



# **JEFFERSON PARISH WORKFORCE DEVELOPMENT BOARD BYLAWS**

Revised and Approved \_\_\_\_\_

## **ARTICLE I – ESTABLISHMENT**

### **SECTION 1- NAME**

The name of the organization shall be the Jefferson Parish Workforce Development Board (JPWDB). The Agreement also identifies the Jefferson Parish Government as the Administrative Entity/Grant Recipient of all WIOA related funds.

### **SECTION 2 – PURPOSE OF THE WORKFORCE DEVELOPMENT BOARD**

The Workforce Development Board is established in compliance with the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Public Law 113-128). The Board will serve as a strategic convener to promote and broker effective relationships between the CEO, economic development, education and workforce partners. It is with this vision and in partnership with the CEO, that the Board is responsible for the following activities as stipulated in the law:

### **SECTION 3 – ROLES OF THE WORKFORCE DEVELOPMENT BOARD**

- Developing the four (4) year local Workforce Development Plan and conducting oversight of the One-Stop system and employment and training activities (including youth), under Title I of the WIOA of 2014;
- Procuring and selecting the American Job Center(s) system operator with the agreement of the Chief Elected Official;
- Identifying eligible training providers and youth providers, including awarding competitive grants/contracts;
- Developing policies to ensure effective services through the American Job Centers and to accomplish the objectives of WIOA;
- Preparing a budget for the purpose of carrying out the duties of the WDB, subject to the concurrence of the Chief Elected Official;
- Negotiating and reaching agreement on local performance measures with the Chief Elected Official and the Governor;
- Conducting workforce research and regional labor market analysis, including leading career pathways development;

- Coordinating workforce investment activities with economic development strategies and developing employer linkages to promote industry sector partnerships;
- Identifying and promoting promising practices to meet the needs of employers;
- Carrying out regional planning responsibilities required by the State and in accordance with WIOA; and
- Convening, brokering and leveraging local stakeholders to build system capacity, including developing Memorandum's of Understanding.

The WDB may establish other functions, in related areas, as determined by the Board or required by law.

The WDB will conduct business in an open manner as required by state and federal laws, by making available to the public, on a regular basis through open meetings, information concerning the activities of the Board. This includes information regarding the local plan prior to submission of the plan; information about membership; the development of significant policies, interpretations, guidelines and definitions; the designation and certification of American Job Center which shall take place every two years, and the award of grants or contracts to eligible providers of youth activities; and, on request, minutes of formal meetings of the Board.

#### **SECTION 4 – CONFLICT OF INTEREST**

Individual WDB members have the duty to avoid conflict of interest as it relates to WIOA issues. Any member who has a conflict of interest shall not solicit or influence any other WDB member, or have any communication related to same with any other WDB member or WDB staff.

A member of a local board may not:

(1) vote on a matter under consideration by the local board(A) regarding the provision of services by such member (or by an entity that such member represents); or (B) that would provide direct financial benefit to such member or the immediate family of such member: or

(2) engage in any other activity determined by the Governor to constitute a conflict as specified in the State plan. All WDB members must acknowledge receipt of the following documents provided by the State Ethics Board:

Ethics Board Docket No. 2009-356

Personal Financial Disclosure "Tier 2.1" (LSA-R.S. 42:1 124.2.1)

#### **SECTION 5 – MEMBERSHIP AND APPOINTMENT**

The membership of this WDB shall include members from the private and public sectors and conform to the requirements as issued by the State of Louisiana and the U.S. Department of Labor under the WIOA. A majority of the members shall be from the private sector. All members of the board must have optimum policy-making authority within the organizations, agencies, or entities they represent.

Pursuant to applicable law, the Board shall include members from the following categories:

- A. **Representatives of Business-** WIOA Section 107 (b)(2)(A): Are owners of businesses, chief executives or operating officers of businesses, or other business executives with optimum policymaking or hiring authority; represent businesses that provide employment opportunities in demand industry sectors. Business members shall represent a combination of small, medium and large employers who reflect the local labor market. Employers serving on the Board should communicate the emerging workforce needs of employers in their high-growth, in-demand sectors to the JPWDB.
- B. **Representatives of the Workforce-** WIOA Section 107 (b)(2)(B) A minimum of 20% of the members of the WDB: Shall include representatives of labor organizations and joint labor-management apprenticeship programs; representatives of community-based organizations with demonstrated experience and expertise of individuals with barriers to employment; and representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of WIOA eligible youth.
- C. **Representatives of Education and Training Activities-** WIOA Section 107 (b)(2)(C): Shall include one (1) representative from institutions of Higher Education providing workforce investment activities with priorities on community colleges; and one (1) representative of eligible providers administering adult education and literacy activities.
- D. **Representatives of Governmental and Economic and Community Development-** WIOA Section 107 (b)(2)(D): Shall include the following representatives:
  - One (1) Economic Development representative;
  - One (1) Wagner-Peyser representative;
  - One (1) Vocational Rehabilitation representative; and
  - One (1) Department of Children and Family Services representative.
- E. **Optional members-** WIOA Section 107 (b)(2)(E): May include individuals representing other programs/organizations such as: agencies administering programs relating to transportation, housing and public assistance; philanthropic organizations; other entities the CEO may determine to be appropriate.

### **Nominations and Appointments to Board**

Potential members of the JPWDB shall be nominated in accordance with the requirements as issued by the State of Louisiana and the Workforce Innovation and Opportunity Act.

- A. Private sector appointments shall be made from among nominees solicited from state/regional/local business organizations and business trade associations (e.g. Chambers of Commerce, Economic Development Agencies, etc.)
- B. Business members shall represent a combination of small, medium and large employers who reflect the local labor market.
- C. Public sector appointments shall be made from among nominees solicited from state/regional/local organizations.
- D. The Local Elected Official of Jefferson Parish shall be provided with a list of nominees from its parish for concurrence. Final approval and certification will be made by the CEO to the JPWDB.
- E. All nomination forms and appointment letters for members will be kept on file in the JPWDB office.

#### **SECTION 6 – LENGTH OF APPOINTMENT**

Members shall be appointed for fixed terms and shall serve until their successors are appointed; one half of the members shall be appointed for two (2) years and one half for three (3) years; all members whose term expires must be reappointed in order to serve an additional term; Board members may be reappointed for a maximum of two (2) additional terms with service not to exceed a total of three (3) terms

#### **SECTION 7– VACANCIES**

All appointments to fill vacancies must follow the same process as that used to initially fill the appointment. New members must be appointed to fill the same category of membership as that in which the vacancy occurred. However, the new members do not have to be from the same organization or company as the members being replaced.

#### **SECTION 8– REMOVAL OF MEMBERS**

A Workforce Development Board member who misses two (two) consecutive full WDB meetings or three (3) consecutive committee meetings without prior notice to the director or chair are subject to removal from the board. Although membership on the Board is strictly voluntary, members are expected to give due consideration to the impact of their presence or absence on the Board before voluntarily terminating their membership. Members are encouraged to give a minimum of thirty (30) days' notice of their impending resignation.

A WDB member is also subject to removal from the board for good cause, which is defined as:

- Misuse of position
- Misconduct
- Incompetence
- Neglect of Duty
- Failure to disclose conflict of interest
- Felony conviction while a member of the Board
- Absence from more than half of the regular scheduled board meetings in any calendar year.

When necessary, the JPWDB Executive Committee shall, at its next regularly scheduled meeting, determine if removal of a member is warranted and if so, make such recommendation in writing to the appointing authority.

## **SECTION 9– RESIGNATIONS**

- Voluntary resignations shall be those occurring when a member, for his or her own reasons, elects to leave Board membership and gives due notice of such intent.
- Involuntary resignations (de-facto resignations) shall occur when a member misses one-half of the regularly scheduled Board or Board Committee meetings in a twelve (12) month period. An involuntary resignation may be set-aside at the request of the member followed by concurrence from the Executive Committee.
- Individuals serving on the JPWDB who subsequently retire, or no longer hold the position that made them an eligible board member, may not continue to serve on the Board.

## **ARTICLE II – ORGANIZATION**

### **SECTION 1– OFFICERS**

The officers of the WDB shall be a Board Chairperson and a Board Vice-Chairperson, to be elected by a majority vote of the membership. The Board Chairperson shall be elected from the representatives of the business sector. The Vice-chair must also be elected by the Board and must represent the business sector.

#### Terms of Office

- Terms of office for all officers shall be for two years, provided however that officers may serve until their successors are elected.

- Officers and Committee Chairs may serve no more than three (3) consecutive terms in any one capacity, although they may continue as Board members.

## **SECTION 2– DUTIES OF OFFICERS**

### **A. CHAIR**

- The Chair shall have the authority and power to preside over all meetings of the Board; to appoint all standing committees and taskforces; to generally perform all duties relative to the Office of the Chair; and to sign all applicable reports, letters, or fiscal documents on behalf of the Board.
- The Board’s Chair shall also serve as Chair of the Executive Committee and shall be an ex-officio member of all standing committees and taskforces.
- The Board Chair shall appoint the Chairs and Co-Chairs for all standing committees and taskforces.

### **B. VICE CHAIR**

- The Vice Chair shall, at the request of or in the absence of the Chair, perform all duties of the Chair.
- The Vice Chair shall assist the Chair in conducting activities of the Board and may serve as the Chair of any standing committee or taskforce.

## **ARTICLE III – COMMITTEES**

### **SECTION 1 COMMITTEES**

The Board shall have three (4) committees: Executive, Planning, Operations and Youth. All committees shall have a chair appointed by the Board chair. Additional committees may be created at the discretion of the Chairman and for the purpose of carrying out board activities.

A. The **Executive Committee** consists of the Chairperson, Vice Chairperson, and the Chairperson of each committee (Planning, Operations, and Youth). This Committee is empowered by Workforce Development Board (JPWDB) by laws to action on behalf of the JPWDB. The Executive Committee is charged with the following responsibilities:

- Recruit potential Board members, and ensure their orientation to the work of the Board.
- Review and recommend committee projects and offer feedback on initiatives.
- Organize and coordinate committees and taskforces.
- Create, review and approve full Board agendas.
- Communicate with the community and business leaders.
- Review and recommend adoption of by-laws, budgets and

contracts, and Board policies and procedures.

- Act on behalf of the full board in emergency situations or between full board meetings with approval of board
- Recommend policies for wisely investing and leveraging existing resources
- Pursue additional financial, human and in-kind contributions
- Identify priorities for allocating resources
- Approve training providers for inclusion on statewide Eligible Training Provider List
- Review monthly financial reports as provided by local Administration
- Review and recommend budgets

B. The **Operations Committee** is charged with the following responsibilities:

- Reviews proposals and makes recommendations about One Stop Operators
- Identify and make recommendation on the selection of the One-Stop Operator
- Develop and review policy standards and protocols for Operations
- Assist in development of the local plan
- Communicate Board purpose and direction to business and community stakeholders
- Create a consistent flow of information to businesses and Community
- Collaborate with businesses to engage industry leaders in workforce development solutions
- Broker new relationships with businesses, through various outreach activities
- Create methodology to gather and disseminate information
- Develop standardized messaging and documents for communication purposes
- Gather and analyze existing data from multiple resources
- Identify workforce trends and recommend workforce improvement priorities
- Identify emerging workforce issues and community needs
- Conduct focus groups, survey, studies to collect information
- Align with other business organizations to reduce duplication and encourage resource sharing



- A. The **Planning Committee** is charged with the following responsibilities:
- Assist the operations Committee with Identifying and selecting service provider(s)/program operator
  - Make recommendations to the JPWDB for policies, programs, and training opportunities related to youth services
  - Reviews proposals and makes recommendations about providers with the capacity to carry out employment and training services to Adult and Dislocated Workers
  - Set service delivery standards and performance benchmarks
  - Establish reporting mechanism to provide feedback on quality and service benchmarks
  - Evaluate customer feedback
  - Develop and review policy standards and protocols for Operations
  - Identify deficiencies and corrective action for center activities
  - Assist in development of the local plan, excluding youth services
  - Recommend local youth employment and training policy and practices, as well as youth providers
  - Review and evaluate partnership development activities
  - Assist with operational issues relating to services to individuals with disabilities
- B. The **Youth Committee** is charged with the following responsibilities
- Development and oversight of a comprehensive system to address the various needs of our Youth
  - Make recommendations to the JPWDB for policies, programs, and training opportunities related to youth services
  - Reviews proposals and makes recommendations about providers with the capacity to carry out employment and training services to youth
  - Develop strong linkages among partners to optimize human and financial resources, create a continuum of service interventions, and leverage funds to ensure a variety of educational, developmental, and employment-related activities.
  - Identify methods for providing the 14 fourteen youth program elements to youth in local area youth programs
  - Set service delivery standards and performance benchmarks for youth programs
  - Establish reporting mechanism to provide feedback on quality and service benchmarks
  - Evaluate customer feedback

**SECTION 2      COMMITTEE PARTICIPATION**

Every WDB member will be required to be a member of at least one of the Committees of the Board, excluding the Executive Committee.

**SECTION 3      STAFF**

The JPWDB shall be provided with appropriate staff to carry out its functions.

**ARTICLE IV – MEETINGS**

**SECTION 1      MEETINGS**

The Workforce Development Board shall hold regular quarterly meetings at a date, time and place determined by the Board Chairperson. Other meetings may be called as needed at the discretion of the Board Chairperson. Meetings shall be publicly announced in advance and shall be open to the public. Louisiana prohibits the use of conference calls, or other electronic methods to conduct official business for LWDB meetings.

**SECTION 2      RULES**

When these Bylaws or State laws pertaining to public meetings do not cover parliamentary procedures, then Robert's Rules of Order, as revised, shall prevail.

**SECTION 3      PARTICIPATION**

Participation in meetings shall be limited to members of the Board, the Board's staff and other invited guests and speakers unless or due to:

- A. Agenda items requiring participation from individuals or organizations, or other interested parties having an official or vested interest in an item before the Board.
- B. Agenda items before the Board deemed by the Chair to be relevant, material or of a significant interest to the public to warrant comment or input from any member of the public.

Any unscheduled speakers or individuals other than a Board member or the Board's staff must submit a written request to address the Board to the Chair prior to the meeting being called to order.

**SECTION 4****AGENDA**

The agenda shall be prepared by the Board Chairperson to reflect the principal business of the WDB. Any changes in the order of items on the agenda may be made during the meeting by motion and approved by a majority vote of the membership present. Any additions to the agenda may be made during the meeting by motion and shall require approval by two-thirds vote of the membership present. Items not requiring action by the Board may be added to the agenda with the Chair's (or his or her designee's) consent at any time during a regularly scheduled or called meeting.

**SECTION 5****MINUTES**

The minutes shall be kept of all meetings, which shall be reviewed, amended, corrected as necessary and approved at the next regularly scheduled or called meeting; Following approval of the Board, minutes shall serve as the official record of the business transacted at the meetings to which they pertain; Copies of minutes shall be provided to each member of the Board prior to the next scheduled or called meeting of the Board; Copies of minutes shall be provided to the general public upon request.

**SECTION 6****NOTICE OF MEETING**

A written or electronic notice of each meeting shall be sent to each member of the Board at least five (5) calendar days prior to the scheduled meeting. The notice shall indicate date, time and place of the meeting. All meetings of the Board shall be publicly announced in advance and open to the public.

**SECTION 7****QUORUM**

There shall be a quorum of any meeting of the Board if there is a simple majority of the current members present. In the absence of a quorum, no official action shall be taken on any item before the Board.

**SECTION 8****VOTING**

Members must be present in order to vote at regular meetings. Each member shall have one (1) vote, and a simple majority of members present shall rule. Each member's vote shall be recorded as favorable, unfavorable, or as an abstention on each item requiring a vote.

A member of the Board may not vote on a matter that is under consideration by the WDB if:

- It pertains to the provision of services by such member or an entity that such member represents;

- It provides direct financial benefit to such member or the immediate family of such member in accordance with the Louisiana State Board of Ethics.
- Public sector representatives shall abstain from voting on contracts pertaining to the public agency by which he/she is employed, as prescribed by the State Ethics Board.

**SECTION 9. SPECIALLY CALLED OR EMERGENCY MEETINGS**

For a specially called or emergency meeting only, the WDB must consider approving the specifically designated issues by either calling a vote of those present at the meeting, or authorizing a vote to be taken of members by poll. These results will be binding as an action of the full WDB.

**SECTION 10. AMENDMENTS**

Proposed amendments to these bylaws shall be provided to the WDB members not less than thirty (30) calendar days prior to the meeting at which such amendments or repeal are to be acted upon. These bylaws may be amended or repealed by a majority vote of the membership present.

**SECTION 11 OPEN MEETING REQUIREMENT**

The WDB will conduct all business in open meetings as required under Section 17(e) of the Workforce Innovation and Opportunity Act and consistent with the Louisiana Open Meeting Law. RS: 42:12

**SECTION 12 Proxy or Alternates**

In keeping with the spirit of the Government in the Sunshine Law, Board members shall not be able to vote at any meetings by proxy, nor shall alternates be permitted to serve or sit as voting members at any meetings.

**ARTICLE V. - GRIEVANCES, APPEALS AND HEARINGS**

The Jefferson Parish Workforce Development Board, hereby adopts the following Grievance Procedure for use by any person, organization or agency complaining of a decision concerning funding or other matters by the WDB.

1.If a person, organization or agency disagrees with a decision of the WDB, such person, organization or agency shall file a written complaint with the Jefferson

Workforce Development Board Staff. The complaint shall contain the following:

- a. The full name, telephone number (if any), and address of the person making the complaint;
  - b. The full name and address of the respondent against whom the complaint is made;
  - c. A clear and concise statement of the facts, including pertinent dates, constituting the alleged violation;
  - d. The provisions of the Workforce Innovative and Opportunity Act (WIOA), regulations, grant or other agreements under the WIOA believed to have been violated; and
  - e. A request for a hearing before the Chairperson and/or the designated committee of the WDB.
2. Upon receipt of a complaint, the complaining party will receive written notice of the date, time and place of the hearing. The hearing will be conducted within thirty (30) days of the date the complaint was filed. The complaining party will have the opportunity to present evidence and the hearing will be recorded.
  3. The hearing officer, who will be the Chairperson of the WDB or designated committee, will issue a decision on the grievance within sixty (60) days of the date the complaint was filed.

#### **ARTICLE X – RESOLUTION OF DISAGREEMENT WITH THE ADMINISTRATIVE ENTITY/GRANT RECIPIENT**

In the event of a disagreement between the Board and the Administrative Entity/Grant Recipient (Jefferson Parish Government), the Executive Committee shall be empowered to act on behalf of the Board to negotiate the matter to agreement.

#### **ARTICLE XI – ENACTMENT PROVISION**

These bylaws shall become effective upon approval of the Board. Approval for enactment shall require two-thirds vote of the membership voting thereon, after notice to the membership. Said notice shall be made no later than ten (10) days prior to the meeting at which they are placed on the agenda. These bylaws shall not be construed to take precedence over Federal, State or local laws or regulations.

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JPWDB Chairman Signature

Date