



**BYLAWS OF THE
WORKFORCE DEVELOPMENT BOARD
OF VENTURA COUNTY**

As Amended July 2016

BYLAWS

WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (As Amended July 2016)

I. RECITALS

- A. The State of California, pursuant to the Federal Workforce Innovation and Opportunity Act of 2014 (“Act”), has designated the County of Ventura (“County”) as a local Workforce Development Area (LWDA) for the administration of employment and training programs at the local level.
- B. The State and Federal rules and regulations adopted under the Act require the County’s Board of Supervisors to establish a local Workforce Development Board, which the Board of Supervisors did in 2000.
- C. The Federal rules and regulations under the Act require the Governor of the State, in consultation with chief elected officials and local boards, to establish a local Workforce Development Board in place of a local Workforce Investment Board, effective July 1, 2015 (the Act, Sec. 106[b][A][ii]). On July 1, 2015, the Ventura County Board of Supervisors renamed the Workforce Investment Board as the Workforce Development Board and adopted the Workforce Investment Board Bylaws as the Workforce Development Board Bylaws. These Bylaws are amended as of July 1, 2016.

II. NAME

The name of this body will be the Workforce Development Board of Ventura County, hereinafter referred to as the WDB.

III. PURPOSE AND FUNCTION

- A. The WDB is, and will exercise the powers and responsibilities of, the “local board” as defined by the Act and any corresponding federal regulations. The WDB’s purposes and functions include:
 - 1. Support a vision to develop a high quality, appropriately skilled workforce that is ready and able to support the changing business

needs of employers in a dynamic, competitive, global economic environment. The regional workforce strategy will support skills attainment in regional growth industry sectors and clusters and will address business-driven demands and worker needs for well-paid, steady employment;

2. Ensure that job training opportunities for youth, adults and dislocated workers are accessible through providers of career services who are responsive to the need of all local job seekers;
 3. Ensure that the job training system satisfies the needs of local employers, both large and small, and that the system is driven by the demands of the market and of employers;
 4. Develop and maintain a partnership with leaders in business, economic development, education, government and community organizations that will effectively contribute to the economic well-being of the community and address local workforce needs;
 5. Ensure that the local employment and training system is guided by vigorous standards of performance accountability in such areas as customer satisfaction, rates of job placement, job retention, and earnings.
- B. In conjunction with the County, it will be the duty of the WDB to:
1. Develop the Local and Regional Workforce Area Strategic Plans for Ventura County and any annual revision of the Plans;
 2. Develop a budget to carry out its duties and priorities. The budget will be subject to the approval of the Board of Supervisors;
 3. Oversee the job training system, that is, the collective activities of partners engaged in WIOA business;
 - a. Select the One-Stop Operator with the agreement of the County's Board of Supervisors;
 - b. Review annually the operations of the job-training system and, if appropriate, recommend termination for cause of the eligibility of any of the system's partners;
 - c. Establish and maintain through the agency of the One-Stop Operator(s) at least one full-service Job and Career Center (a physical site) that provides job seekers with integrated employment, education, training and job search services and with information on

the filing for unemployment compensation and disability benefits and offers comprehensive workforce-related business service;

4. Identify eligible providers of LWDA services and oversee employment and training activities;
 5. Negotiate and reach agreement with the State and County Board of Supervisors on local performance measures;
 6. Assist the Governor of the State of California in developing a statewide employment statistics system in conjunction with, and using to the fullest extent possible, the labor market information system of the Employment Development Department (EDD);
 7. Promote the participation of private-sector employers in the statewide workforce development system and ensure assistance to such employers in meeting their hiring needs;
 8. Develop and implement a plan for public input regarding employment planning, program development and evaluation;
 9. Guide the production of local labor market research and reports, as needed, for the benefit of the LWDA;
 10. Direct the activities of the WDB Executive Director in carrying out the priorities of the WDB, in conformity with the WDB's Memorandum of Understanding with the County Board of Supervisors;
 11. Develop a policy on the amount and duration of individual job training accounts that is based on the market rate for local job training programs;
 12. Encourage appropriate collaboration with other agencies, public and private, both within and outside the County of Ventura.
- C. The WDB will enter into written Memoranda of Understanding (MOUs), or Agreements, clarifying the roles and responsibilities of the WDB and relevant, related entities. Such MOUs will include, but not be limited to, the following:
1. A MOU with the County's Board of Supervisors to define the parties' separate and shared responsibilities in the administration of the LWDA;
 2. A MOU with the system partners to define and secure the partners' contributions to the system. Separate Cost Sharing Agreements will also be concluded with appropriate partners;

3. A MOU with the One-Stop Operator to define the responsibilities of the One-Stop Operator.
- D. The WDB will perform other duties, responsibilities and functions deemed appropriate by the WDB, in accordance with the Act and related governing agencies.

IV. MEETINGS AND QUORUMS

- A. The WDB will meet at least four (4) times annually.
- B. The WDB will hold an organizational meeting at least once each fiscal year. And once each year, whether at this annual meeting or earlier, the WDB will adopt a schedule of meetings and transmit that schedule to its members, the County Board of Supervisors, the County Executive Officer and the public.
- C. At least fifty percent (50%) plus one (1) of the total appointed WDB members must be present in person to create a quorum. A quorum of the WDB, once attained in a meeting, will be considered as retained throughout the meeting. WDB action may be taken by a simple majority of those present and voting, provided that a quorum has been established.
- D. All meetings of the WDB and its committees are subject to, and must be conducted in conformity with, the Ralph M. Brown Act Open Meetings Law, Government Code Section 54950 *et seq.*
- E. Conduct of all meetings of the WDB and its committees will be governed by *Robert's Rules of Order, Newly Revised*, insofar as the *Rules* are consistent with these Bylaws.

V. MEMBERSHIP

- A. WDB members may be appointed and reappointed by the Board of Supervisors of the County of Ventura, after the Board of Supervisors' consideration of a recommendation by the WDB's Membership Committee.
- B. The WDB staff will maintain an official membership list, a record of attendance and a record of actions taken by WDB members.
- C. Composition

1. The WDB will consist of no fewer than 19 and no more than 45 members and will be appointed from the following four categories, with the goal of pursuing regional, demographic and ethnic diversity:
 - a. Category I: The majority (50%+1) of WDB members will include representatives of the private (business) sector. These members must satisfy all of the following criteria:
 - 1) They will be individuals with policy-making and/or hiring authority within their organizations (for example, owners of businesses, chief executives or operating officers of businesses, or human resources executives).
 - 2) They will represent businesses with private sector employment opportunities.
 - b. Category II: At least two (2) representatives will be chosen from education and training institutions: one from adult education and one from higher education.
 - c. Category III: At least 20% of the members will be representatives of workforce entities within the LWDA. This category will include at least two (2) representatives from labor organizations and at least one (1) representative from an apprenticeship program. This category may also include representatives of community organizations that have demonstrated expertise in addressing employment or training needs.
 - d. Category IV: At least one member from each of the following: economic development organizations; the state employment services office serving the local area under the Wagner-Peyser Act; and organizations providing rehabilitation activities.
2. The Board may appoint additional members in any category as it deems appropriate.
3. Any prospective member in any of the four categories above will have, for an initial appointment, a letter of recommendation demonstrating the prospective member's qualifications and ability to serve.
4. Non-voting members in any number may be added to the Board under the same terms and in the same way as regular members. Non-voting members will have all the privileges and responsibilities of regular members, but they may not vote and will not be counted for purposes of a quorum.

5. Members of the WDB may not appoint alternates to serve on their behalf.

D. Term

1. The term for all WDB members will be for three (3) years from the date of their initial date of appointment. WDB members will be appointed continuously as the need arises to maintain the minimum number of WDB members, with the result that membership terms will be staggered.
2. All members in all Categories may be reappointed indefinitely for three-year terms, provided that they remain in positions, or offices, that qualify them to serve in the category for which they were originally appointed.
3. A member whose term has ended may continue to serve until such time as reappointment or replacement by the County Board of Supervisors, but in no event will such a member serve more than 60 days beyond the expiration date of his term.

E. Change of Status

1. WDB members may resign for any reason upon written notice to the WDB Executive Director or the WDB Chair.
2. WDB members are responsible for notifying the WDB Executive Director of any change in their status that would affect their eligibility to serve on the Board.
 - a. Members who no longer qualify for the category for which they were appointed will, within 30 days of the change in status, either resign their membership or petition the WDB through the Executive Director to remain on the WDB for additional time, up to the end of their regular three-year term or until they are replaced, whichever period is less.
 - b. The Executive Director of the WDB will notify the Executive Committee of the WDB of such petitions and will forward them to the full WDB, which may accept or deny them. This action does not require the approval of the Board of Supervisors.
 - c. Members who no longer qualify for WDB membership and who, within 30 days of their change of status, neither resign their membership nor petition the WDB to request to serve additional time, may be deemed by the Membership Committee to have

voluntarily resigned their WDB membership and automatically removed from the WDB without the approval of the Board of Supervisors; and their seat on the WDB is then deemed vacant.

F. Removal of Members

The WDB's Membership Committee may remove any member of the WDB for neglect of any duty required by law, these Bylaws, or failure to perform WDB responsibilities. This action does not require the approval of the Board of Supervisors.

G. Filling of Vacancies

1. Notice will be given to the Clerk of the Board of Supervisors within ten (10) days after the WDB Chair or Executive Director receives notice of a WDB member's resignation or other reason for the vacancy.
2. All vacancies in WDB membership will be filled as soon as possible in accordance with the procedures for nominations established by the WDB and communicated through the Membership Committee.

VI. OFFICERS AND THEIR ELECTION

A. Chair

1. The WDB will elect one (1) private-sector (business) member as Chair.
2. The term of office for the Chair will be one year, and the Chair may be re-elected for consecutive terms.
3. The Chair will preside over all regular meetings and may call special meetings, if necessary.
4. The Chair will be an ex-officio member of all committees.
5. The Chair and WDB Executive Director will have the responsibility of preparing the agenda for WDB meetings and managing the business of the WDB.
6. The Chair, or in the Chair's absence, the Vice Chair, will be the signatory for all official WDB business; but the Executive Director is empowered to sign all documents that do not specifically require the Chair's signature.

7. The WDB Chair will appoint Committee Chairs from the WDB membership. The WDB Chair will be the Chair of the Executive Committee.

B. Vice Chair

1. The WDB will elect one (1) private-sector member as the Vice Chair, and his/her term of office will be one year. The Vice Chair may be re-elected for consecutive terms.
2. The Vice Chair will assume the position of Chair upon the resignation or removal of the Chair.
3. In the absence of the Chair, the Vice Chair will serve as the WDB Chair and will assume his/her responsibilities.
4. In the absence of both the Chair and the Vice Chair, the WDB will, at the beginning of its meeting, designate by majority vote a Chair *pro tem* to serve as presiding officer of that meeting. Such a Chair *pro tem* must be a private-sector representative.

C. Election Process for Chair and Vice Chair

1. The election of the Chair and election of the Vice Chair will take place every year at the WDB's annual organizational meeting.
2. At the regular WDB meeting (at least two meeting dates prior to the annual meeting), the Chair will appoint an Ad Hoc Nominations Committee to develop a slate of nominations for the positions of Chair and Vice Chair. Additional nominations may be made by WDB members at the meeting in which the election takes place.
3. Upon resignation or removal of the Chair, the Vice Chair will assume the duties of the Chair for the remainder of the Chair's current term.

VII. COMMITTEES

- A. The WDB will operate with a committee structure. The WDB may create, in addition to the standing committees, any committee or committees needed for the performance of its work; and these committees will continue to function as long as they are needed. Each member of the WDB will serve on at least one committee.
- B. The WDB Chair may create Ad Hoc Committees, and the Chairs of Committees may create subcommittees.

- C. The Committee Chairs will be appointed or removed by the Chair of the WDB. Committee Chairs will serve a term of one year and may be reappointed. In the event of resignation or removal of the Committee Chair, the WDB Chair will appoint a new Committee Chair.
- D. Each committee will also have a Vice Chair. Each Vice Chair will be selected by the respective Committee Chair to serve for a term concurrent with that of the Committee Chair. The Committee Vice Chair will assume the responsibilities of the Committee Chair in his or her absence.
- E. Committee members may include WDB members, non-voting WDB members and others who are deemed appropriate by the WDB Chair. The Chair and Vice Chair of all committees will be regular voting members of the Board.
- F. Ordinarily actions of the WDB Committees other than the Executive Committee are advisory to the WDB. These committees will have no requirement for a quorum.
- G. All WDB committees except the Executive Committee may hold meetings by telephone and video conferencing or by other available technological means. Public notice for all committee meetings must be given as required by the Brown Act, and accommodation for public access must be provided by every member of the Committee who is at a remote site.
- H. The WDB Chair, the WDB Vice Chair, and the immediate past WDB Chair may not also chair any standing committee.

VIII. STANDING COMMITTEE SUMMARIES

- A. Executive Committee
 - 1. Members of the Executive Committee will be the Chair, Vice Chair, the immediate past Chair of the Board, and the Chairs, as appropriate and at the discretion of the Chair of the Executive Committee, of any other currently existing committees.
 - 2. The Executive Committee will oversee, and may give to another committee the responsibility for overseeing:
 - a. The development, implementation and evaluation of the WDB strategic plan;
 - b. The development and implementation of the WDB business plan;

- c. The creation of the budget and the use of funds and contract recommendations;
- d. The evaluation of WDB programs as necessary.
- e. Actions on behalf of the WDB as necessary so long as such actions are reported to the WDB at its next regularly scheduled meeting, with the understanding that the WDB retains the authority to reverse or revise the actions of the Executive Committee; and
- f. The appointment of non-WDB members to committees, as appropriate.

B. Membership Committee

The Membership Committee is responsible for community outreach to recruit WDB members, develop and promote strategies for WDB member development, make recommendations relative to the replacement of members, review attendance records of WDB members, and ensure the proper implementation of the membership provisions of the Act.

C. Outreach Committee

- 1. The purpose of the Outreach Committee is to increase public awareness of workforce development and to promote the use of the services offered under the auspices of the WDB to job seekers and employers.
- 2. The Committee oversees the development and release of various types of messaging to promote the vision and strategy of the WDB.
- 3. This Committee will originate and recommend approval of all contracts for marketing and business outreach and will evaluate their subsequent management.

D. Programs Committee

The Programs Committee will oversee the development, operation, and evaluation of all WIOA-funded programs involving enrolled clients and employers: Youth, Adult, Dislocated Worker, and Rapid Response.

IX. CONFLICT OF INTEREST

- A. To avoid all conflicts of interest and any apparent conflicts of interest, WDB members (except for non-WDB members of any committee) must comply with applicable provisions of the Political Reform Act of 1974 (Government Code section 81000 *et seq.*), Government Code Sections 1090 and 1091.2, the Conflict of Interest Code for the WDB, and any other applicable provision of Federal, state or local law.
- B. WDB members as well as non-WDB members may not participate in discussions of, or decisions about, matters before the WDB that pertain to organizations that they represent, own, are employed by, or in which they otherwise have a financial or legally-controlling interest.
- C. Neither membership on the WDB or its committees nor the receipt of Act funds to provide training and related services constitutes, by itself, a conflict of interest.
- D. Neither the WDB nor any of its committee members may promote, directly or indirectly, any political party, political candidate or political activity by using the name, their affiliation with the WDB, emblem or any other identifier of the Ventura County WDB.
- E. No assets or assistance provided by the County to the WDB may be used for sectarian worship, instruction, or proselytism, except as permitted by law.

X. AMENDMENTS

- A. Proposed amendments to the Bylaws may come from either WDB members or WDB staff. In either case, they will be considered first by an Ad Hoc Bylaws Committee appointed by the WDB Chair, who will also appoint a Chair for that Committee. This Committee will submit its recommendations to the Executive Committee, which will review them and forward them, with or without changes, to the full WDB.
- B. Amendments to these Bylaws will be effective upon approval by a majority vote of the WDB quorum at any regular meeting of the WDB and after approval by the Ventura County Board of Supervisors.

XI. EFFECT

These Bylaws will take effect after adoption by a majority vote of the WDB quorum and after approval by the Board of Supervisors. Nothing in these Bylaws

may be construed to take precedence over Federal, State or local laws or regulations.

Adopted by the Workforce Development Board of Ventura County on

6/16/2016
DATE

Victor Odeh
CHAIR, WORKFORCE DEVELOPMENT BOARD
OF VENTURA COUNTY

Approved by the County Board of Supervisors on

June 7, 2016
DATE

Linda Parks
CHAIR, BOARD OF SUPERVISORS
COUNTY OF VENTURA



ATTEST: MICHAEL POWERS
Clerk of the Board of Supervisors
County of Ventura, State of California

By: Lou Yunes
Deputy Clerk of the Board