

EXECUTIVE COMMITTEE



ACTION ITEM # 1.2

SUBMITTAL DATE: **October 20, 2010**

RECOMMENDATION: That the Workforce Investment Board (WDB) Executive Committee approve amendments to the WIB Bylaws.

BACKGROUND:

The Council for Youth Development (CYD) and staff are recommending the bylaws be amended to: 1). Include the CYD members in the section of the bylaws pertaining to the conflict of interest; 2). Expand and clarify the function and responsibilities of the CYD; 3). Strengthen the leadership role of the CYD Chair by having the chair be a member of the Executive Committee. The proposed changes to the appropriate sections of the bylaws are highlighted in color:

II. APPOINTMENT, REAPPOINTMENT AND DISQUALIFICATION OF MEMBERS

- A. The WIB shall consist of at least 25 members appointed by the Board of Supervisors in accordance with the provisions of Section 117 of the Act.
- B. The WIB 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 Board of Supervisor may affirm as many additional private sector members as such Board of 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. At least four 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 WIA
 - Title V of the Older Americans Act;
 - State Department of Rehabilitation;
 - Economic Development;

- Riverside County Department of Public Social Services;
- Department of Community Action;
- State Employment Development Department representing WIA programs: Wagner-Peysner, North America Free Trade Act, Trade Adjustment Act, Migrant Seasonal Farm Workers, Unemployment Insurance and Veterans;
- Job Corps;
- Operator of Housing and Urban Development Training programs if such programs are available in the County
- Native American Program; and
- Migrant Seasonal Farm worker 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 WIB 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 WIB shall cease in case of death, resignation, disqualification, failure to be reappointed, and may cease based on attendance. The right of a member to vote and all of his/her rights, title and interest in and to the WIB shall cease based on the above mentioned.

Removal or resignation may be a result of:

1. A member is not reappointed after completion of a term;
2. Members shall offer their resignation in writing to the WIB Chairperson, with a copy to the Chairman of the County Board of Supervisors; and not adhering to attendance requirements.
3. A member does not attend meetings (WIB, Executive Committee and Regional Ad hoc Committee meetings):
 - a. All members must attend at least one-half of meetings (50%). There are at least three meetings held each calendar year. Each board member is to join one Regional Ad hoc Committee; each Regional Ad hoc Committee meets up to six times annually. necessary documents; and
7. Perform other responsibilities as determined by the WIB.
 - b. WIB public sector members are permitted to designate a non-voting representative to attend the Regional Ad hoc Committee (West, East, Mid-County and Southwest) meetings in their place.
 - c. Executive Committee members, who are also members of Regional Ad hoc Committees, must attend 60% of the Ad hoc committee meetings.
4. Members may be removed by action of the Board of Supervisors.

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- G. In the event of the occurrence of a vacancy in the membership of the WIB, the following procedure shall be followed:
1. The WIB shall immediately inform the County, through the WIB Staff, of the occurrence of such vacancy;
 2. The staff assigned to the WIB 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 Board of Supervisors for consideration and appointment;
 4. The 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 WIB member resigning from the board may nominate their organization's replacement.
- H. Notwithstanding any provisions of law to the contrary, WIB and Council for Youth Development (CYD)-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 WIB OFFICERS

The presiding officers of the WIB 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 WIB from the private sector membership. In no instance shall a Chairperson 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 WIB;
 2. Shall preside at all meetings of the WIB and the Executive Committee of the WIB (as established in Section 1);
 3. Shall coordinate with the Riverside County Economic Development Agency (EDA) Director of the Workforce Division (WD) and/or WIB assigned staff in preparing the agenda for WIB meetings;
 4. Shall call regular and special meetings of the WIB Executive Committee;
 5. Shall appoint Ad hoc committee(s) of the WIB to include the Chairperson and Vice Chairperson;
6. Shall sign on behalf of the WIB all **SUBJECT:** 2010 WIB Bylaws Amendments
- 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 Ad hoc Committees as deemed necessary and appropriate to conduct the process for nominating and electing officers to the WIB; review and make recommendations for amendments to the bylaws; and for other purposes. The Chairperson may also create Regional Ad hoc Committees addressing specific programs, strategic initiatives, and issues of concern to the Board. Unless specified otherwise, Regional Ad hoc 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 or non-member for Vice Chairperson of the Regional Ad hoc Committees. The Chairperson may appoint individuals, including board members and non-members, to various Regional Ad hoc Committees of the WIB, as appropriate. A staff member of the Administrative Entity/Staff will be assigned to work with the respective committees. Regional Ad hoc Committees shall report on their activities to the WIB Executive Committee on a regular basis and may be dissolved at any time by the Chairperson of the WIB.

A. Executive Committee

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

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

1. Shall act on behalf of the WIB on matters needing action during the time between WIB meetings;
2. Shall, in the absence of the Chairperson and Vice Chairperson, designate a member of the Executive Committee to preside over the WIB and Executive Committee meetings;
3. Shall receive standing and Ad hoc committee reports and act on recommendations for the WIB;
4. Shall assist the Chairperson in setting agendas for regularly scheduled WIB meetings;
5. Shall coordinate WIB activities with the County through the WIB Coordinator;
6. Shall oversee the participation of WIB members and recommend to the WIB 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 WIB.

B. Council for Youth Development (CYD)

1. The WIA Section 117(g) of the Act requires the CYD (a Youth Council) to be established as a subgroup of the WIB. The Chairperson of the WIB, in consultant with the Executive Committee, shall appoint the members of the CYD.

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2. The Chairperson and Vice Chairperson for the CYD shall be elected from the membership of the CYD. If the Chairperson of the CYD leaves their organization or otherwise resigns from his or her elected office, the Chairperson of the WIB, in consultation with the Executive Committee may appoint a replacement to fill out the remainder of the officer's term.

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3. The CYD is comprised of members with special interest or expertise in youth policies and other representatives. CYD members who are not members of the WIB shall be voting members of the CYD only. The CYD consists of at least 20 members; at least two members of the WIB, one of which being the Job Corps representative, and at least 18 other members representing the following:

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- Youth Participants
- 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.

4. The functions and responsibilities: The functions and responsibilities of the CYD are as follows:

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1. ~~Develop and align youth related strategies with the WIB Strategic Plan;~~
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.~~

a. Develop the portions of the local WIA Title I-B Plan relating to eligible youth, as determined by the CYD Chairperson. Ensure that parents, participants, and other interested community members are involved in the design and implementation of these programs.

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b. Subject to the approval of the WIB:

- i. Recommend eligible providers of youth activities to be awarded grants or contracts on a competitive basis by the local WIB to carry out the youth activities.
- ii. Conduct oversight with respect to the providers of youth activities in the local area, coordinating with the Quality Assurance Committee.

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c. Coordinate WIA Title I-B youth activities in the area.

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- d. Other duties determined to be appropriate by the WIB Chairperson, such as establishing linkages with educational agencies and other youth entities.
- e. Provide a forum for initial discussion on emerging issues affecting youth and the workforce development system.
- f. Responsible for Customer Satisfaction analysis of youth programs/services including recommending goals for improvement and increased accountability.
- g. Coordinates with the WIB Executive Committee for future program development needs.
- h. Oversee strategic initiatives of the CYD that address broad issues related to youth workforce and education issues and that catalyze change within a community development context that may go beyond WIA.

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- 5. Terms of Office: Terms of officers shall be two years, with an option for one consecutive 2-year term.

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Ad hoc Committees: The Chairperson of the CYD may appoint Ad hoc Committees, as deemed necessary, to implement and support activities of the CYD. Ad hoc Committees will function as task forces to the CYD. The authority of Ad hoc Committees shall be contained in the committee's charge. At no time may an Ad hoc Committee act on the behalf of the CYD or WIB without the consent of the CYD or the WIB.

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All Ad hoc Committees shall be comprised of CYD members and may include non-CYD members. Non-CYD members may vote on the committees; however, nothing in their committee membership shall be construed as bestowing membership on the CYD. Every committee shall be chaired by a voting member of the CYD.

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EXECUTIVE COMMITTEE Date: Approval: Yes/No	BOARD OF SUPERVISORS CONCURRENCE Required: Yes/No
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