

Genesee, Livingston, Orleans & Wyoming Counties
Workforce Innovation Opportunity Act (WIOA)
APPROVED BY GLOW YOUTH STANDING COMMITTEE 5/2/17 AND GLOW WDB 5/16/17

GLOW Youth Standing Committee

The Vision of the GLOW Youth Standing Committee will be to:

“Guarantee that all youth have the skills, opportunities, and support for success”

BY – LAWS

ARTICLE I – NAME

This organization shall be known as the Genesee, Livingston, Orleans & Wyoming Counties Workforce Development Board Youth Standing Committee (hereinafter, referred to as the “GLOW Youth Standing Committee”).

ARTICLE II – PURPOSES

- (a) To develop that portion of the local plan that relates to eligible youth.
- (b) Preparing Request for Proposals (RFP) so that youth grants and contracts are awarded on a competitive basis. Then recommending to the local WDB those providers who are eligible and able to offer youth activities as prescribed in the Workforce Opportunity Act (WIOA).
- (c) Assuring that the 14 program elements are *available* to eligible youth as set forth in WIOA Section 129(c)(2).
- (d) Monitor and evaluate the youth programs that have received grants or contracts to provide services to eligible youth. This will assist in the attainment of the youth performance standards as determined by WIOA.
- (e) Coordinating youth activities that are authorized by WIOA.
- (f) To promote Youth Development principles as we conduct business, with the intent to provide benefit to all youth.
- (g) To perform other duties as determined by the chairperson of the local Workforce Development Board.

- (h) To engage in all lawful activities including those which are not otherwise stated in these by-laws which are incidental to and in furtherance of any of the above stated purposes;

ARTICLE III – The GLOW Youth Council

SECTION 1 – Membership

Members of the GLOW Youth Standing Committee shall be appointed by the local WDB, in cooperation with the chief elected officials of the GLOW region. Membership of the Youth Standing Committee shall include:

Mandated Positions:

- 1) Members of WDB with special interest or expertise in Youth Policy
- 2) Representatives of Youth Service Agencies, including Juvenile Justice and Local Law Enforcement Agencies
- 3) Representatives of Local Public Housing Authorities
- 4) Parents of Eligible Youth seeking assistance under this subtitle
- 5) Individuals including former participants, and representatives or organizations that have experience related to youth
- 6) Representatives of the Job Corps

Other Members:

- 7) School Representation
- 8) Youth Bureau Director/Representative
- 9) Business Representatives
- 10) Employment & Training Directors/County Representation
- 11) BEA/BEC Coordinator
- 12) Department of Social Services Representative

AT LARGE Memberships:

- 13) Genesee Valley BOCES Representative
- 14) Orleans Niagara BOCES Representative
- 15) Post Secondary Education Representative
- 16) Department of Labor Representative
- 17) Vocational Rehabilitation (ACCES-VR) Representative

Ex Officio:

- 18) WDB Executive Director

SECTION 2 – Appointment

- (a) Members of the GLOW Youth Standing Committee shall serve without compensation.

SECTION 3 – Process for Replacing Members

The WDB Director shall notify the CEOs as to vacancies. The CEOs will then solicit names for recommendation in the same manner as the original appointments were made.

SECTION 4 – Termination of Membership

- (a) Any member may resign from the GLOW Standing Committee upon written notice to the chairman of the WDB.
- (b) Any member may be removed from the GLOW Youth Standing Committee, whenever in its judgment; the best interest of the WDB would be served. Removal of a member(s) shall be effected by an affirmative vote by two-thirds of the total WDB after discussion at a meeting called for this purpose.

SECTION 5 – Voting

GLOW Standing Committee members, not otherwise appointed to the WDB, are voting members of the GLOW Youth Council and nonvoting members of the WDB. No proxies will be allowed for GLOW Youth Standing Committee business.

ARTICLE IV – MEETINGS

SECTION 1 – Frequency

The GLOW Standing Committee shall meet regularly at the call of the Chair of the GLOW Standing Committee or Chair of the WDB, but not less than 4 times per calendar year. A regularly scheduled meeting date and time may be set by a majority vote of the Committee Members. Notice of GLOW Youth Standing Committee Meetings shall be mailed, faxed, or emailed to all members at least 10 days in advance of the meeting. An additional emergency meeting can be called at the request of the Chair. All GLOW Youth Standing Committee 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.

SECTION 2 – Quorum

At least 51% of the active members and at least one representative from each county must be in attendance at a GLOW Youth Standing Committee meeting to constitute a quorum. No proxy will be counted in determining a quorum.

(An inactive member is a member who has three consecutive unexcused absences. Due diligence will be taken to assure that members are notified of meetings and that members will be contacted after two consecutive unexcused absences to ascertain the nature of the absence.)

SECTION 3 – Rules of Order

Robert's Rules of Order shall govern meetings of the GLOW Youth Standing Committee.

Section 4 – Voting

Each member of the Committee will have one vote. The use of a proxy to vote on business before the GLOW Youth Standing Committee will not be allowed. All recommendations approved will be taken to the full GLOW WDB Board for vote.

SECTION 5 – Annual Meeting

- (a) There shall be an Annual Meeting of the GLOW Youth Standing Committee held in December for the election of officers, for receiving the annual report of officers, directors and committees, and the transaction of other business.
- (b) Notices of such Annual Meetings shall be mailed to the last recorded address of each members at least ten (10) days and not more than forty (40) days before the time appointed for the meeting. All notices of Annual Meetings shall set forth place, date and time, and purpose of the meeting.

ARTICLE V – OFFICERS

SECTION 1 – Designations

GLOW Youth Standing Committee Officers shall include a Chair, Vice Chair, Secretary, and such other officers as the council may deem necessary.

SECTION 2 – Election of Officers

- (a) Officers shall be elected annually by the GLOW YOUTH STANDING COMMITTEE the Annual Meeting after the appointment of new members. The elected officers shall serve terms of one year, and may serve no more than two (2) consecutive terms in the same position.

SECTION 3 – Termination

- (a) Any officer may resign upon written notice to the Chair.
- (b) Any officer may be removed from the GLOW STANDING COMMITTEE whenever, in its judgment, the best interest of the GLOW YOUTH STANDING COMMITTEE would be served. Removal of an officer shall be effected by an affirmative vote by two-thirds of the total GLOW YOUTH STANDING COMITTEE after discussion at a meeting called for this purpose.

SECTION 4 – Vacancies

The GLOW YOUTH STANDING COMMITTEE may fill a vacancy in any office for the unexpired term of the office so vacated, at any meeting of the GLOW YOUTH STANDING COMMITTEE, notice having been given of such proposed action.

SECTION 5 – Duties of Officers

(a) Chair

The Chair shall facilitate and conduct the business before the GLOW Youth Standing Committee. The Chair shall serve as an ex-officio member of all committees. The Chair shall delegate the responsibilities to other officers and committee chairpersons as may be necessary.

(b) Vice Chair

The Vice Chair shall perform, in the absence or incapacity of the Chair or when directed by the Chair of the GLOW Youth Council, the duties of the Office of the Chair and such other duties as may be delegated by the members of the GLOW Youth Standing Committee or the Chair of the WDB.

(c) Secretary

It will be the responsibility of the WDB staff to take minutes at GLOW Youth Standing Committee meetings and forward these to the secretary of the GLOW Youth Standing Committee for approval. The WDB staff will give notice of the meetings of the GLOW Standing Committee and keep a record of actions, conduct, and correspondence of the GLOW Youth Standing Committee. The WDB staff will maintain a list of current members of the GLOW Youth Standing Committee. The secretary shall also perform the duties usually incident to the office of secretary, and other such duties as are assigned by the members of the GLOW Youth Standing Committee Executive Committee, or Chair.

ARTICLE VII - CONFLICT OF INTEREST

1. A Board member may not vote on any matter that would provide direct financial benefit to the member or the member's immediate family, nor on matters of the provision of services by the member or the entity the member represents. No Board member may participate in a decision in which the member has a direct or indirect interest, particularly a financial interest, which is in substantial conflict with the discharge of the duties of the Board.

2. A Board member shall avoid even the appearance of a conflict of interest. By signing the GLOW WDB/Youth Standing Committee Member Conflict of Interest Sign Off form, members agree to abstain from voting on any matters of substantial interest to them or family members and agree to disclose all potential and actual conflicts of interest. Board Members will provide any business interest changes to the WDB Chair and information will be updated within 30 days to

reflect any changes, which may occur. The Board shall review the disclosure information and advise the Board Chair and appropriate members of potential conflicts.

3. Prior to a discussion, vote or decision on any matter before a Board, if a member, or a person in the immediate family of such member, has a substantial interest in or relationship to a business entity, organization or property that would be pecuniary affected by any official Board action, that member shall disclose the nature and extent of the interest or relationship and shall abstain from voting on or in any other way participating in the decision on the matter. All such abstentions shall be recorded in the minutes of the Board meeting.

4. Each Board must include in its organizational plan or bylaws, or in a separate code of conduct, provisions for penalties, sanctions or other disciplinary actions for any direct violations of the Board conflict of interest policy. The following definitions must be incorporated into those provisions.

- Immediate family -- Any person related within the first degree of affinity (marriage) or consanguinity (blood) to the person involved.
- Substantial interest -- A person has a substantial interest:
 - A. in a business entity if:
 - i. the person owns 10% or more of the voting stock or shares of the business, owns 10% or more, or owns \$5,000 or more, of the fair market value of a business; or
 - ii. funds received by the person from the business exceed 10% of the person's gross income for the previous year;
 - B. in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more; or
 - C. if the Board member is related to a person in the first degree of affinity or consanguinity who has a substantial interest as defined in subparagraph (A) or (B) of this paragraph.”
 - D. 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.

All penalties, sanctions or other disciplining actions for any direct violation of the Conflict of Interest Policy will be referred to GLOW WIB Executive Committee.

ARTICLE VIII – LIABILITY

The WDB shall purchase Officers and Directors Liability Insurance that protect elected or other appointed members against and cost, liability, or expense arising out of that member's present and past activities in the course of their duties as a GLOW Youth Standing Committee members.

ARTICLE IX – AMENDMENTS TO BY-LAWS

These by-laws or any part thereof may be amended or repealed by two-thirds vote of the entire GLOW Youth Standing Committee at any regularly scheduled meeting of the GLOW Youth Standing Committee after notice that such action is a purpose of the meeting.

ARTICLE X – EFFECTIVE DATE

These by-laws shall take effect on May 2, 2017, and shall remain in effect until amended or repealed in accordance with Article IX.

The Youth Program Elements that need to be available are:

1. Tutoring, Study Skills Training, Instruction
2. Alternative Secondary School Services
3. Paid and Unpaid Work Experiences
4. Occupational Skills Training
5. Education Offered Concurrently with and in The Same Context as Workforce Preparation Activities
6. Leadership Development Opportunities
7. Supportive Services
8. Adult Mentoring
9. Follow Up Services
10. Comprehensive Guidance and Counseling
11. Financial Literacy Education
12. Entrepreneurial Skills Training
13. Labor Market and Information
14. Activities That Help Prepare Youth for Transition to Postsecondary Education

The Performance Measures for Youth include:

1. Placement in Employment or Education (2nd quarter after exit) - the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the 2nd quarter after exit from the program
2. Placement in Employment or Education (4th quarter after exit) - the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the 4th quarter after exit from the program
3. Median Earnings - the median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program
4. Educational Attainment during Participation or Within One Year after Exit from Program of a Degree or Certificate - the percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent during participation in or within 1 year after exit from the program
5. Participation in Education or Training Leading to a postsecondary Credential or Employment, and Measureable Skill Gains Toward These Goals - the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment
6. Effectiveness in Serving Employers - the indicators of effectiveness in serving employers