, Title IV/Vocational Rehabilitation, and Unemployment Insurance. Please see the attached DWD Representatives Chart for the most current assignees to your Board.

Please contact the Sean Jackett, WIOA Governance and EO Specialist, at sean.jackett1@dwd.wisconsin.gov with any questions or concerns you may have, including any requests for extensions related to the deadlines outlined above.

Attachments: DWD Appointees Letter 2025-2027
DWD Appointed Representatives Chart

CC: Michele Carter, Administrator, Division of Employment and Training
Danielle Williams, Deputy Administrator, Division of Employment and Training
Jen Cole, DET Policy Initiatives Advisor
Patrick Lonergan, DET Policy Initiatives Advisor
WDB Directors and Chief Executive Officers
Local Program Liaisons
Tara Cowe-Spigai, Section Chief, Compliance Assistance Section
Sean Jackett, WIOA Governance & EO Specialist