

**By-Laws for Genesee Livingston Orleans Wyoming
Workforce Development Board
(GLOW WDB)
Approved by GLOW WDB 9/15/2020**

ARTICLE I – NAME AND AUTHORITY

Section 1. Name

The name of this body shall be the Genesee Livingston Orleans Wyoming Workforce Development Board hereinafter referred to as the GLOW WDB. The GLOW WDB is established by the GLOW Chief Elected Officials Agreement, and certified by the Governor of the State of New York, pursuant to the Workforce Innovation and Opportunity Act of 2014, hereinafter referred to as WIOA.

Section 2. Authority

The GLOW WDB shall act on behalf of the GLOW Local Workforce Development Area (herein referred to LWDA) and shall provide policy guidance for and exercise oversight of the GLOW WDA as set forth in WIOA.

Section 3. Principal Location

The address of the principal office of the GLOW WDB is: Genesee County Career Center, 587 East Main Street, Suite 100, Batavia, NY 14020

ARTICLE II – PURPOSE AND FUNCTION

Section 1. Purpose

The Local Board represents a wide variety of individuals, businesses, and organizations throughout the local area. The Local Board serves as a strategic convener to promote and broker effective relationships between the Chief Elected Official (CEOs) and Economic, Education, and Workforce Partners.

The Local Board must develop a strategy to continuously improve and strengthen the workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs to promote economic growth. Local Board members must establish a platform in which all members actively participate and collaborate closely with the required and other partners of the workforce development system, including public and private organizations. This is crucial to the Local Board's role to integrate and align a more effective, job-driven workforce investment system.

Section 2. Functions

Functions of the Local Board shall include:

- Development and approval of a local plan consistent with WIOA Sec. 108;
- Workforce research and regional labor market analysis;
- Development of a budget for the activities of the Local Board, consistent with the GLOW WDA Plan and duties of the GLOW WDB, subject to approval of the GLOW WDB;
- Convening, brokering and leveraging local workforce development stakeholders;
- Leading efforts to engage with a diverse range of employers and entities in the region;
- Negotiation of local performance measures;

- Leading efforts in the local area to develop and implement career pathways within the local area by aligning the employment, training, education and supportive services that are needed by adults and youth, particularly individuals with barriers to employment;
- Identifying and promoting proven and promising practices;
- Developing strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers and jobseekers;
- Designating, with agreement of the CEOs, of the Career Center operators, youth providers and identification of eligible training providers;
- Provision of program oversight and consumer choice requirements, in partnership with the Chief Elected Officials;
- Coordination with education providers;
- Development of a budget for activities of the Local Board;
- An annual assessment of the physical and programmatic accessibility in accordance with WIOA Sec. 188 and the Americans with Disabilities Act of 1990 of all one-stop centers in the local area; and
- Certification of one-stop centers.
- Determination and approval of policies and procedures;
- Establishment of clear roles, responsibilities, procedures and expectations to increase board participation and improve board functionality;
- Collaboration as needed on regional, local and state initiatives; and
- Approval of plans for the implementation of goals and objectives for the GLOW WDB, including realization of efficiencies, cost savings, synergies, best practices, conservation of resources and pooling of complementary resources.

ARTICLE III – MEMBERSHIP

Section 1. Composition

Representation required under WIOA Sec. 107(b)(2).

- Election of a Chairperson, who shall be a business representative;
- A majority of the members must be business representatives and reside or have their principle place of business in the Genesee, Livingston, Orleans, or Wyoming Counties;
- 20% of the members must be workforce representatives (which must include two organized labor representatives and one apprenticeship representative; and may include representatives from Community Based Organizations and organizations with experience serving youth);
- One Title III Wagner -Peyser Representative;
- One Title II Adult Education and Literacy representative;
- One Higher Education Representative;
- One Economic and Community Development Representative; and
- One Title IV Vocational Rehabilitation Representative.

WIOA allows optional and discretionary appointments, and allows members to represent multiple, required representation slots.

All members shall be nominated and appointed in conformance with WIOA Sec. 107(b) (1) and (2). The CEO in each of the GLOW Counties appoints the Local Board.

- WDB Officers shall include Chairperson, Vice Chairperson, and Secretary
- A slate of offices will be prepared for the June WDB meeting during election years
- The GLOW WDB Chairperson and Vice Chairperson must be a business representative
- Additional nominations will be taken from the floor and a vote will occur
- Officers will be elected at the June GLOW WDB Meeting every two years.
- The Officers shall serve terms of two (2) year term but may serve additional terms thereafter
- If any of the elected officers resign prior to their term, GLOW WDB will vote in the vacant position to serve the remainder of that term.

Officer Job Descriptions:

GLOW WDB Chairperson

- *Preside over all GLOW WDB meetings*
- *Chair the Executive Committee*
- *Be the signatory for all materials that require a WDB member signature*
- *Sign and review GLOW Executive Director timesheets*
- *Conduct Performance Evaluations on GLOW WDB Executive Director*
- *Chair committee in charge of seeking and securing the Executive Director position.*

GLOW WDB Vice Chairperson

- *Assume the job assignments of the GLOW WDB Chairperson in their absence.*

GLOW WDB Secretary

- *Review all GLOW WDB meeting minutes prior to being release in draft form*

Section 2. Tenure and New Member Process

- Business Representatives appointed to the WDB will have a two (2) year term but may serve additional terms thereafter.
- The Chair of the Board will notify CEOs as to vacancies. CEOs will solicit names for recommendation
- All recommendations for new members for the WDB will complete a GLOW WDB Membership Nomination Form and LWDB Member Certification Form. The Chair of the WDB will send all new member recommendations to the entire board for their recommendation to ensure a majority of the board is in favor of the new member.
- When WDB is in favor of recommendation of new member, the WDB Staff will notify the new member with a Welcome notice and information on the WDB and Meetings. The CEOs will be notified to prepare a GLOW WDB Member Resolution for new members.

Section 3. Compensation

Members of the WDB will serve without compensation.

ARTICLE IV – MEETINGS

Section 1. Frequency – The WDB will meet regularly at the call of the Chair or request of CEOs. Notice of WDB meetings will be emailed to members 7 days in advance.

Section 2. Attendance – Each voting member is expected to attend the WDB meetings. After three (3) consecutive unexcused absences from a WDB meeting, the WDB Chairperson will send a letter to the member with a copy to the Chief Elected Officials notifying them of intention to replace them.

Section 3. Quorum – At least 51% of the appointed WDB active members shall constitute a quorum.

Section 4. Proxies

No proxies will be allowed.

Section 5. Procedure – Roberts Rules of Order shall govern the meetings of the WDB.

Section 6. Voting

Board members will have voting privileges allowing board members to have an effect on the Board's key decisions and initiatives.

Section 7. Use of technology

The GLOW WDB will use technology to maximize the accessibility and effectiveness of the local workforce development system. The GLOW WDB will make technology available to the public on a regular basis.

ARTICLE V – COMMITTEES

Committees will be determined as are deemed necessary by the WDB. These may include, but not limited to:

- 1) Emerging Workforce Committee
- 2) Finance Committee
- 3) Executive Committee - Shall consist of the Officers (Chair, Vice Chair, Secretary) of the WDB, and two others chosen of the WDB to be structured so that each county is represented.

ARTICLE VI – CONFLICT OF INTEREST

A member of WDB, or a member of a standing committee, 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 of interest as specified in the State plan.

ARTICLE VII – LIABILITY – The WDB has Officers and Directors Liability Insurance that protects appointed members in the course of their duties as a WDB member.

ARTICLE VIII – AMENDMENTS TO THE BY-LAWS

These By-Laws or any part thereof may be amended or repealed by two-thirds vote of the entire WDB at any regularly scheduled meeting of the WDB after notice that such action is occurring at the meeting.

Transparency

The GLOW WDB will make available to the public, on a regular basis on the website, information regarding the activities of the Board, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce development activities, and minutes of formal meetings of the Local Board.

OPEN MEETINGS

All GLOW WDB meetings will be open to the public and a public notice of the date, time, and location of each meeting will be placed on the GLOW website (www.glowworks.org) one week prior to the meeting and provided to the media ahead of time.

Public notice of the time and place of the meeting scheduled at least one week prior thereto shall be given or electronically transmitted to the news media and shall be conspicuously posted in one or more designated public locations at least seventy-two hours before such meeting.

If videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, identify the locations for the meeting, and state that the public has the right to attend the meeting at any of the locations.

SIGNATORIES

The GLOW WDB convened on 9/15/20, with quorum present and by way of vote agreed to adopt the by-laws expressed herein.

The effective date of these by-laws shall be September 15, 2020.

Genesee County CEO

Printed Name

Signature

Date

Livingston County CEO

Printed Name

Signature

Date

Orleans County CEO

Printed Name

Signature

Date

Wyoming County CEO

Printed Name

Signature

Date

GLOW Grant Recipient

Printed Name

Signature

Date

GLOW WDB Chairperson

Printed Name

Signature

Date