

REGION 14 WORKFORCE INVESTMENT BOARD

BYLAWS

1. MISSION

To develop, initiate and facilitate training and employment opportunities that improve the quality of the workforce and meet the needs of the employers in Region 14.

2. PURPOSE

- 2.1 Advise The Oregon Consortium & Oregon Workforce Alliance (Area Workforce Investment Board), the Governor and county governing bodies within the region, on regional and local workforce investment issues and needs.
- 2.2 Develop and implement regional workforce development plans that respond to the current and future workforce needs of the local labor market in Region 14 and promotes partnership between the public and private sector.
- 2.3 Provide support for employers and job seekers through local service providers within the certified One-Stop Career systems in the region.
- 2.4 Provide oversight and direction regarding compliance with performance measures for WIA Title I adult and youth training and related services.
- 2.5 Represent the interests of employers and job seekers in the local workforce system.
- 2.6 Continue the activities of the Regional Workforce Investment Board, begun under Senate Bill 917 and implemented by The Oregon Consortium & Oregon Workforce Alliance under the Workforce Investment Act of 1998.
- 2.7 Provide representation from Grant, Harney and Malheur Counties for Region 14 on The Oregon Consortium & Oregon Workforce Alliance Board and provide feedback to the state level Oregon Workforce Investment Board.

3. MEMBERSHIP AND REPRESENTATION

- 3.1 To the extent reasonably possible, the membership of the Board shall conform to the following and shall reflect the diversity of the region:
 - 3.1.1 Positions 1-9 shall be filled with business representatives from the region. In so far as possible, each of the three counties shall have up to three (3) members on the board to assure representation which reflects the economies and markets of the region.
 - 3.1.2 Positions 10-16 shall be as follows:
 - 10- A Representative of a local Community College

- 11- The Regional Manager (or designee) of Oregon Employment Department
- 12- A District Manager (or designee) of the Department of Human Services Self Sufficiency Programs/Office of Vocational Rehabilitation Services
- 13- A Regional Manager for WIA Title I Service Provider/Senior Services Block Grant
- 14- A local elected official from Grant County
- 15- A local elected official from Harney County
- 16- A local elected official from Malheur County

3.2 Ex-Officio members serve in an advisory capacity only and have no vote. Ex-Officio members who may advise the Board include, but are not limited to:

- A Representative of Local Organized Labor
- A Representative of Migrant and Seasonal Farm Worker Program
- A Representative of Housing and Urban Development
- A Representative of Economic Development
- A Representative of the Burns Paiute Indian Reservation
- The Regional Economist, Oregon Employment Department
- A Superintendent (or designee) from Grant County Education Service District
- A Superintendent (or designee) from Harney County Education Service District
- A Superintendent (or designee) from Malheur County Education Service District
- A Representative of the Governor's Workforce Response Team
- A Representative of the Southeast Regional Alliance
- A Representative from the Oregon University System

3.3 Appointments shall reflect a business majority. Upon approval of the local elected officials, some appointments may include large non-profit organizations that are not employment and training service providers.

3.4 Business representatives shall be appointed to represent employment opportunities of the area.

3.5 Members representing the Department of Human Services Self Sufficiency Programs/Office of Vocational Rehabilitation Services, Oregon Employment Department and Training and Employment Consortium will represent the entire region on behalf of their organizations. In the event the designated member is absent, said member shall pre-designate an alternate with the authority to attend and vote, as appropriate.

3.6 Attendance at meetings is necessary in order to transact Board business. Three consecutive absences without advance notification shall constitute a resignation. Written resignation. Written resignations shall be effective upon receipt and need not be acted upon by the Board.

4. OFFICERS AND COMMITTEES

4.1 Officers: The Officers of the Board shall consist of a Chair and a Vice Chair, from different counties. The Chair and Vice-Chair shall be from the business sector and serve a one-year term. Elections shall be at the regularly scheduled quarterly meeting in January of each year.

4.2 Executive Committee Authority: There shall be an Executive Committee consisting of at least six (6) members, to include: Chair, Vice-Chair, and Board positions 10-13. On time-critical routine business matters, during any month when the Board will not meet; the Executive Committee will have the authority to act on behalf of the Board, but shall report any decision or action taken to

the full Board. At minimum four (4) members are required to conduct business and a quorum consists of three (3) public sector and one (1) private sector membership.

- 4.3 Other standing and ad hoc committees shall be formed by the membership as necessary and appointments to those committees shall be made by the Chairperson.
- 4.4 Provide advice, feedback and/or representation on The Oregon Consortium/Oregon Workforce Alliance Youth Council. All R14 quarterly board agendas will include an update on youth issues. Members of the community with an interest in programs and services for youth are welcome to attend all Board meetings.

5. TERMS AND APPOINTMENT PROCEDURES

- 5.1 The terms of private sector members shall be one year.
- 5.2 Appointments and re-appointments of membership positions #1-#9 shall be made through a process culminating in appointment/approval by one of the three county governing bodies respective to the members' place of residence. Appointments to positions 1-9 shall be sought from local businesses from each of the three counties. The respective county governing bodies shall make approvals to positions 10-16 from recommendations provided by the Board.

6. RULES AND OPERATING PROCEDURES

- 6.1 The Board shall attempt to arrive at decisions through consensus. However, when votes are necessary, a majority vote of a membership quorum shall prevail with at least one affirmative vote from the three counties business membership. If no business representative is appointed/in attendance to the board on behalf of a County, the Board will move forward with a quorum vote.
- 6.2 A quorum for the purpose of transacting business shall consist of a majority of members filling board positions, with an added quorum requirement that at least one business representative from each county must be present. If no business representative is appointed/in attendance to the board on behalf of a county, the Board will move forward with a quorum vote.
- 6.3 In the event that a quorum is not present as described in Article 6, subsection 6.2 at any regular meeting of the Board, for purpose of conducting business, then the Chair and/or Vice-Chair will declare no business will be conducted. An Executive Committee meeting will be scheduled to address the business that needs to be acted upon prior to the next quarterly meeting. If a quorum is present then the voting will occur as stated in the above sub-section 6.2 with voting representation as presented in Article 3, Sections 3.1.1 and 3.1.2.
- 6.4 Meetings shall be quarterly or as necessary to accomplish the organizational mission. They shall be held at a time and place decided by the board. Meetings shall be hosted from place to place among the three counties in order to show case each county. Video Teleconference or Conference Calling will be used for all meetings to accommodate the business representation. This is in order to ensure convenient meeting arrangements and cost effectiveness.
- 6.5 Meetings are subject to the Oregon Public Meeting Law.

- 6.6 The minutes of Board and Executive Committee meetings shall be kept to include a record of Attendance, major discussion items, and all decisions.

7 CONFLICT OF INTEREST

- 7.1 Members must comply with Oregon's Conflict of Interest Law.

8 STATUTORY PROVISIONS

- 8.1 These Bylaws are subject to all relevant state and federal statutory requirements.
- 8.2 The authority of the Region 14 Workforce Investment Board and any of its actions does not supersede the governance authority of local boards, or other entities exercising state or federal authority related to workforce-related education, training, economic/community development, or employment services.

9 STAFF SUPPORT

- 9.1 Staff support for the Board is necessary and shall be provided, as funding is available.

10 TERM OF AGREEMENT

- 10.1 These Bylaws shall be in effect upon approval of the members.
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- 10.3 Amendments to these Bylaws shall be made by majority vote of the full Board.

11 ADOPTION OF THE BYLAWS

- 11.1 These Bylaws received the approval and endorsement by the majority of the membership of the Region 14 Workforce Investment Board on, April 12, 2004. Bylaws will be reviewed and updated every two years or as requested by a majority of the Board.

12 BOARD ROSTER

- 12.1 A current Board roster containing the names and contact information of members will be attached to these bylaws and updated as necessary and at a minimum each January.

**Grant, Harney, and Malheur Counties- R14 Workforce Investment Board
ROSTER**

Positions 1-9 shall be filled with business representatives from the region. Insofar as possible, each of the three counties (Grant, Harney, and Malheur) shall have up to three members on the Board, to assure representation which reflects the economies and markets of the region.

1. Lori Holcomb, Heinz Frozen Foods- Malheur County
2. Board Chair, Donna Bean, Holy Rosary Medical Center- Malheur County
3. Malheur County- Charlene Schatz, Schatzee Trucking
4. Board Vice Chair, Mike Serrine, Serrine Strategic Staffing- Harney County
5. Pam Sherbern, Ed Staub Chevron, Harney County
6. Astrid XXXX, Rite Aid-Harney County
7. Renee Baker, DR Johnson- Grant County
8. Christy Wenick, US Bank- Grant County
9. Verlene Davis, Blue Mountain Hospital- Grant County

Positions 9-16 shall be as follows

10. Community College- Andrea Testi, Treasure Valley Community College (TVCC).
11. Oregon Employment Department, Barb Higinbotham
12. Department of Human Services Self Sufficiency Program/Office of Vocational Rehabilitation, John Briscoe
13. Title IB Service Provider/Senior Services Block Grant, Julie Gassner, Training & Employment Consortium (TEC)
14. Local Elected Official from Grant County- Commissioner Boyd Britton
15. Local Elected Official from Harney County- Judge Steven Grasty
16. Local Elected Official from Malheur County- Judge Russ Hursh