



930 Riverview Drive, Suite 250, Totowa, NJ 07512
PH 973-569-4020 – FAX 973-812-3459
Everton Scott, Chair
Lanisha D. Makle, Executive Director

Nominations to the Workforce Investment Board of Passaic County

To: All Nominating Organizations

Thank you for submitting a nomination for the Workforce Investment Board of Passaic County from your organization. Please complete the information below, have it signed by the individual authorized and attach it to the completed application.

To: The Workforce Investment Board of Passaic County

From: _____ proudly submits the name of _____

to the Workforce Investment Board of Passaic County for nomination to the Workforce Investment Board of Passaic County.

Signed: _____ Title: _____ Date: _____



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Workforce Investment Board Application

Thank you for applying to be a member of the Workforce Investment Board of Passaic County (WIB).

Once you submit your application it will be processed based on the vacancies that are available on the Board. If there are more people than open positions those not selected will go on a priority list for future consideration.

Once you have completed the application, please submit it to:

Lanisha Makle, Executive Director
Workforce Investment Board of Passaic County
930 Riverview Drive, Suite 250, Totowa, NJ 07512
FAX 973-812-3459

Included with is packet is a fact sheet that provides an overview of the WIB. If you have any questions please contact Lanisha Makle at 973-569-4020 or lanisham@passaiccountynj.org.

Workforce Investment Board of Passaic County Fact Sheet

Why the Workforce Investment Board of Passaic County?

The Workforce Investment Board of Passaic County (WIB) is a gateway to our area's workforce development system and its One-Stop services. The WIB is a public/private partnership formed through the Workforce Investment Act of 1998, which created workforce investment boards throughout the country. This federal legislation was created to enable the workforce development system to be demand-driven and responsive to the needs of employers and workers.

The mission of the Workforce Investment Board of Passaic County is to provide the leadership and direction that leverages all workforce investment resources to create a system that is built on quality standards, strong interagency cooperation and innovative ideas so that every employer and resident has access to and benefits from the workforce programs and services needed to be successful in the workplace.

Services are provided through funding provided by the U.S. Department of Labor and the New Jersey Department of Labor and Workforce Development.

Membership of the Workforce Investment Board

The Strategic Unified Plan for New Jersey's Workforce Investment system prescribes who must serve on each local WIB. The goal is to appoint a diverse Board that adequately represents the interests of both business and workers, infuses decision-making and strategic development with private-sector practices, and ensures that stakeholders play a part in the formation and implementation of local workforce development strategies.

WIB membership must have a majority of business representatives, therefore 51% of the Board must be made up of private-sector members; a minimum of two labor organizations and two community-based organizations must be appointed, although they must comprise 15% of the WIB's membership, divided equally amongst the two categories; representatives from educational entities within the county; two economic development agencies and the one-stop partners.

Committee Structure

The Board will likely carry out the majority of its work through its Committee structure. The Workforce Investment Board of Passaic County has the following committees: Disabilities, Executive, Faith-Based, Literacy, One-Stop Oversight and Youth Investment.

Expectations of Board Members

A Workforce Investment Board is as strong as its active membership. Therefore, it is critical that Board Members are provided with opportunities to become fully engaged in meaningful work. Board members should be fully aware that they are committing themselves to serve on a Workforce Investment Board. Following are the expectations of board members who serve on the WIB.

- Support the WIB's mission and goals established in the WIB Plan
- Attend all full Board meetings, participate, ask questions
- Attend WIB orientation, which will familiarize you with the work and responsibilities of the Board
- Participate in at least one committee – Board members are encouraged to participate on a committee(s) that interest them or on a committee(s) that address issues where the Board Member's particular expertise can be a true asset.
- Attend committee meetings and participate with your committee
- Bring your special knowledge and expertise to the table – about the economy, your industry, or organization
- Connect and bring connections to key outside organizations, boards, businesses, and elected officials – open doors for workforce development and oversight.
- Provide broad strategic direction
- Get to know our customers
- Get to know the work of the One-Stop System
- Come to meetings prepared – review the entire agenda package
- Focus on substance and all the possibilities of what can be accomplished
- Let staff know if you need help or assistance with anything



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WIB Member Application

Thank you for applying to be a member of the Workforce Investment Board of Passaic County.
(WIB)

Please complete the following information and submit it to:

Workforce Investment Board of Passaic County
Attn: Lanisha Makle
930 Riverview Drive, Suite 250
Totowa, NJ 07512
Fax Number: 973-812-3459

Included in this packet is a fact sheet that provides an overview of the Workforce Investment Board and board member responsibilities. If you have any questions, please contact Lanisha Makle, Executive Director, at 973-569-4028 or lanisham@passaiccountynj.org.

Date: _____

Name: _____

Home Address: _____

Home Telephone: _____

Home Fax: _____

Home Email: _____

Cell Phone: _____

Place of Employment: _____

Occupation/Position: _____

Work Address: _____

Work Telephone: _____

Work Fax: _____

Work Email: _____

Do you prefer to be contacted at work____, or at home ____?



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Please answer all questions with as much pertinent information about yourself as possible. If you need more room for your answers, please attach an additional sheet of paper.

1. List past or present involvement in community-related activities (i.e., committees, volunteer work, boards, business organizations, chambers of commerce, etc.)

2. Explain your understanding of the purposes, responsibilities and services offered by the WIB.

3. List any experiences you feel would be advantageous to the WIB.

4. List any past experience in workforce development, economic development (e.g. Workforce Investment Board membership, youth employment/training committees).



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5. References: Please provide two references who can attest to your ability to serve on the WIB. (Name, Address, Phone Number)

Signature: _____