



**BYLAWS
OF

THE

LOS ANGELES COUNTY
WORKFORCE DEVELOPMENT BOARD**



ADOPTED: OCTOBER 28, 2015

AMENDED: SEPTEMBER 30, 2022

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WORKFORCE DEVELOPMENT BOARD
(As Amended September 30, 2022)**

ARTICLE I - NAME

The name of this organization is the Los Angeles County Workforce Development Board ("WDB"). The principal office of the WDB is located at the Department of Economic Opportunity ('DEO'), 510 South Vermont Avenue, 11th Floor, Los Angeles, CA 90020.

ARTICLE II - DEFINITIONS

1. Board of Supervisors

The Los Angeles County Board of Supervisors are the Chief Local Elected Official ("CLEO") of the Los Angeles County Workforce Development Area ("LWDA").

2. WDB Executive Director

The WDB Executive Director is an employee of the County of Los Angeles who assists in carrying out the functions of the WDB.

3. Department of Economic Opportunity ("DEO")

This is the County department that acts as the fiscal agent for the LWDA.

4. Local Workforce Development Area

The term refers to 58 of the 88 cities and all unincorporated areas that the L.A. County WDB is funded to serve.

ARTICLE III - RESPONSIBILITIES

As set forth in the Workforce Innovation and Opportunity Act ("WIOA") of 2014 and subsequent actions by the L.A. County Board of Supervisors, the responsibilities of the WDB are:

1. Develop and submit a local plan to the Governor that supports the strategy described in the State's plan for workforce development;

2. Carry out workforce research and regional labor market analyses to assist in the development and implementation of the local plan;
3. Convene local workforce development system stakeholders to assist in the development of the local plan and identify non-federal expertise and resources to leverage support for workforce development activities;
4. Lead efforts to engage with a diverse range of employers, economic development entities, and service providers in the region to:
 - (a) promote business representation on the WDB;
 - (b) develop linkages with employers in the region to support utilization of the local workforce development system and support investment activities;
 - (c) ensure that workforce investment activities meet the needs of employers and support economic growth in the region by enhancing communication, coordination, and collaboration; and
 - (d) develop and implement proven or promising strategies that meet the employment and skill needs of workers and employers, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations;
5. Lead efforts to implement career pathways development within the local area with representatives of secondary and postsecondary education, by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment;
6. Lead efforts to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers (including individuals with barriers to employment) in the local workforce development system, including providing physical and programmatic accessibility to the one-stop delivery system, in accordance with the applicable provisions of WIOA Section 188 and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and also identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs;

7. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers;
8. With the Board of Supervisors (herein referred to as "the Board"), conduct program oversight for authorized local youth workforce investment activities, local employment and training activities, and one-stop delivery system activities;
9. Negotiate and reach agreement on local performance accountability measures with the Board and the Governor;
10. With the agreement of the Board, select, and also have the ability to terminate for cause, operators and providers of one-stop, youth, training, and career services, and also work with the State to ensure there are sufficient numbers and types of providers of career and training services (including eligible providers with expertise in assisting individuals with disabilities and adults in need of adult education and literacy activities) serving the local area and providing the services involved in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities;
11. Coordinate activities with education and training providers in the local area;
12. Develop a budget, subject to approval of the Board, for the activities in the local area that is consistent with the local plan and the duties referred to herein; and
13. Annually assess the physical and programmatic accessibility of all one-stop centers in the local area, in accordance with the applicable provisions of WIOA Section 188 and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

ARTICLE IV - MEMBERSHIP

1. Nomination and Appointment

The WDB shall have at least 19, and no more than 25 members, all of whom are appointed by the Board. Two (2) members may be directly nominated by each Supervisor and appointed by the Board. The remaining members shall be appointed in accordance with the membership and nomination requirements of WIOA and any other applicable federal and state law, and County Code. If there is no nomination

made by a local business(es) or business trade organization, the WDB in its capacity as a business-lead organization shall make the nomination(s).

2. Term of Service

- a) Members appointed pursuant to County Code section 3.76.040(B), shall serve at the pleasure of the Board for a maximum of two (2) consecutive three-year terms, unless otherwise extended by the Board.
- b) Members appointed pursuant to County Code section 3.76.040(C) shall serve at the pleasure of the Board for terms of one (1) or two (2) years, as set by the Board at the time of appointment. These members shall be limited to a maximum of two (2) consecutive two-year terms, with the exception of representatives of the California Employment Development Department and the California Department of Rehabilitation whose terms shall be determined by their nominating agencies.

3. Attendance

Attendance at all WDB Board and standing and/or ad hoc Committee meetings to which a WDB Member has been appointed is expected of all Members.

4. Alternates and Proxies

- a.) Under no circumstances shall the WDB Board permit absentee or proxy voting at any of its full Board proceedings.

- b.) **An exception is granted for Standing Committees.**

Standing Committees may be formed to support the WDB to provide information and assist the WDB to carry out the responsibilities in Article III.

- i. **The Business Engagement Standing Committee (BESC) shall allow for:**

- I. **Two (2) seats in accordance CFR 20 § 679.340(b) and § 679.360:**

- 1. **One (1) seat is designated for the County Small Business Commission, and**
 - 2. **One (1) seat is designated for the County operated America's Job Centers of California.**

- II. **Only these two (2) BESC Member seats shall be allowed to designate alternates.**

Renewals

WDB Members will be notified by the Executive Director at least six (6) months in advance of their term end date. WDB Members who wish to be considered for re-appointment to a second term must continue to meet the eligibility requirements for their appointed category of representation and be nominated in accordance with the requirements of WIOA and any other applicable federal and state law, and County Code. Any WDB Member not reappointed to the WDB prior to their term end date will cease to be a Member of the WDB effective the day their term ends.

5. Resignations

Any Member may resign by giving written notice to the WDB Chair. The resignation shall be effective on the date specified in writing, but a resignation is not complete until the Member has submitted all of the following to the WDB Executive Director:

- (a) Completed and signed Leaving Office Form 700 Statement of Economic Interests;
- (b) County property assigned to them as a Member of the WDB including Commissioner Identification Cards.

6. A recommendation to remove a member will be forwarded to the Board of Supervisors when:

- (a) A Member is convicted of a felony.
- (b) A Member has engaged in activities or interests detrimental to, or in conflict with the WDB.
- (c) A Member misses a third consecutive WDB meeting.
- (d) A Member ceases to meet the qualifications to be a representative of the category for which they were nominated.
 - i. When a Member is identified as ceasing to meet the eligibility requirements to represent the group from which he or she was nominated, the WDB Executive Director will notify the WDB Chair in writing. The Chair will initiate a formal eligibility review by notifying the Member within 7 business days to request a written confirmation of eligibility. Failure to submit the requested documentation within 30 days, or a mutually agreed upon date, will result in

a written notice of ineligibility to remain on the WDB and recommendation to the Board of Supervisors for appropriate action.

7. Fees and Compensation

- (a) WDB Members shall serve without compensation except for mileage reimbursement for meeting attendance and any authorized travel expenses incurred in connection with their duties, including transportation, meals, and lodging, in accordance with WIOA and all applicable County policies and regulations.
- (b) WDB Members may receive mileage and parking reimbursement for approved official business for the use of a privately-owned motor vehicle, to attend WDB meetings and any other approved meetings in their official capacity, to the extent reimbursable under WIOA and all applicable County policies and regulations.
- (c) The Director of DEO is authorized to pay for necessary incidental expenses of the WDB including those identified in this section, to the extent such expenses are allowable and reimbursable under WIOA and all applicable County policies and regulations.

8. Statements of Economic Interests (Form 700)

- (a) WDB Members are required to complete and file the annual Form 700. Form 700 is the tool used by public officials to disclose their financial interests that may be affected by their public official decisions. No WDB Member shall make, participate in making or influence a government decision in which he or she has a financial interest.
 - i. Failure to complete and file the 700 Form will result in fines up to a maximum of \$100 through the State of California Fair Political Practices Commission.
 - ii. Deadline extensions are considered only if a filer is serving in active military service.
- (b) **Form 700 Filing Deadlines:**
 - i. Annual Statement is due April 1st

- ii. Assuming Office Statement- completed and submitted within 30 days of assuming office.
- iii. Leaving Office Statement- within 30 days of leaving office.

ARTICLE V - OFFICERS AND ELECTIONS

1. Officers Designation and Elections

(a) **Officers:** There shall be three (3) Officer positions: Chair, Vice-Chair, and Secretary/Treasurer.

- i. Only Business Representatives are eligible to serve as WDB Chair and Vice-Chair.
- ii. Only a non-Business Representative is eligible to serve as the WDB Secretary/Treasurer.

(b) **Elections:**

- i. The WDB must inform the Board of the Election of Officers within ten (10) business days of the election.
- ii. **Initial Elections:** The election of each officer position shall occur at the first meeting of the WDB. Candidates for each of the Officer positions may be nominated by a WDB Member or by self-nomination. All nominations must be seconded by a WDB Member. Each candidate will be allowed to present their qualifications and interests. Following questions to any candidates, a public vote with a showing of raised hands by all WDB Members in attendance will be held for each position separately, and in accordance with the Brown Act. The election will be administered by the WDB staff.
- iii. **Subsequent Elections:** Elections of all WDB Officers shall take place at the regular WDB meeting in the spring of each even-numbered year. WDB Members shall submit nominations to the WDB Chair or WDB Executive Director, for each of the officer positions authorized under the Bylaws, during a publicly announced period that is not less than two weeks. The ballot shall be prepared by the WDB Executive Director, stating the names of the persons

so nominated, which shall be placed on the agenda of the WDB's spring quarterly meeting, for consideration and voting in accordance with the Brown Act and all relevant legal requirements.

2. Terms of Office

Each Officer shall serve for a term and period stipulated in the Bylaws beginning July 1 and ending June 30 except for the initial election when the term of office begins upon election and continues until June 30, 2016. Each officer shall serve no more than two (2) consecutive terms in any one position.

3. The Powers and Duties of Officers –

(a) The WDB Chair:

- i. Shall preside at all meetings of the WDB, and except in the absence of a quorum, shall proceed with the business of the WDB in the manner prescribed by the Bylaws.
- ii. Subject to the approval of the WDB, shall appoint Members of the WDB to standing and ad hoc committees, including designating Members as chairs of such standing and ad hoc committees. Appointments made between meetings shall be confirmed by the WDB at its next possible scheduled meeting.
- iii. Shall only vote on action items before the WDB in the case of a tie.
- iv. Shall make the final recommendation on the Members traveling or attending in conferences and events (See Article VI).

(b) Vice-Chair:

- i. The WDB Vice-Chair shall possess and perform all the powers and duties of the WDB Chair during, for whatever reason, the absence of the WDB Chair.

(c) Secretary/Treasurer:

- i. Shall ensure that an official record of all proceedings is maintained;
- ii. Shall review, sign, and date the official version of the WDB Bylaws and any other official documents as required or directed by the WDB Chair.

- iii. Shall review budget reports and financial and performance reports in advance of each WDB Board meeting based upon an agreed upon schedule and ensure any questions regarding the reports are resolved.

4. **Resignation of Officers**

Any Officer may resign any time by giving written notice to the WDB Chair. Any resignation shall take effect at the date of receipt of that notice or at any later time specified in that notice; and unless otherwise specified in that notice, the acceptance of that notice shall not be necessary to make it effective. A WDB Officer who resigns may continue as a WDB Member unless otherwise provided in the written notice of resignation.

5. **Removal**

The WDB, at any regular meeting or a special meeting of the WDB, may remove any Officer, with or without cause, upon a two-thirds majority vote.

6. **Vacancy**

Any vacancy caused by death, resignation, removal, disqualification, or other circumstance shall be filled by the WDB for the unexpired portion of the term. In the event of a vacancy of any office other than that of WDB Chair, such vacancy shall be filled temporarily by appointment by the WDB Chair until such time as the WDB shall fill the vacancy by election at a public meeting.

ARTICLE VI - MEETINGS

1. **Meeting Location**

The regular meeting location of the WDB is the principal office of the WDB. Meetings of the WDB may also be held at any place within the County of Los Angeles, or other location authorized by law.

(a) **Meetings, Conferences or Training Requiring Travel**

- i. Members may on occasion be invited to participate in meetings, conferences, events, or training that require travel within or outside of the Los Angeles County boundary.

- ii. The WDB Chair shall make the final recommendation on the number of Members allowed to travel to attend meetings, conferences, training, or other events.
- iii. The WDB Chair shall ensure the final number of allowed Members do not establish a quorum.
- iv. The WDB Chair shall make the final recommendation of allowed Members based on the availability of funds and the following order of priority criteria:
 - a) Holding an executive Office (Chair, Vice Chair and Secretary/Treasurer
 - b) Seniority as per the appointed date to the WDB by the Board of Supervisors
 - c) Board of Supervisors nominee
 - d) Attendance and participation in meetings and workgroups, inclusive of newly appointed members
 - e) Desired WDB Member representation and optimal subject matter expertise depending on the nature of the event

2. Meetings

The WDB shall meet at least four times per year and may meet at such other times as may be deemed necessary by the Chair, or the WDB Vice-Chair if authority is so delegated or by a majority of WDB Members.

3. Meeting Notices

Notice of the date, time and place of meetings shall be given to each Member either by email or mail or by email or mail to a person at the Member's office who would reasonably be expected to communicate that notice promptly to the Member. The notice shall comply with the Brown Act.

4. Member Participation

To promote WDB Member participation, the use of technology, such as phone and internet-based meetings can be utilized as allowed by federal, state, and local regulations.

- (a) WDB Member participation is reciprocal such that WDB Members WDB Staff regularly coordinate and connect with WDB Members to ensure Members actively participate and are engaged in convening workforce development system stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities.
- (b) WDB Members also have the opportunity to actively participate through various activities where a Member's subject matter expertise is needed and is beneficial to the workforce system. Activities may include but are not limited to:
 - i. WDB or DEO Workgroups, WDB Standing Committees;
 - ii. Workforce or economic development related conferences, webinars, forums, events or training;
 - iii. WDB, DEO, or America's Job Centers of California (AJCC) led roundtables or forum discussions.

5. Quorum and Adjournment

A quorum is established when a majority of the number of Members appointed to the WDB or an established standing and(or) ad hoc committee are present. If attendance drops below quorum, the WDB staff shall immediately notify the Chair. The only business that can be conducted at this point is to adjourn or to take recess.

6. Conflict of Interest

- (a) Members shall abide by conflict-of-interest requirements outlined in WIOA Section 107(h) which states a member of a local board, or a member of a standing committee, may not--
 - i. vote on a matter under consideration by the local board--
 - ii. regarding the provision of services by such member (or by an entity that such member represents); or

- iii. that would provide direct financial benefit to such member or the immediate family of such member.
- (b) An announcement shall be made by the Chair at the beginning of each meeting to remind members of these requirements and it will be reflected on the official agenda for the meeting.

ARTICLE VII - COMMITTEES

1. Standing Committees

- a) Standing committees may be formed to support the WDB to provide information and assist the WDB to carry out the responsibilities in Article III. Standing committees shall:
 - i. include other individuals appointed by the WDB who are not members of the WDB and have demonstrated experience and expertise in accordance with CFR 20 and § 679.360.
 - ii. be chaired by a member of the WDB, and
 - iii. (may) include other members of the WDB, and
 - iv. include other individuals appointed by the WDB who are not WDB Members, and who the WDB determines have demonstrated experience and expertise in accordance with CFR 20 [§ 679.340\(b\)](#) and [§ 679.360](#), and
 - v. follow the Ralph M. Brown Act as stipulated in Article VIII of these Bylaws.

2. Ad Hoc Committees or Workgroups

The WDB may designate and direct the activities of ad hoc committees or workgroups. Such ad hoc committees or workgroups shall:

- i. be comprised solely of WDB members, and
- ii. consist of less than the quorum number of WDB Members who have the ability to make a decision, and
- iii. be advisory in nature without any delegated decision-making power.

- iv. provide the WDB Chair or the WDB Executive Director with recommendations for the WDB to consider for future decisions.

ARTICLE VIII - GENERAL PROVISIONS

1. **Ralph M. Brown Act.** All meetings of the WDB shall be called and conducted in conformity with provisions of the Ralph M. Brown Act of the State of California (the “Brown Act”) (Cal. Gov. Code 54950, et seq.). Any conflict between specific provisions of these Bylaws and provisions of the Brown Act shall be resolved in favor of the latter.
2. **Eleventh Edition of Robert's Rules of Order Newly Revised.** When parliamentary procedures are not covered by the Bylaws, Eleventh Edition of Robert’s Rules of Order Newly Revised shall prevail.

ARTICLE IX - AMENDMENTS

1. Subject to the limitations set forth in these Bylaws, the Members may adopt, amend or repeal these Bylaws.
2. New Bylaws may be adopted, or these Bylaws may be amended or repealed, by approval of a majority of the Members of the WDB.
3. No amendment may extend the term of a Member beyond that for which the Member was appointed.

CERTIFICATE OF SECRETARY/TREASURER OF THE LOS ANGELES COUNTY WORKFORCE DEVELOPMENT BOARD

I DO HEREBY CERTIFY that I am the duly appointed and acting Secretary/Treasurer of the Los Angeles County Workforce Development Board, that the above Bylaws were duly adopted by resolution of the WDB Members thereof at its meeting of the Workforce Development Board. **Executed on September 30, 2022,** at Los Angeles, California.

Mary L. Hewitt

**Secretary/Treasurer
Los Angeles County
Workforce Development Board**