

*One Stop Career Center Governance Structure
(Regional Workforce Investment Board)*

BY-LAWS

Approved – July 13, 2007

BACKGROUND

In 1997, the Oregon legislature passed Senate Bill 917, which enacted the Regional Workforce Committees. The purpose of these committees was to develop and implement a strategic plan that responds to current and future workforce needs of the local labor market. The plan must consider the supply and demand of the regional labor market force; identify and prioritize initiatives and resources; articulate and include coordination of both public and private resources; ensure most appropriate use of resource investments; and enhance the workforce delivery system to meet the strategic plan priorities.

During the same year that this bill was passed, the State of Oregon received One Stop Career Center implementation grants to pilot the anticipated national workforce legislation. Region 11 was one of the recipients of these pilot grants. The pilot grants had a very similar mission to SB 917, but also provided funds for implementation of the plan. Regions could opt to combine the oversight committee structure of both SB 917 and the One Stop pilot project into one government structure. Region 11 did elect to combine the two.

ARTICLES

I. MISSION

Our mission is to provide integrated job placement and retention support services to employers and the workforce in Klamath and Lake Counties, through engaging and leveraging our communities' public and private resources.

II. VALUES

- *Commitment to excellence*
- *Treat all customers with dignity and respect*
- *Partner collaboration and cooperation*
- *Quality, integrated services*
- *Promote a strong work ethic*
- *Individualized service plans*
- *Cross-trained staff*

III. MEMBERSHIP

- A. The Board will be made up of members from both Lake and Klamath Counties for a total of 33.
Representation shall be made up from the following groups:
51% or more shall be Business/Industry Representatives

Representatives of business/industry in the local area who: are owners of businesses, chief executives or operating officers of business, and other business executive or employers with optimum policymaking or hiring authority; represent businesses with employment opportunities that reflect the employment opportunities of the local area; and are appointed from among individuals nominated by local business organizations and business trade associations, in accordance with State and Local Policy.

A minimum of six representatives in this category will be drawn from Business/Industry in Lake County, with the remaining positions available to Klamath County.

Local Mandatory One-Stop Partners

Representatives from the local mandatory one-stop partners who are actively participating in the one-stop system and desire a place on the board. Representatives shall be individuals with optimum policymaking authority within the organizations, agencies, or entities

- Workforce Investment Act (WIA) Title 1B
- Oregon Employment Department includes WIA Title III (Wagner-Peyser), UI, Veterans Services, TAA)
- Oregon Vocational Rehabilitation Services
- Department of Human Services Contractor includes TANF, Food Stamps, Oregon Health Plan, JOBS
- Oregon Human Development Corporation (WIA 167 National Farmworker Jobs Program)

A minimum of three representatives in this category will be drawn from Lake County.

Other One-Stop Partners, Community-based Organizations, Public, Non-profit, etc (can represent more than one group listed below.

- Community College (1)
- Higher Education (1)
- Elementary Education (1)
- County Commissioner (ex-officio, non-voting member)
- Economic Development/Regional Investment Strategies
- Secondary Education
- Labor-(1) (nominated by local labor federations)
- Tribal
- Other

B. The maximum member number is 33.

- C. Business members must be recommended by a business or trade association /organization – in compliance with State and Local policy. All business members must be appointed by their respective county commissioners.
- D. Members may represent more than one area identified above, or other workforce entities not identified above.
- E. Local mandatory one-stop partners (as defined in Article III, Section A) are designated for membership by their respective agency (*OWAC policy*). Members shall serve a three year term from their appointment date. They may serve consecutive terms, or may serve until their successors are appointed.
- F. Business members shall serve a three year term from their appointment date. They may serve consecutive terms, or may serve until their successors are appointed.
- G. Public sector members are appointed by the Board with a majority vote.

IV. OFFICERS AND THEIR DUTIES

- A. Officers will consist of the Chairperson and Vice-Chairperson selected from among the business members of the board.
- B. The Executive Committee will consist of the Chairperson, Vice-Chairperson and the two County Commissioner's assigned at large from the two counties. This committee will represent the Regional Workforce Investment Board (RWIB) at the TOC/OWA level, [when at all possible](#).
- C. The officers shall be nominated from the floor and elected by majority vote in June of each year. Officers may serve consecutive terms, for **a maximum of 3 years**. The Chair and Vice Chair will not represent the same county. These positions shall rotate at minimum every three years – unless one county or the other declines to nominate a person for either of these positions. Vacancies in office will be filled as soon as possible at regularly scheduled meetings. Those elected to fill vacant officer positions will serve the remainder of the position filled.
- D. Chairperson Duties
 1. Preside over and conduct meetings according to the Oregon Public Meeting Law.
 2. Call special meetings.
 3. The Chairperson is authorized to appoint both standing and/or ad hoc committees.
 4. Keep members on task within set time limits.

5. Represent this body and speak on occasions.
6. Ensure group provides necessary oversight and review responsibilities.
7. Represent Region 11 RWIB as [a member of the Oregon Workforce Alliance](#).

E. Vice-Chairperson Duties

1. Assist the Chairperson in conducting meetings.
2. Assume all duties of the Chairperson in the absence of the Chairperson.
3. Assist the Chairperson with committee work.
4. [Represent Region 11 RWIB as a member of the Oregon Workforce Alliance](#).

F. Board Member Responsibilities

1. Provide policy guidance and evaluation to all workforce programs conducted in regional area.
2. Identify and prioritize services and resources to meet labor market and workplace needs.
3. Ensure the effective delivery of services to customers in coordination with local agencies, community based organizations, volunteer groups, business and labor organizations and other training, education and employment programs.
4. Review goals and objectives for the One Stop Career Center (OSCC).
5. Strengthen partnerships with employers and others.
6. Establish youth committees to work in partnership with local WIB Youth Councils.
7. Continue the sustainability of the One-Stop system (as defined in the Unified Plan), developed from a One-Stop Implementation Grant prior to the enactment of the Workforce Investment Act (WIA).
8. Promote and publicize the successes of the One-Stop system throughout the Region, thus ensuring community demand for services they find of value.
9. Continual involvements of business to ensure resources are spent wisely and, with an investment purpose in mind, continue development of the One-Stop center.
10. Develop and build from a five (5) year Unified Plan that supports other community efforts to development initiatives and to continue to meet customer needs for workforce investment programs and services.

V. EXECUTIVE COMMITTEE

The Executive Committee shall be empowered to take action on behalf of the RWIB when emergency concerns necessitate such action (i.e. taking action when time pressures do not allow the issues to be addressed at a regularly scheduled RWIB meeting). A majority vote of the Executive Committee is required for all such actions. All actions of the Executive Committee shall be reviewed by the full RWIB at the next regularly scheduled meeting.

In the event the business representation falls below 51% of the RWIB membership, the Executive Committee will have the power to recruit, nominate and present applications to the Local Elected Officials for RWIB appointment.

VI. OTHER COMMITTEES

- A. Workforce Response Team: The Workforce Response Team (WRT) is responsible for the solicitation and designation of projects funded under the Employer Workforce Training Fund. Required members of the WRT who are not members of the RWIB are allowed to fully participate.
- B. Youth Committee: The RWIB will maintain a Youth Council.
- C. One-Stop Committee: The One-Stop Committee shall consist of those public and at-large members who participate in the region's one-stop system. This committee will meet on a regular basis to conduct business directly related to program/systems operations.
- D. Other Committees: Other committees (i.e. membership) may be designated by the Chair on an ad-hoc basis.

VII. LOSS OF MEMBERSHIP

- A. Members must adhere to requirements and regulations set forth in these by-laws.
- B. Business members who are not in compliance with these by-laws can be removed by a majority vote of the RWIB. The Local Elected Officials may remove business members or members of the RWIB at their discretion, or upon recommendation of the RWIB.
- C. Public/non-profit, community based members who are not in compliance with these by-laws can be removed by a majority vote of the RWIB, or the RWIB can request an alternative agency representative. The Local Elected Officials may remove a public non-profit, community based organization member of the RWIB at their discretion, or upon recommendation of the RWIB.
- D. Business members who **do not attend two consecutive meetings or** not able to regularly attend meetings will be asked to recommend a replacement from their business who can attend on a regular basis. Business members, **may** request a leave of absence **and will** be asked to recommend a temporary replacement during their leave of

absence. **Members who do not comply with this requirement may be removed by a majority vote.**

VIII. MEETINGS

A. Meeting Procedures

1. The RWIB shall hold regular meetings at such frequency, dates and times as determined by the RWIB members.
2. Members from the two counties will meet together at least 2 times per year. Members will meet monthly via video or teleconference at the other times of the year unless the Chair and Vice Chair determine a meeting is not required.
3. The Chairperson may request an emergency meeting.
4. The Chairperson or Vice-Chairperson, per the Chairperson's request, shall preside at all meetings of the RWIB.
5. Public notice of all regular meetings of the RWIB shall be given at least 48 hours prior to the meeting and all meetings shall be made in accordance with Oregon's Public Meetings law, ORS 192.610 or 192.690. Notice shall be mailed, faxed, e-mailed or delivered personally to each member of the RWIB. [Public notice will also be posted on the TOC/OWA web-site in compliance with TOC/OWA policy.](#)
6. The RWIB shall make available to the public, information regarding its activities.
7. Regular meetings shall not exceed two hours in duration, unless so voted by a majority of members present.

B. Quorum/Voting

1. To transact business at a RWIB meeting, [a standard quorum must be established, and of those members attending, 51% of the members in attendance must be from the private sector business category.](#)
2. Participation includes those members present or those participating via tele or video conference at the time of the meeting.

C. Participation in meetings shall be limited to RWIB members and staff and also:

1. Non-members presenting regularly scheduled agenda items that call for reports or participation by non-members;
2. At the discretion of the Chairperson, comment or other participation by non-members which is relevant to the matter under consideration before the RWIB.

D. Amendments and changes to the by-laws, after reviews of a draft submitted by the by-laws subcommittee, may be enacted by a affirmative vote of two-thirds (2/3) of the RWIB membership.

E. Conflict of Interest

1. Except as provided in paragraph (2) of this section, a member of the RWIB shall:
 - (a) when met with a potential conflict of interest, announce publicly the nature of the potential conflict prior to taking any action thereon; or
 - (b) when met with an actual conflict of interest, announce publicly the nature of the actual conflict, refrain from participating in any discussion or debate on the issue of which the actual conflict arises, and refrain from voting on the issues.

IX. STATE AND FEDERAL STATUTORY REQUIREMENTS

A. The Region 11 RWIB is committed to affirmative action, equal employment opportunity, non discrimination and equal access.

B. Meeting location will be accessible. Disability assistance services will be made available if requested prior to the meeting.

C. Legal Authority of the RWIB

1. The legal authority for the RWIB comes from HB3835, WIB, Oregon Workforce Advisory Committee policy, and the One-Stop Implementation Grant (as per the Governor's authorization). The RWIB must be in compliance with the Unified Plan, Memorandum of Understanding—Partner Agreement, Workforce Investment Act and Regulations, [as well as OWIB and TOC/OWA Policy](#). The authority of the RWIB does not supersede the governance authority of the WIB, local school boards, community college boards, non-profit boards, or other entities exercising state, federal or local statutory authority in the provision of the workforce related services.