

SONOMA COUNTY  
 **WORKFORCE  
INVESTMENT BOARD**

[www.sonomawib.org](http://www.sonomawib.org)

**Executive Committee  
March 13, 2024  
2:15 pm to 2:45 pm**

**Note Location** ⇨ ⇨

2227 Capricorn Way, Santa Rosa  
**Santa Rosa Room**

This is an in-person meeting. If you meet the criteria for AB2449 “just cause” for virtual attendance please contact staff 24 hours before the meeting at 707-565-8500 to confirm and receive a zoom link.

**\*Vote Required**

- I. **Public Comment (2:00)**
- II. **Approve Minutes of February 14 and Review Action Items\* (2:05)** **(Action\*)**
- III. **WIB Business\* (2:10)** **(Discussion/Action\*)**
  - A. **Membership\***
  - B. Attendance
  - C. **Bylaws Update\***
  - D. Retreat Planning for Executive Committee
- IV. **Prepare for March WIB Meeting (2:35)** **(Discussion)**
- VII. **Upcoming WIB Executive Committee Meetings and WIB Meetings** **(Discussion)**

April 10, 2024	Executive Session:	4:00 pm to 5:00 pm	In person / Zoom As Needed
May 15, 2024	Executive Session:	2:00 pm to 2:25 pm	In person / Zoom As Needed
May 15, 2024	Full Session:	3:00 pm to 5:00 pm	In person / Zoom As Needed
- V. **Adjourn**

**Open Meetings:** Except as expressly authorized under the Brown Act, all meetings are open to attendance by interested members of the public.

If WIB members are **unable to attend**, please **call (707)565-8500 prior to the meeting** to leave a message stating you are unavailable.

**Meeting Materials:** Materials related to an item on this Agenda submitted to the WIB after distribution of the agenda packet are available for public inspection in the WIB Administrative Office at 2227 Capricorn Way, Suite 100, Santa Rosa during normal business hours.

***Accommodation:*** *If you have a disability which requires the agenda materials to be in an alternative format or requires an interpreter or other person to assist you while attending this meeting, please call (707) 565-8500 at least 72 hours prior to the meeting, to facilitate arrangements for accommodation.*

**Workforce Investment Board**  
**Executive Committee**  
**DRAFT Minutes of February 14, 2024**

**Members Present:** Brandy Evans, Judy Coffey, Stephen Jackson, Scott Kincaid, and Ananda Sweet

**Members Absent:** Michael Pickens

**WIB Staff:** Michelle Revecho, Maureen Fifer, Lilian Roman, Carol McHale, and Judy Oates

\* Indicates members who arrive late or leave a meeting early.

**I. Public Comment**

None.

**II. Approve Minutes of January 10, 2024**

**Motion to approve Minutes of January 10, 2024: Scott Kincaid / Ananda Sweet Approved**

(Brandy Evans Judy Coffey, Stephen Jackson, Scott Kincaid, and Ananda Sweet.) There were no abstentions. There were no “nay” votes. The motion carried.

**III. WIB Business**

A. Membership

Noted pending member applications. Decided currently held applications will be addressed at the March WIBE meeting. Brandy and Stephen have reached out to the longer held applicants to share how approval process was put on hold while the WIB reviewed its member approval processes. Staff will reach out to the new applicant with the same message.

B. Attendance

Meeting attendance lists were reviewed. Brandy will reach out to Pedro about attendance.

C. Retreat Planning for Executive Committee

- Discussed planning retreat/meetings and if they would be for Executive or full WIB.  
*Decided full WIB members meeting/retreat with the WIB Executive Committee working with staff as the Planning Committee.*
- Discussed length of event and timing.

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*Want either a three-quarter day that starts at 10:00 am and ends at 4:00 pm, or a half day event in the Fall. Provide lunch and/or breakfast.*

- Items to focus on include:
  - Strategic Goals / Path For One to Two Years
    - Industries to focus on.
  - WIB Membership Reset (have those that do not feel the need to reset, arrive 30 minutes later to miss that part of the training).
  - WIB Membership Ad Hoc.
    - Get feedback from WIB on items from Committee, terms, training and recruitment
  - Key Workforce Issues .

#### **IV. Ad Hoc Committee Updates**

##### **A. WIB Membership Committee**

The Membership Ad Hoc Committee has been meeting for three months. We have contacted current applicants and let them know that we are reviewing our Membership Policies and Procedures and are holding applications and will process these beginning in March. The current goals include the following. We have two recommendations today.

- a. Institutionalize and formalize membership criteria.
- b. Review/update WIB member application.
- c. Examine process to accept or deny an application.
- d. Create a checklist of desired member attributes.
- e. Review desired size of the WIB and term durations.
- f. Create a new member recruitment process and review on boarding practices.

##### Recommendations

##### **1) No changes to the Sonoma WIB's current membership application.**

After reviewing the current member application and applications of other WIBs in the North Bay, we recommend no changes be made to the WIB application.

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**2) Expand and codify the steps for processing applications with an established and transparent sequence involving the Ad Hoc Membership Committee when the WIB either has a vacancy to fill due and/or receives unsolicited applications.**

The recommended process includes the following steps:

Step 1: The Membership Ad Hoc Committee is activated by the WIB Executive Committee when the WIB either has a vacancy that needs to be filled and/or receives an unsolicited application.

Step 2: The Membership Committee meets and is charged with the following:

- In the case of a vacancy for a mandated position per WIOA Section 107(b)(2)(A) through (E), the Membership Ad Hoc Committee implements a broad recruitment effort through soliciting applications from appropriate organizations designed to engage potential applicants that reflect the diversity of our county.
- In the case of the receipt of an unsolicited application to the WIB, the Membership Ad Hoc Committee will review the application. Then a member of the Membership Committee along with a WIB staff member meets with the applicant to review the expectations of WIB membership with the applicant as well as answer any questions they may have.

Step 3: The Membership Ad Hoc Committee meets to review and discuss the applicants in light of WIOA requirements for nominating and selecting Local Board members, and prepares a recommendation regarding applicants to offer to the WIB Executive Committee.

The WIB Executive Committee made the following comments on the recommendations.

- Discussed how to set the level for new members for DEIB training as they join the Board. Recommendation to make the recordings of previous DEIB trainings available to them, but not make it mandatory nor set consequences. DEIB work continues to evolve and there will be training refreshers to address that over time.

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- DEIB questions will still be asked, but they will not become a deal breaker in the conversation about becoming a member.
- The WIB Executive Committee will continue to see all applications, whether the applicant is recommended or not.
- The pre-review meeting with applicants allows for a connection with people and gives us an opportunity to share what level of participation will be expected of them as members.
- Scott cautioned about setting Board Member term limits. He stated that if we are looking to have people roll off we need to do a set number of only one or two a year and do it by tier. This needs to occur over time so you have time to recruit for people and for equity of those leaving and coming onto the committee. Need a year or two to plan for recruiting purposes.

**Motion to approve recommendations 1) and 2) as stated above: Ananda Sweet / Scott Kincaid Approved**

(Brandy Evans Judy Coffey, Stephen Jackson, Scott Kincaid, and Ananda Sweet.) There were no abstentions. There were no “nay” votes. The motion carried.

**B. WIB DEIB Committee**

Michelle noted there is overlap in the work of the ad hoc committees. We addressed DEIB objectives in the Membership group, and membership in the DEIB Committee.

- The group met in January.
- Will ask WIB members to share/present what they do at their business around DEIB. Similar to what Sonoma County Alliance shared at an earlier meeting.
- Want to include DEIB goal setting or refresher at the WIB retreat.
- The remaining goals of the committee include:
  - Ongoing Education
 

Michelle and Maureen are looking at Matrix training to find trainings they will recommend to WIB members. This education site is offered through Job Link and free to the public.

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- Data and Accountability.

Plan to begin addressing the goal of addressing program data, looking at programs and who is, and is not, being served in the community. When we look at the membership we will have authentic engagement with proper data. We have good systems and a good report development team that can bring us good information.

## V. Operations

### A. OSO Update

- Lilian reported an increase in workshops at the One Stop with Partners as more of them offer more services in the office. Resume assistance is now available every Wednesday.
- The Employment Development Department (EDD) offers their workshops to clients via Zoom.
- Department of Rehabilitation offers computer and resume support. They also offer networking opportunities for jobs seekers.
- Community Action Partnership has relocated their office and are now closer to our site. They plan to offer more workshops soon.

### B. Job Link Update

- Job Link has hired two Employment and Training Counselors, and one half time bilingual staff member has been hired to assist with workshops. Carol is working on recruitment for the open Analyst position and hopes to fill that by March.
- The Farmworkers Job Fair will be held March 3rd in Windsor. We plan to have 25 vendors, 2 food trucks, raffles, entertainment, and more. Supervisor James Gore will attend.

### C. Grant Updates

- Homeless Veterans Reintegration Program (HVRP) Grant  
Staff is working on the application for the Homeless Veterans Reintegration Program Grant. This would help veterans who are unhoused or at risk of losing their housing with funds of \$600K each year for three years. The application forms are due March 11 and we expect award announcements in May. We already are working with these clients by having an

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unhoused job and resource fair scheduled for March 20, and are planning for a veteran specific networking group. We feel this puts us in a good position for this grant.

*Q. Did we get support from our congressional representative Mike Thompson's office? He is involved in Veteran Services. You might want to reach out to his office for support.*

A. The grant only needs one letter of support, and that comes from the AJCC. Staff will review the application and see if there is a way to use support from his office for the form.

- Regional Equity and Recovery Partnership (RERP)  
This cohort is going well and has a full class for the Early Childhood Education program. Carol is working with Santa Rosa Junior College to help recruit students of advanced manufacturing.
- Prison to Employment (P2E)  
Carol reported we now have staff working at the Day Reporting Center to help clients at the jail. Staff is planning to attend a collaborative session in March with people from probation, jail, and workforce development to discuss best practices.
- Student Training & Employment Program (STEP) Grant
  - Lilian shared that Job Link was awarded \$711,800 over a three-year period. After a short delay we plan to start the first year soon. This will be used for a training program in collaboration with the Department of Rehabilitation (DOR) for youth ages 16 to 22.
  - Staff is working on procurement efforts for youth employment contracts for the My Pathways program. A request for "intent to apply" is due February 28 so we will know how many applications to expect. There will be a review of the proposals once the submission timeframe closes. There will be a request for an action for the WIB to accept the winning proposal at the March meeting.
  - Staff is monitoring Social Advocates for Youth and their difficulties. They are currently continuing to provide service to our enrolled youth and have not terminated our contract. We will continue to monitor and update the Board if things change.
- Healthcare Career Pathways w/ Opportunity Junction (HCP ) – Fox Home Health & WIB

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The last meeting was cancelled. Staff plans to have an update at the March meeting.

- Dislocated Worker (QUEST) - Sonoma Family Meals Cohort

The first Sonoma Family Meals cohort was held in November 2023. The second begins this week with 15-17 students. Staff will be on site the first class to enroll people as they arrive. The third will be held in June 2024.

*Q. Does this program work with CERRES?*

A. No. That program is for clients with more limited diet restrictions. But that does not mean it will not happen in the future.

## **VI. Prepare for March WIB Meeting**

Discussed items listed below for the March meeting agenda.

- Broadband presentation will be removed as the State is winding down their program.
- Registered Apprenticeship Program for Early Childhood Education will be reported on by Maleese Warner of Santa Rosa Junior College.
- WARN Notice Update/Presentation requested at the January WIB meeting will be prepared by staff. Will explain the WARN Notice process and Job Link's Rapid Response efforts.
- There will be a WIB Executive meeting to prepare for the full meeting.
- Discuss plans for retreat.
- Updates on grants.
- Updates from the sub-committees.
  - DEIB group recommendations will have a member discuss what they do at their organization for DEIB. BioMarin has a good program we can ask for a presentation on. This will be an ongoing item at future meetings. Also, DEIB will add presentations to their updates when available.
- Healthcare upskilling update on DEIB by Michelle and Maureen.
- Discuss WIB structure and make sure we can get feedback on what members want to see.

## **VII. Upcoming WIB Executive Committee Meetings and WIB Meetings**

March 13, 2024      Executive Session: 2:00 pm to 2:50 pm      In person / Zoom As Needed

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March 13, 2024

Full Session: 3:00 pm to 5:00 pm

In person / Zoom As Needed

**VIII. Adjourn**

5:05pm meeting was adjourned.

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by calling (707) 565-8500.

# BYLAWS

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## SONOMA COUNTY WORKFORCE INVESTMENT BOARD

Adopted: ~~April 12, 2023~~ March 13, 2024

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**SONOMA COUNTY  
WORKFORCE INVESTMENT BOARD  
BYLAWS**

**ARTICLE I  
PURPOSE AND FUNCTIONS**

**A. AUTHORIZATION**

The name of the organization shall be Sonoma County Workforce Investment Board and shall serve as the Workforce Development Board for the local area of Sonoma County, hereinafter referred to as the WIB.

The purpose of the WIB is to set policy and exercise oversight for the workforce development system in Sonoma County in coordination with activities conducted under the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, and hereinafter referred to as WIOA.

**B. FUNCTIONS**

The WIB has the responsibility to set policy and exercise oversight for workforce development in Sonoma County, as outlined above. The Board of Supervisors, hereinafter referred to as BOS, appoints members to the WIB based on recommendations of the WIB Executive Committee.

The functions of the WIB shall be in accordance with the WIOA and are as follows:

- With approval from the BOS, develop and submit a local workforce development plan for Sonoma County.
- Conduct workforce research and regional labor market analysis to assist in the development and implementation of the local plan.
- Convene workforce development system stakeholders in the development of the local plan and identify resources to leverage support for workforce development.
- Engage with a diverse range of employers and entities in the region to promote business representation and ensure the effective provision of services to support those employers.
- Develop and implement career pathways with education partners by aligning employment, training, education, and supportive services.
- Identify and promote proven and promising workforce development practices in the local area.
- Use technology to maximize accessibility and effectiveness of the local workforce development system.

- With approval from the BOS, conduct oversight for local Youth and Adult programs of workforce investment activities, employment and training activities, and the Job Link one-stop delivery system, which provides access to career and training services, programs, and activities, through a physical center, a network of one-stop partners, and via electronic means.
- Delegate Sonoma County Human Services Department to develop the budget for workforce development activities of the WIB, as stated in the BOS-WIB Memorandum of Understanding.
- In partnership with the California Workforce Development Board, negotiate and reach agreement on local performance accountability measures.
- Identify eligible providers of training, career, and youth services in the local area by awarding grants or contracts on a competitive basis, as required.
- Coordinate activities with education and training providers in the local area.
- Assess Job Link one-stop delivery center accessibility for individuals with disabilities, as required.
- Meet all other applicable laws or regulations when directed by the California Workforce Development Board or its administrative agencies.

## **ARTICLE II**

### **MEMBERSHIP**

#### **A. MEMBERSHIP AND APPOINTMENT**

As authorized under WIOA, Sec. 107, membership of the WIB is established to be composed of ~~at least 19~~ 29 members ~~or more~~, in the percentages that follow:

1. Business representatives shall constitute a majority of WIB membership and must include two or more members that represent small business as defined by the U.S. Small Business Administration.
2. Representatives of the workforce shall constitute at least 20% of WIB membership, including representatives of labor organizations, which must constitute at least 15% of WIB membership.
3. The board shall include at least one of each of the following:
  - adult education/literacy representative
  - vocational rehabilitation representative
  - higher education representative
  - Wagner-Peyser representative
  - economic development agency representative

The following criteria will be used for membership appointments:

1. Business members must be in positions with a high degree of policymaking and hiring authority within the business they represent. Their business must provide employment opportunities with high quality work-relevant training and development in local in-demand industry sectors or occupations.
2. Education members will be selected from candidates nominated by regional or local education agencies, institutions, or organizations.
3. Labor members will be selected from candidates nominated by local labor federations, including a representative of an apprenticeship program. If the local labor federations fail to nominate enough members to reach 15% of WIB membership, then the requirement shall be 10% of WIB membership, as stated in CUIC Sec. 14202.
4. Representatives of the workforce, which must constitute 20% of WIB membership, include labor members and may also include representatives of organizations, including community based organizations with experience and expertise in addressing barriers to employment, including organizations that serve veterans, individuals with disabilities, or eligible youth, including out of school youth.
5. Governmental and economic development members will be selected from candidates nominated by local and state economic development and employment agencies.

All potential WIB members will submit an application for review by the WIB Executive Committee. Applications that are approved will be forwarded to the BOS for appointment to the WIB.

#### B. TERMS OF APPOINTMENT

WIB members shall be appointed to an initial term of one (1) year. All re-appointments shall be for a term of two (2) years. This staggering of appointments ensures only a portion of memberships expire in a given year.

### **ARTICLE III DUTIES OF MEMBERS**

#### A. ATTENDANCE

Members shall attend meetings of the WIB and of committees to which they are appointed.

The Executive Committee shall routinely review member attendance. WIB members who miss more than two (2) consecutive regular WIB meetings will prompt an Executive Committee membership review and possible action. A leave of absence for a specified time period may be requested in writing to the WIB Chair, and will be evaluated on a case-by-case-basis by the Executive Committee.

**B. REQUEST TO ATTEND MEETING USING REMOTE TECHNOLOGY**

Members shall notify the WIB Chair and WIB staff no later than 5:00 PM of the day before of a request to attend the meeting using teleconference technology. In accordance with AB 2449, remote attendance at WIB and Standing Committee meetings is only permitted if members have a “just cause” criterion: a physical or family emergency; family child care or caregiving need; contagious illness; physical or mental disability not otherwise accommodated; or while traveling on official business. No member can participate solely by teleconference for more than two WIB meetings or Standing Committee meetings per year. WIB staff shall provide members with the teleconference access information upon request. Members who attend WIB or Standing Committee meetings by teleconference due to a valid just cause reason will be considered “present” but will not count towards a quorum.

**C. SERVICE ON COMMITTEES**

Each member should actively participate in WIB meetings and shall serve on committees or be assigned individual projects, as necessary.

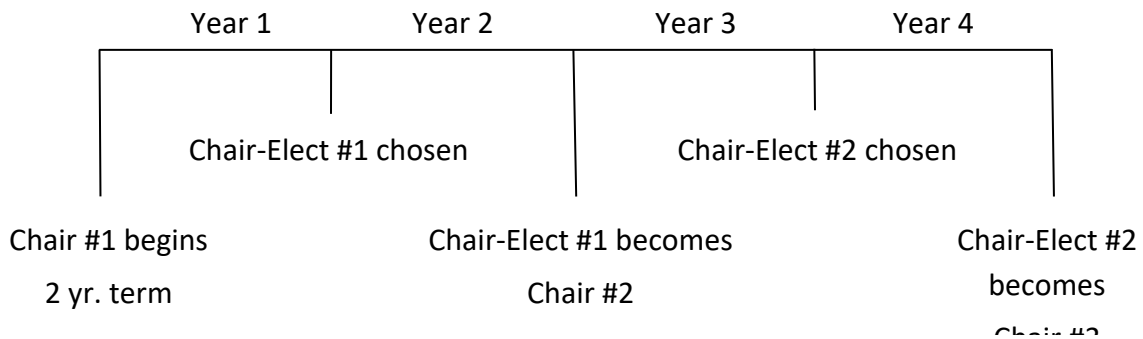
**ARTICLE IV  
OFFICERS**

**A. OFFICERS**

Officers of the WIB hold authority to preside at WIB meetings and represent the WIB at public functions. Officers of the WIB shall be the Chair, the Chair-Elect and the Past-Chair.

**B. TERMS OF OFFICE**

The Chair-Elect shall serve a one year term, after which they will assume the role of Chair. The Chair shall serve a two year term, and the Past-Chair shall serve a two year term.



**C. CHAIR-ELECT**

The Chair-Elect shall be a representative from the Business membership category who shall succeed the Chair.



1. The Chair-Elect shall perform the duties of the Chair in his or her absence.
2. If the Chair seat becomes vacant, the Chair-Elect shall succeed to the Chair seat for the balance of term of office.
3. Election of the Chair-Elect will take place every two years on a schedule that is staggered with the Chair's term of office. Therefore, when the current Chair finishes the first year of their term, the Chair-Elect will be chosen. The Chair-Elect will serve in that role for one year before assuming the role of Chair as illustrated above.

#### D. CHAIR

The WIB Chair shall be a representative from the Business membership category. The duties of the Chair shall be to preside at WIB meetings, decide points of order, announce all business, entertain motions, put motions to vote, and announce vote results. The Chair:

1. May appoint and/or remove, all committee Chairs and members.
2. May call special meetings of the WIB.
3. Shall represent the WIB at public functions.

#### E. PAST-CHAIR

The Past-Chair shall be the immediate past WIB Chair.

1. The Past-Chair shall perform duties of the Chair in the absence of both the Chair and the Chair-Elect. The Past-Chair shall also perform duties of the Chair, in the absence of the Chair, during the first year before the next Chair-Elect has been chosen.

### **ARTICLE V**

#### **MEETINGS AND ACTIONS**

##### A. REGULAR MEETINGS

1. The WIB, or the Executive Committee, shall annually adopt a schedule of regular WIB and Executive Committee meetings and transmit that schedule to members, the Board and the public at large.
2. Regular meetings may be canceled either by the Chair or by a majority vote at a duly-constituted meeting.
3. Alternate dates for the regular meeting may be set either by the Chair, if ten (10) working days' notice is provided to all members, or by a majority vote at a duly-constituted meeting.

##### B. SPECIAL MEETINGS

Special meetings may be called either by the Chair or at the request of a majority of WIB members.

C. NOTICE OF MEETINGS

Notice of WIB meetings, specifying time, date, location and agenda, shall be provided, in writing or electronically, to WIB members and the public in accordance with the Brown Act.

D. PUBLIC MEETINGS

All meetings of the WIB shall be open to the public, called, and conducted in conformity with the provisions of the Brown Act.

E. MINUTES

The recording secretary shall record in the minutes: the time and place of the meeting, members who are present; time and name of members who join the meeting late or leave the meeting early; official acts of the WIB; and the number of votes of members, ayes, noes, and abstentions. When requested by a member, his or her dissent or approval, and reasons, shall be recorded. When a member abstains due to a conflict of interest, his or her abstention and the reasons shall be recorded. The minutes shall be presented for approval at the succeeding regular meeting.

F. QUORUM

1. For purposes of conducting a meeting of the full WIB, a quorum of the WIB shall be 50% of the total number of members who have been duly appointed to the WIB attending in person at a single location identified on the agenda.
2. For purposes of voting on policy or contract issues, WIB members who have disqualified themselves due to a conflict of interest will not affect the determination of a quorum.
3. For the purposes of conducting a meeting of the WIB Executive Committee or any other standing committee, a quorum shall be 50% of the total number of members who have been duly appointed to the standing committee attending in person at a single location identified on the agenda.

G. MAJORITY RULE

Actions brought before the WIB shall require a majority vote of the members at any duly-constituted meeting except as otherwise provided by these Bylaws.

H. RULES OF ORDER

The current version of Robert's Rules of Order, Newly Revised, shall guide the WIB in all proceedings, except as otherwise provided for in these Bylaws.

I. USE OF TECHNOLOGY

Alternative technology means, such as telephone or video or digital conferencing, may be used at board and committee meetings as permitted by the Brown Act as amended by AB 2449 effective January 1, 2023.

**ARTICLE VI**

## **EXECUTIVE COMMITTEE**

### **A. EXECUTIVE COMMITTEE PROVISIONS**

1. There shall be an Executive Committee comprised of:
  - The Chair of the WIB
  - The Chair-Elect of the WIB
  - The Past-Chair of the WIB
  - The Chair of each standing committee
  - A representative from Labor selected by WIB Labor representatives
  - Any other WIB members designated at the discretion of the Chair
  - The WIB Director, ex-officio, non-voting member
2. The Executive Committee shall hold meetings at the request of the Chair, or the WIB Director. 50% of the voting members of the Executive Committee shall constitute a quorum.
3. When circumstances demand that action be taken in less than the time required to call a Special Meeting of the WIB, the Executive Committee is authorized to take action on behalf of the WIB. Executive Committee actions are subject to review by the WIB at its next meeting.
4. The Executive Committee shall review the Bylaws annually and may suggest amendments to the WIB.
5. The Executive Committee shall recruit, review applications, and recommend new WIB members to the BOS.
6. The Executive Committee shall routinely review member attendance at WIB and Committee meetings.
7. The Executive Committee shall review the membership of the WIB Executive Committee on an annual basis. In addition to fulfilling membership requirements, this review shall also analyze each committee member's time served with a focus on rotating leadership roles among the whole of the WIB membership.

## **ARTICLE VII**

### **COMMITTEES**

#### **A. GENERAL COMMITTEE PROVISIONS**

1. The WIB may appoint standing committees as designated in Section B of this Article.
2. Each WIB member is expected to serve on standing committees, special projects, or at events, as needed.

3. All standing committee meetings shall be subject to the provisions of the Brown Act.

#### B. STANDING COMMITTEES

1. The Executive Committee is responsible for taking action under Article VI.
2. The Job Link Steering Committee shall be responsible for operational oversight of the one-stop center. The committee shall ensure that Job Link will offer services through a simplified and coordinated delivery system that is customer driven, provides high quality service, and has strong accountability. Members of the Job Link Steering Committee shall be representatives of the required one-stop partners as listed under WIOA and representatives of the other co-located Job Link partners. Each agency's Director or Designee shall appoint the representative of each partner. Members in the Job Link Steering Committee may include individuals who are not WIB members. Job Link Steering Committee will follow all other procedures as stated in these Bylaws.
3. The Youth Committee, if convened, will work to promote youth programs that support education, training and career development opportunities, develop work-linked learning opportunities for youth, and align opportunities with identified business needs to develop a skilled workforce. The Youth Committee membership may include WIB members, youth employers, and other community-based organizations with a demonstrated record of success in serving eligible youth.
4. The Executive Committee may appoint other standing committees as necessary.
5. To facilitate communication and continuity of decision making between the WIB and its committees, all committee Chairs must be WIB members.

#### C. AD HOC COMMITTEES

In addition to the standing committees, the WIB Chair may establish Ad Hoc Committees.

1. Membership in Ad Hoc Committees may include individuals who are not WIB members.
2. Ad Hoc Committees may be established to accomplish time-limited tasks that support the goals of the WIB.

#### D. COMMITTEE SIZE

Committee size may be established by the Executive Committee or by amendment to these Bylaws. A quorum of a committee shall be 50% of the appointed committee members.

#### E. COMMITTEE REPORTS

Committees shall report progress and recommend actions, when appropriate, at WIB meetings.

#### F. COMMITTEE AUTHORITY

1. Except as outlined below, no standing or ad hoc committee shall have independent authority to commit the WIB to policy or action without approval of the WIB.

- a. As specified in Article VI above, the Executive Committee has the authority to take emergency action on behalf of the WIB and the authority to make recommendations to the BOS for the appointment of new WIB members.
2. A committee may adopt recommendations to the WIB by majority vote of members in attendance after a quorum has been established.

**G. TERMS OF APPOINTMENT**

Terms of appointment to standing committees shall be for two years; for Ad Hoc committees, terms of appointment shall be for the period of time required to fulfill the committee's purpose. Chairs of each standing committee shall be elected every two years by a vote of committee members.

**H. CONSULTANTS TO COMMITTEES**

When appropriate, committees may call on other knowledgeable individuals to act as consultants on the committee level. Said individuals shall not have voting privileges.

**ARTICLE VIII**

**CONFLICT OF INTEREST**

**A. COMPLIANCE**

WIB members shall comply with conflict of interest laws set forth in the Political Reform Act as well as the WIB Code of Conduct and Conflict of Interest Policy.

**ARTICLE IX**

**RESIGNATION, REMOVAL, AND REINSTATEMENT OF MEMBERS**

**A. RESIGNATION**

Resignation of WIB members should be documented in writing and submitted to the WIB Chair by default.

**B. REMOVAL**

The Chair or WIB Director shall recommend to the WIB Executive Committee the removal of any member(s) based on any of the reasons listed below. Removal of a member shall require a majority vote of the WIB Executive Committee, with a quorum being present.

1. Member ceases to be representative of the category for which appointment was made. Member may be required to resign or will be requested to submit a new application to continue membership. At the discretion of the WIB Executive Committee, member may continue to act as representative until the end of the fiscal year.

2. Member fails to comply with the Conflict of Interest provisions outlined in Article VIII.
3. Member does not meet attendance requirements as specified in Article III. WIB members absent from two (2) consecutive regular full WIB meetings without notification or more than three (3) consecutive regular standing committee meetings without notification will be contacted in writing. In addition, the Chair will make a good faith effort to contact the member regarding their absenteeism. WIB members absent from three (3) consecutive regular full WIB meetings or four (4) consecutive regular standing committee meetings will be considered to have a substantial pattern of absences and be recommended for removal by the WIB Executive Committee.

C. REINSTATEMENT

1. A removed member shall be allowed to explain any compelling reasons as to why the Executive Committee should reconsider their committee or WIB membership.
2. Upon recommendation from the Chair and Executive Committee action, the WIB Director shall have the authority to reinstate a removed member.

**ARTICLE X**

**STAFF SUPPORT**

As provided in the agreement between the WIB and the BOS, the Local Workforce Area administrative entity shall provide staff support for the WIB and all committees. Staff shall:

1. Prepare and distribute agendas and other materials, submit recommendations for WIB consideration and, as appropriate, participate in discussions on items before the WIB.
2. Provide for necessary staff, budgetary, legal, and administrative services to carry out the programs, policies, and directives of the WIB and the BOS.
3. Prepare administrative reports required by the BOS or other governmental agencies.
4. Maintain an official membership list, attendance records, records of all proceedings, minutes of all public meetings and other documents of the WIB and its committees.
5. Orient and train new WIB members as needed.

The WIB Director or staff designee shall be an ex-officio non-voting party to all meetings of the WIB.

**ARTICLE XI**

**BYLAWS**

A. ADOPTION

An affirmative vote of one half (1/2) of those voting, a quorum being present, shall be required to adopt these Bylaws.

**B. IMPLEMENTATION**

Following adoption, the WIB shall move to implement the requirements of these Bylaws.

**C. AMENDMENTS**

Any WIB member or the WIB Director may propose amendments to the Bylaws.

1. Proposed amendments shall be submitted in writing and made available to each WIB member no less than five (5) days prior to consideration before a vote can be taken.
2. An affirmative vote of one half (1/2) of those voting, a quorum being present, shall be required to amend these Bylaws.

**D. REVIEW**

At least annually, and otherwise as needed, the Executive Committee shall review the WIB's Bylaws for appropriateness of language, content and possible amendments.

**E. STANDING OF BYLAWS**

Nothing in these Bylaws may, nor shall they be construed to, take precedence over Federal, State, or local laws or regulations.

**F. SEVERABILITY**

If any part of these bylaws is held to be null and/or void, the validity of the remaining portion of the bylaws shall not be affected.