



Bylaws

WHEREAS, the Workforce Investment Act (WIA) of 1998, Public Law 105-220 (hereinafter the Act), authorizes the expenditure of federal funds for workforce development programs in designated Local Workforce Investment Areas (LWIAs); and

WHEREAS, the State of California has designated the County of Riverside (County) as a Local Workforce Investment Area, hereinafter referred to as LWIA; and

WHEREAS, the Act requires the establishment of a Workforce Investment Board to provide policy guidance and oversight of the workforce development system for the LWIA.

NOW, THEREFORE, the Board of Supervisors of the County hereby establishes the Workforce Development Board (WDB) to serve as the Workforce Investment Board (WIB) of Riverside County in accordance with the provisions of the Act, as follows:

I. RESPONSIBILITIES OF THE WORKFORCE DEVELOPMENT BOARD

The Workforce Development Board shall have the following responsibilities:

- A. Provide policy guidance in the development of the 5-year local workforce investment plan (Local Plan) and provide oversight on the One-Stop system, youth activities and employment and training activities under Title I of WIA, in partnership with the chief elected official;
- B. Select One-Stop operators with the agreement of the chief elected official;
- C. Develop a budget for the purpose of carrying out the duties of the WDB, subject to the approval of the Board of Supervisors;
- D. In cooperation with the Board of Supervisors, appoint a youth council as a subgroup of the WDB and coordinate workforce and youth plans and activities with the youth council;
- E. Select eligible youth service providers based on the recommendations of the Youth Council, identify eligible providers of adult and dislocated worker intensive services and training services, and maintain a list of eligible providers with performance and cost information, as required in 20 CFR part 663, subpart E;
- F. Negotiate and reach agreement on local performance measures with the Board of Supervisors and the Governor;

- G. Assist the Governor in developing the statewide employment statistics system under the Wagner-Peysner Act;
- H. Coordinate workforce investment activities with economic development strategies and developing business linkages;
- I. Promote private sector involvement in the statewide workforce investment system through effective connecting, brokering, and coaching activities through intermediaries such as the One-Stop operator in the local area or through other organizations to assist businesses in meeting hiring needs; and
- J. Serve in an advisory capacity to the Board of Supervisors on all matters relating to workforce development and training not covered by Title I of the Workforce Investment Act.

II. APPOINTMENT, REAPPOINTMENT AND DISQUALIFICATION OF MEMBERS

- A. The WDB shall consist of at least 39 members appointed by the Board of Supervisors in accordance with the provisions of Section 117 of the Act.
- B. The WDB shall be a business-led board with at least 51% members from the private sector with each member of the Board of Supervisors appointing at least four representatives from their district. At their discretion, each Supervisor may affirm as many additional private sector members as such Supervisor may consider appropriate.
- C. Additional appointments shall be made by the Board of Supervisors, and such appointments shall represent Title I partners and other optional partners as follows:
 - 1. Five local education representatives who shall respectively be one representative from the University of California, Riverside; three representatives of the community colleges; and one representative of the K-12 system of which one must represent adult education and literacy activities under Title II of WIA;
 - 2. Two representatives from Community-Based Organizations, (i.e., private nonprofit organizations which are representative of communities or significant segments of communities) of which one must serve veterans, and one must serve disabled persons;
 - 3. Six representatives from Organized Labor;
 - 4. Two representatives from the public or non-profit economic development entities.
 - 5. One representative from each of the following nine organizations:
 - Operator of adult and dislocated worker programs under Title I of the Act
 - Title V of the Older Americans Act;
 - State Department of Rehabilitation;
 - Economic Development;
 - Riverside County Department of Public Social Services;

- State Employment Development Department representing Carl D. Perkins, Wagner-Peysner, NAFTA, TAA, and Workforce Investment Act;
 - Job Corps;
 - Operator of Housing and Urban Development (HUD) training programs if such programs are available in the County
 - Native American Program;
 - Migrant Seasonal Farmworker Program
- D. Members shall be appointed for two-year terms and serve at the pleasure of the Board of Supervisors.
- E. Each member of the WDB shall be entitled to one vote during a regular or called meeting in which said member is present and provided a quorum, as set forth in Section VI (C.), is present at the time the vote is taken, except that no member having financial interest shall cast a vote or engage in discussion on any matter which has direct bearing on services to be provided by that member or their parent organization; this agreement shall not provide for alternate membership.
- F. Membership on the WDB shall cease in case of death, resignation, failure to be reappointed or failure to attend regularly scheduled meetings of the WDB or disqualification. The right of a member to vote and all of his/her rights, title and interest in and to the WDB shall cease upon termination of membership. Removal or resignation may be effected as follows:
1. Removal is effected when a member is not reappointed after completion of a term;
 2. Members shall offer their resignation in writing to the WDB Chairperson, with a copy to the Chairman of the County Board of Supervisors;
 3. A member may be removed from not adhering to attendance requirements. Additionally, the members must adhere to the following:
 - a. All members must attend the majority of meetings (75%). There are four meetings held each calendar year. Each board member is to join one adhoc subcommittee; each adhoc subcommittee meets up to six times.
 - b. Executive Committee members, who are also members of adhoc subcommittees, must attend 60% of the adhoc subcommittee meetings.
 4. Members may be removed by action of the Board of Supervisors.
- G. In the event of the occurrence of a vacancy in the membership of the WDB, the following procedure shall be followed:
1. The WDB shall immediately inform the County, through the WDB Coordinator, of the occurrence of such vacancy;
 2. The staff assigned to the WDB will assist the County to solicit nominations for membership as defined in the Act;
 3. Nominations to fill any such vacancy, together with appropriate disclosure statements and documentation, shall be submitted to the County Board of Supervisors for consideration and appointment;

4. County shall proceed to fill such private sector representative vacancies within 60 days in accordance with the provisions of Section 102(d) of the Act, CUI Code Section 15031(e) and the California Government Code, Sections 54970 through 54975. In addition, a WDB member resigning from the board nominating their organization's replacement will simply complete the same nomination for membership for a two-year term.
- H. Notwithstanding any provisions of law to the contrary, WDB members, as public officials, shall be fully subject to any and all provisions of conflict of interest law, whether state, federal or local, including, but not by way of limitation, the provisions of Government Code Section 1090 et seq., Government Code Section 87100 et seq., and Riverside County Ordinance No. 440.

III. FUNCTIONS OF WDB OFFICERS

The presiding officers of the WDB shall be called Chairperson and Vice Chairperson and shall serve a one-year term. The Chairperson and a Vice-Chairperson shall be elected by the WDB from the private sector membership and confirmed by the Board of Supervisors. In no instance shall a chair serve more than four consecutive terms or four consecutive years as Chairperson.

- A. Functions and responsibilities of the Chairperson shall be as follows:
 1. Shall be the official representative and spokesperson of the WDB;
 2. Shall preside at all meetings of the WDB and the Executive Committee of the WDB (as established in Section 1);
 3. Shall coordinate with the EDA Assistant Director and WDB Coordinator in preparing the agenda for WDB meetings;
 4. Shall call regular and special meetings of the WDB Executive Committee;
 5. Shall appoint ad-hoc committee(s) of the WDB;
 6. Shall sign on behalf of the WDB all necessary documents; and
 7. Perform other responsibilities as determined by the WDB.
- B. Functions and responsibilities of the Vice Chairperson shall be as follows:
 1. Shall assume all responsibilities of the Chairperson in his/her absence;
 2. Shall serve as member-at-large on the Executive Committee; and
 3. Perform other responsibilities as directed by the Chairperson.

IV. COMMITTEE STRUCTURE

The Chairperson may create Regional Adhoc Committees as deemed necessary and appropriate to conduct the process for nominating and electing officers to the WDB; review and make recommendations for amendments to the bylaws; and for other purposes. The Chairperson may also create Regional Adhoc Committees addressing specific programs, strategic initiatives, and issues of concern to the Board. Unless specified otherwise, Regional Adhoc Committees shall serve in an advisory capacity only. The Chairperson shall appoint a private-sector member for Chairperson and a private-sector or public-sector member for Vice Chairperson of the Regional Adhoc Committees. The Chairperson may appoint individuals, including board members and non-members, to various Regional Adhoc Committees of the WDB, as appropriate. A staff member of the Administrative Entity/Staff will be assigned to work with the respective committees. Regional Adhoc Committees shall report on their activities to the WDB Executive Committee on a regular basis and may be dissolved at any time by the Chairperson of the WDB.

A. Executive Committee

The Executive Committee shall be composed of the Chairperson and Vice Chairperson of the WDB, the Chairpersons of the Regional Adhoc Committees, a private sector member from the CYD, the past Chairperson and three at-large WDB members (one labor, one education and one ad-hoc representative) appointed by the Chairperson. In the event that one individual is qualified to hold two seats on the Executive Committee, the WDB Chairperson will appoint a private sector replacement from the WDB.

The functions and responsibilities of the Executive Committee shall be as follows:

1. Shall act on behalf of the WDB on matters needing action during the time between WDB meetings;
2. Shall, in the absence of the Chairperson and Vice Chairperson, designate a member of the Executive Committee to preside over the WDB and Executive Committee meetings;
3. Shall receive standing and ad-hoc committee reports and act on recommendations for the WDB;
4. Shall assist the Chairperson in setting agendas for regularly scheduled WDB meetings;
5. Shall coordinate WDB activities with the County through the WDB Coordinator;
6. Shall oversee the participation of WDB members and recommend to the WDB those members who should be removed for cause as outlined herein;
7. Fulfill legislative requirements of the Workforce Investment Act; and
8. Perform other responsibilities as may be designated by the WDB.

B. Council for Youth Development

The Workforce Investment Act Section 117(g) of the Act requires a Youth Council be established as a subgroup of the WDB. The Act also requires the following:

The Chairperson and Vice Chairperson for the Council for Youth Development (CYD) shall be elected from the membership of the CYD. The Council is comprised of members with special interest or expertise in youth policies and other representatives, including former participants and parents of eligible youth. Council members who are not members of the WDB shall be voting members of the Council for Youth Development only. The Council for Youth Development will be appointed by the WDB annually and will consist of at least 20 members; at least two members of the WDB, one of which being the Job Corps representative, and at least 18 other members representing the following:

- Youth service agencies;
- Juvenile justice and law enforcement agencies;
- Public Housing Authority;
- Parents of eligible youth seeking service under Title I of WIA;
- Organizations having expertise relating to youth activities;
- Representative(s) from the Board of Supervisors Youth Commission and/or Legislative Intern Program;
- Current or former customers of youth programs, and
- Apprenticeship Labor Organization

The functions and responsibilities of the Council for Youth Development are as follows:

1. Develop those portions of the Strategic Plan relating to youth;
2. Review funding Request For Proposals for youth-related activities;
3. Recommend funding awards to carry out youth activities;
4. Monitor the progress of funded youth programs;
5. Broaden the youth employment and training focus in the community; and
6. Coordinate youth workforce activities in the county.

V. STAFF, OFFICE AND BUDGET

- A. The following Riverside County Economic Development Agency Workforce Development Division (EDA) positions will be designated as staff to the WDB:
 - 1. WDB Coordinator
 - 2. Assistant WDB Coordinator
 - 3. Secretary to the WDB
- B. County shall establish the staff positions for the WDB, designating such positions as County may deem appropriate. The County may solicit applications for employment and hire and employ persons to fill such positions in accordance with the established personnel procedures of the County.
- C. The Assistant Director of County's EDA shall direct said WDB staff and office support, in accordance with the personnel policies and procedures of County, shall select and hire said staff, the members of which shall be employees of County.
- D. The County shall annually adopt an operational budget that shall provide for the necessary staff, office and material support for grant administration and program support.
- E. Such operational budget shall provide the necessary staff, office and material support determined by the County and the WDB to be necessary for the proper and effective discharge of the WDB functions and duties as contained herein.

VI. OPERATIONAL PROCEDURES

- A. WDB as a Public Entity
The County is a public entity created and existing under California law, and the WDB shall, therefore, operate as a public body, consistent with the laws of the State of California which govern public meetings and State conflict of interest laws, and specifically including the provisions of the Ralph M. Brown Act (Government Code Sections 54950 et seq.);
- B. Meeting Schedules of Actions
The WDB shall meet not less than two times a year at such place as the Chairperson may designate on the date set by resolution for the transaction of such business as may properly come before the meeting. All meetings of the WDB, the WDB Executive Committee and the CYD including and without limitations, regular, adjourned regular and special meetings shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act, California Code 54960 et seq., as amended.
- C. Quorum for the WDB, the Executive Committee and the Council for Youth Development (youth council) shall be at least 51%, and action may be taken provided such a quorum is preserved.

D. The Administration of Grants and Funds

The administration of all grants or other funds awarded to the County shall be the responsibility of the County, whose responsibility shall include expressing grant interest and submission of grant applications, preparation and submittal of grant documents, receipt of funds or awards, dispersal of funds, auditing of funds, audit resolutions, reporting, monitoring, evaluating and the closing out of programs.

E. Reimbursement of Expenses

WDB members shall be entitled to mileage reimbursement to and from all WDB activities and for all other reasonable expenses incurred while on WDB business. Said reimbursement shall be in the form and manner of reimbursement provided to County department heads.