



ST. CHARLES COUNTY  
WORKFORCE DEVELOPMENT  
BOARD BYLAWS

Revised September 2021

## ST. CHARLES COUNTY WORKFORCE DEVELOPMENT BOARD BYLAWS

### ARTICLE I

#### NAME/SERVICE AREA/AUTHORITY/DEFINITIONS

##### Section 1. Name

The name of this organization shall be the St. Charles County Workforce Development Board (hereafter referred to as "the Board or WDB").

##### Section 2. Service Area

The Board shall serve the residents of St. Charles County at the Missouri Job Center located at 212 Turner Boulevard, St. Peters, MO 63376.

##### Section 3. Authority

The Board shall conduct and engage in activities as set forth in the federal Workforce Innovation and Opportunity Act (hereinafter referred to as "WIOA"), applicable federal regulations, state issuances, and local law.

##### Section 4. Definitions

Consistent with WIOA, the terms used in these Bylaws are the same, and shall be construed to have the same meaning, as set forth in P.L. 113-128, Workforce Innovation and Opportunity Act.

*See Addendum A.*

### ARTICLE II

#### VISION/MISSION/PURPOSE/FUNCTION

##### Section 1. Vision

The vision for the Board is to serve as a strategic leader and convener of local workforce system stakeholders. The Board partners with employers and the workforce system to develop policies and investments that support workforce system strategies that support regional economies, the development of effective approaches including local and regional sector partnerships and career pathways, and high-quality, customer-centered service delivery and service delivery approaches.

##### Section 2. Mission Statement

The St. Charles County Workforce Development System is an alliance of public and private leaders dedicated to moving careers, companies, and communities forward through workforce development that impacts local wages, economic development that impacts local business investment and community development that impacts the local tax base.

##### Section 3. Purpose

The purpose of the Board is to:

- Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high-quality workforce system in the local area and larger planning region;
- Assist in the achievement of the State's strategic and operational vision and goals as outlined in the Unified State Plan; and

- Maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the services provided.

#### **Section 4. Function**

In partnership with the County Executive, the Board's responsibility is to convene to discuss workforce and business development issues in St. Charles County and exercise oversight with respect to activities under the Plan. The intent of WIOA is to charge the Board with the responsibility of consolidating, coordinating, and improving employment, training, literacy, and vocational rehabilitation programs in the St. Charles area. In order to carry out its function, the board will utilize the Administrative Entity's staff. The use of technology, such as phone and Web-based meetings, in addition to in-person meetings, will be used in order to promote Board member participation. The functions of the Board are described in WIOA Sec. 107(d) and are as follows:

- A. Develop and submit a 4-year local WIOA plan and conduct oversight of the one-stop system, and employment and training activities for adults, dislocated workers, and youth under Title I of WIOA, in partnership with the County Executive and consistent with Section 108 of WIOA.
- B. Select the One-Stop Operator with the agreement of the County Executive.
- C. Review performance related data for the purpose of evaluating the effectiveness of the programs provided by the one-stop operator.
- D. Recommend the policies, goals, and objectives for the workforce development system within the St. Charles County Labor Market Area in accordance with identified needs.
- E. Negotiate and reach agreement on local performance measures with the County Executive and the Governor.
- F. Recommend a budget and review, monitor, and approve financial statements for the purpose of carrying out and adequately funding the programs and activities of WIOA.
- G. Develop and enter into Memorandums of Understanding (MOU) with each One-Stop Partner within the Local Workforce Development Area (LWDA) who are involved in workforce programs and activities required to be available at the Comprehensive One-Stop Center, in accordance with the Act.
- H. Establish any committees and task forces as needed with appropriate categories of membership in accordance with the Act.
- I. Develop outreach efforts and public awareness for the workforce development system; and conduct workforce research and regional labor market analysis as defined in section 107(d)(2) of WIOA.
- J. Lead efforts to engage with a diverse range of employers and other entities in the region in order to promote business representation on the Board, develop effective linkages with employers in the region, ensure that workforce investment activities meet the needs of employers by coordinating the Sector Strategies Plan adopted at a local, regional, and state level.

- With representatives of secondary and post-secondary education programs, lead efforts 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.
  - Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers, and jobseekers, and identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs.
  - Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce system for employers, and workers and jobseekers consistent with Section 107(d)(7) of WIOA.
- K. Certification of the one-stop center in accordance with WIOA.
- L. Carry out regional planning responsibilities required by the State in accordance with the Act.

**ARTICLE III  
MEMBERSHIP**

**Section 1. Composition**

Board membership shall be composed of representatives required under WIOA

The Grant Recipient for the Workforce Development Board is St. Charles County Government. The St. Charles County Department of Workforce & Business Development is the Administrative Entity. All Board members are appointed by the County Executive. Responsibilities of the County Executive include but are not limited to:

- Establish Board Bylaws consistent with State policy for local Board membership
- Attend at least one local Board meeting annually
- Review Annual Agreement yearly and document in the minutes

The Board members shall be appointed by the County Executive in accordance with the following categories:

- A. Business Sector – Members of this category shall constitute a majority of the membership of the Board. Members must be owners of businesses, chief executives or chief operating officers or other business executives or employers with optimum policy making or hiring authority. At least two business members must meet the requirements of a small business as defined by the Small Business Administration.
- B. Workforce Sector – Members of this category shall constitute at least twenty percent (20%) of the membership. The members shall include at least two (2) representatives of labor organizations and one (1) representative of registered apprenticeship programs (if they exist in the area); may include representatives from community-based organizations that have demonstrated experience and expertise addressing the employment needs of individuals with barriers to employment, including

organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

- C. Education and Training Sector – Local educational program representatives which shall include an eligible provider of adult education and literacy activities, and a representative of institutions of higher education providing workforce investment activities (including community colleges). The members may include entities administering education and training activities that represent local education agencies and community-based organizations with demonstrated expertise addressing the education or training needs of individuals with barriers to employment. No single member of a local board shall serve as a representative of the adult education and literacy activities under Title II and the institution of higher education providing workforce investment activities.
- D. Governmental and Economic and Community Development Sector – Entities shall include economic and community development entities, Wagner-Peyser, TANF, and Title I of the Rehabilitation Services Act of 1973. Members in this category may include a representative that administers local programs providing transportation, housing and public assistance in the local area or a representative of philanthropic organizations serving the local area.
- E. Other Sector – May include such other individuals or representatives of entities as the County Executive may determine to be appropriate.

## **Section 2. Selection/Nomination**

- A. The County Executive shall make appointments and reappointments in accordance with criteria established by the Governor and the State Council. The County Executive is to be in partnership with the St. Charles County Workforce Development Board.
- B. All representatives of organizations, agencies or other entities serving on the local board shall be individuals with optimum policy making authority within the organizations, agencies, or entities they represent, and should represent the diverse geographic areas within the local area.
- C. Business representatives are to be from local businesses and are appointed from among individuals nominated by local business organizations and business trade associations.
- D. Labor representatives are to be nominated by local labor federations or (for a local area in which no employees are represented by such organizations) by other representatives of employees, such as employee organizations and/or the State AFL-CIO.
- E. Representatives of local educational entities providing adult education and literacy activities and institutions of higher education (including representatives of community colleges) are to be nominated by each respective group if there are multiple providers in the local area.

**Section 3. Term Limitations**

Appointments and/or reappointments to the Board made by the County Executive will occur every 2 years and be staggered to ensure only a portion of membership expires in a given year. The slate of officers shall be selected based upon a majority vote of the quorum present at the full board meeting in December and term of office will begin in January following the December Election meeting.

Board officers will serve two-year terms minimum with the option to serve multiple terms unless otherwise decided by the Board.

Board members will serve until their term of office expires; or their status under which they were appointed changes; or the County Executive agrees to revoke their appointments; or the member is unable to complete their term of office; or the member resigns.

When possible, members shall serve until their successors are appointed.

**Section 4. Vacancies**

Staff to the board shall notify the County Executive of a board member vacancy ASAP in order to ensure a prompt appointment to the vacancy.

Nominations for filling vacancies shall be made in the same manner as was made for the resigning member. Upon appointment, the member shall serve as long as the term limitations described in Section 3, paragraph 2 do not apply.

**Section 5. Proxy/Alternate Designee**

In the event that a Board member cannot attend a meeting, he/she may designate an alternate from the same organization and in a position with policymaking or hiring authority to represent him/her at the Board meeting.

**Section 6. Termination/Removal**

- A. Any member may resign from the Board upon written request to the Board Chairperson. If a member resigns prior to the expiration date of his/her term in office, the vacancy shall be filled by the County Executive.
- B. Board members not in good standing may be suspended or expelled by a majority vote of the Executive Committee, with agreement from the County Executive.
- C. Board membership requirements include regular attendance at meetings of the Board and assigned committees. Any member may be removed from the Board if he/she has failed to attend at least 50% of the full board meetings. The Executive Committee will review the reasons for the absences and may make a recommendation as to what actions, if any, should be taken.
- D. Should a Board member cease to represent the category to which he/she was appointed to fill on the Board through change in status, or otherwise become unable to perform his/her duties on the Board, he/she shall be removed upon recommendation of the Executive Committee to the County Executive and a replacement representing the same category appointed.

- E. A member may be removed for cause by a majority vote of the Executive Committee with agreement from the County Executive.

**ARTICLE IV  
BOARD OFFICERS**

A slate of officers for the Board shall consist of Chairperson, Vice Chairperson, Treasurer, Secretary, Parliamentarian, and Immediate Past Chair.

**Section 1. Chairperson**

- Shall be elected from among the private sector members on the Board
- Shall preside at all Full Board and Executive Committee meetings
- Shall appoint task force and/or committee chairpersons and members as required
- Shall nominate the members and their positions on the Executive Committee, which shall be ratified by the Board
- There will be an annual reaffirmation of the Chairperson

**Section 2. Vice Chairperson**

- Shall be elected from the private sector members on the Board
- Shall assist the Chairperson as needed and/or when requested by the Chairperson
- Shall assume all duties and responsibilities of the Chairperson in the Chairperson's absence or if the Chairperson resigns; the Vice Chairperson assumes the role of Chairperson until such time as an election for Chairperson can take place.

**Section 3. Others**

- The Treasurer shall be responsible for reviewing and monitoring all financial statements to ensure compliance with the intent of WIOA, and performing other duties as assigned by the Chairperson, Executive Committee, and/or Board.
- The Secretary shall be responsible for recording attendance at the meetings, determining if a quorum is present, and ensuring that the meeting minutes are prepared.
- The Parliamentarian shall provide guidance to the Chairperson and Board regarding procedures and conduct of meetings, assist the Board and officers in the interpretation and enforcement of the Bylaws, and provide general guidance regarding specified contractual or other matters having procedural or structural implication for the Board and its affairs.

**Section 4. Removal**

Any officer elected or appointed by the Board may be removed by the membership, whenever in its judgement and the best interest of the Board would be served thereby. Removal will be by majority vote of members attending a meeting where a quorum is present.

**ARTICLE V  
COMMITTEES**

The Board's Chairperson shall have the power to create standing and ad hoc committees and to assign committee chairs and members. Committees shall meet at the call of the committee chair as necessary. Meetings shall be conducted in the same manner and formality as regular Board meetings following Robert's Rules of Order and in accordance with the Sunshine Law policy.

All Committees, except the Executive, are advisory and will make recommendations to the full Board.

**Section 1. Executive Committee**

The Board shall have an Executive Committee consisting of a minimum of five members with no maximum limit and a majority representing the private sector. If unable to fill the majority of Executive Committee positions from the private sector, the Chairperson has discretion to appoint members from the community-based organization sector, the education sector, the labor sector, or the economic development sector. The Chairperson of the Board will serve as Chairperson of the Executive Committee. The Executive Committee shall not fail to meet a minimum of four times each calendar year.

The Executive Committee is authorized to act on behalf of the full Board in the event of an urgent matter that requires action prior to the next scheduled Board meeting. Any action taken by the Executive Committee on behalf of the Board will require full disclosure to the Board at the regularly scheduled meeting, following the action taken.

All oversight and recommendation duties involving youth programs, evaluation and quality improvement, finances, and public awareness will be carried out by the Executive Committee, assisted by the staff and service partners of the Missouri Job Center of St. Charles County.

Decisions of the Executive Committee will be ratified by the Board at the next regularly scheduled meeting.

**Section 2. Task Force Committees**

The Board shall establish task forces as needed which will be charged with specific duties. The Chairperson is charged with providing those duties to the task forces.

***See Addendum B for Task Force Mission Statements.***

**Section 3. Ad Hoc Committees**

An Ad Hoc Committee may be formed when necessary to discuss, plan, review, or evaluate specific matters as they occur. Such committee may be formed by the Chair at the request of the Executive Committee or of the Board as a whole.

**ARTICLE VI  
MEETING PROCEDURES/QUORUM/CONFLICT OF INTEREST**

**Section 1. Procedures**

- a. Regular Board meetings will be held on the first Wednesday of the third month of each quarter (March, June, September, and December). The day, time, and location can be changed at the discretion of the Board members. Notification of meetings will be by written notice at least



seven days preceding the scheduled meeting. The Board will be notified along with the public in accordance of the Missouri Sunshine Law. Meetings are open to the public.

- b. Task Force Committee meetings shall be conducted in the same manner and with the same formality as regular Board meetings.
- c. Meeting proceedings will be governed by Robert's Rules of Order, Revised.
- d. All Board and Task Force meetings shall be subject to the Sunshine provisions under WIOA. The Board shall conduct its meetings according to the provisions of these current laws and any and all subsequent amendments.
- e. Minutes of the Board, Task Force Committees, and Ad Hoc Committees shall be kept of all meetings and shall be available for anyone who requests to see them and shall be reviewed and approved at the next Board or Committee meeting as appropriate.

**Section 2. Quorum**

The members present (physically, by electronic means, or by proxy) at any regular meeting shall constitute a quorum for the transaction of all organization business except the election of Officers and to amend these Bylaws.

For the election of Officers and amending the Bylaws, a simple majority of the membership shall constitute a quorum.

**Section 3. Conflict of Interest**

A member of the Workforce Development Board may not vote or participate in debate on any matter which has a direct bearing on services to be provided by that member or any organization that such members represent, or by which the member is employed, or that would provide direct financial benefit to such members, or the immediate family of such members. Abstentions should be reflected in the minutes.

**ARTICLE VII  
INDEMNIFICATION**

The County Government will indemnify and save harmless the appointed board members under a continuous liability policy.

**ARTICLE VIII  
GENERAL**

**Section 1. Right of Policy**

Nothing in these bylaws shall be construed to take precedence over Federal, State, or local laws or regulations or to constrain the rights or obligations of the County Executive.

**Section 2. Amendment**

Bylaw amendments may be made whenever necessary for the Board's best interest. The amendments will be proposed in writing and sent with the agenda announcements prior to all meetings. The motion for such amendments will be made to the Executive Committee for the first reading following the draft of the amendment. A vote will be taken at the meeting following the first reading of the proposed bylaws. A simple majority of the membership will be required to amend the Bylaws.

**Section 3. Effective Dates**

These bylaws and any amendments thereto shall become effective immediately upon adoption and shall remain in continuous effect from that date until otherwise amended.

**Adopted on September 1, 2021**

## **Addendum A**

### **Definitions**

**ADMINISTRATIVE ENTITY:** The entity designated to administer programs under local designated area, also referred to as the program administrator. The Chief Elected Official determines the Administrative Entity and has selected the St. Charles County Department of Workforce & Business Development to serve in this capacity.

**BOARD:** Refers to the Workforce Development Board of St. Charles County. The two terms are synonymous as used in this document.

**CHIEF ELECTED OFFICIAL:** Officer of a unit of local government in a local area, County Executive of St. Charles County.

**COMMUNITY-BASED ORGANIZATION:** Private nonprofit organizations which are representative of communities or significant segments of communities and which provide programs and services.

**ECONOMIC DEVELOPMENT AGENCIES:** Local planning and zoning commissions or boards, community development agencies, and other local agencies and institutions responsible for regulating, promoting, or assisting in local economic development.

**EXCUSED ABSENCE:** Absence from either a Board, Task Force, or Committee meeting due to illness, business, or employment related responsibilities. In order for an absence to be excused, notification must be given to the Board Chairperson, in the case of a Board meeting, Task Force Chairperson, in case of a Task Force meeting, or Committee Chair, in the case of a committee meeting, at least twenty-four hours prior to the scheduled meeting. Emergency situations will be reviewed on a case-by-case basis by the Executive Committee.

**LABOR MARKET AREA:** An economically integrated geographic area as defined by the U.S. Department of Labor or the Governor.

**LOCAL AREA:** A workforce investment area designated by the Governor, after consideration of the geographic areas within the State.

**LOCAL AREA BUSINESS REPRESENTATIVE:** Persons who are owners, chief executives or chief operating officers of private for-profit employers and major nongovernmental employers, such as health and educational institutions or other executives of such employers who have optimum policy-making responsibility or hiring authority.

**LOCAL BOARD:** A group of individuals representing local businesses, local educational entities, labor organizations, community-based organizations, economic development agencies, representatives of one-stop partners, or others as deemed appropriate by the County Executive. This group comprises the Workforce Development Board for the local area. It was certified by the Governor to set policy for the portion of the statewide workforce investment system within the local area.

**LOCAL EDUCATION AGENCY:** Any certified secondary or post-secondary school or school board in the local area.

**LOCAL PLAN:** The local board shall develop and submit to the Governor a comprehensive four-year local plan in partnership with the Chief Elected Official. The plan shall be consistent with State and Regional Plans, and the requirements of the Workforce Innovation & Opportunity Act.

**LOW INCOME:** To qualify for low income status it must be an individual or a member of a family who receives cash welfare payments, or has received a total family income (for the six- month period prior to application) which, in relation to family size, was not in excess of the poverty level or 70% of the lower living standard income level, or is receiving food stamps, or is a foster child, or, an individual with a disability whose own income qualifies as economically disadvantaged, but is a member of a family that may not meet such requirements.

**MEMORANDUM OF UNDERSTANDING:** An agreement between the one stop partners and the Workforce Development Board, which identifies the function, responsibility, role, accountability, and infrastructure cost-allocation requirements they have in the one stop system.

**ONE STOP OPERATOR:** One or more entities designated or certified to operate a one stop system. This may be a public or private entity or consortium of entities of demonstrated effectiveness located in the local area such as a post-secondary educational institution, an employment service agency established under Wagner-Peyser Act, a private nonprofit organization, a private for-profit entity, a government agency, and/or another interested organization or entity like a local chamber of commerce or business organization.

**ONE STOP PARTNER:** An entity that carries out programs or activities under Title I of the Workforce Innovation & Opportunity Act, Carl Perkins Vocational & Applied Technology Education Act, Housing & Urban Development employment & training programs, adult education, unemployment insurance, Wagner-Peyser Act & Trade Act, Vocational Rehabilitation, Temporary Assistance to Needy Families & Food Stamps, Title V of the Older Americans Act, or an entity that is participating with the approval of the local board and chief elected official, in the operation of a one-stop delivery system.

**PROGRAM YEAR:** A one-year period of program operation beginning July 1 of every year and ending June 30 of the following year.

**QUORUM:** The members at any regular meeting shall constitute a quorum for the transaction of all organization business except the election of Officers and to amend these Bylaws. For the election of Officers and amending the Bylaws, a simple majority of the membership shall constitute a quorum.

**STATE BOARD:** A state workforce development board established by the Governor which assists in the development of the state plan, development and continuous improvement of statewide system, designation of local areas, development of allocation formulas, development and continuous improvement of state performance measures, comment annually on measures taken of the Carl Perkins Vocational & Applied Technology Education Act, preparation to the annual report to the Secretary, development of the statewide statistics system, and development of an incentive grant.

**WORKFORCE DEVELOPMENT BOARD - LOCAL DELIVERY AREA MEMORANDUM OF UNDERSTANDING AGREEMENT:** An agreement between the Board and County Executive of St. Charles County. This agreement identifies the relationships, functions, responsibilities, and accountability between the Board and Chief Elected Official in the operation of WIOA programs in a given local area.

WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA): Public Law 113-128 otherwise known as Workforce Innovation & Opportunity Act of 2014. The intent of the Act is to consolidate job training programs under the Workforce Investment Act of 1998 (WIA) into a single funding stream. It amends the Wagner-Peyser Act reauthorizing adult-education programs and programs under the Rehabilitation Act of 1973. WIOA is now the authority for the establishment and operation of the state and national One-Stop Delivery system.

## **Addendum B**

### **Task Force Committees' Mission Statements**

#### **Soft Skills Task Force**

The St. Charles County Soft Skills Task Force, a sub-committee of the St. Charles County Workforce Development Board, is focused on creating more awareness about the soft skills gap in today's labor force, promoting the importance of soft skills training and recognizing soft skills success stories.

#### **Special Populations Task Force**

Through collaboration, partnership, and education, we will work to overcome barriers by advising the WDB on the state of essential services and resources for the special needs' population in St. Charles County, empowering them to pursue workforce success.

#### **Manufacturing Task Force**

An alliance of public and private leaders dedicated to moving careers, companies, and communities forward through workforce development that impacts local wages, economic development that impacts local business investment and community development that impacts the local tax base.




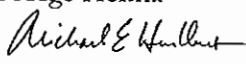
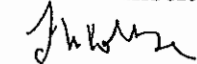

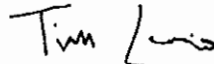
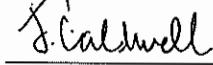
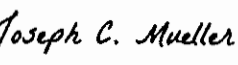
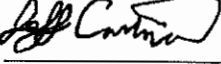
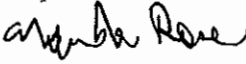
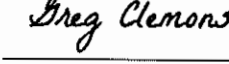


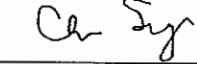
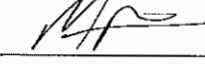
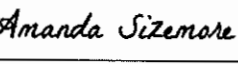
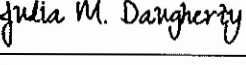

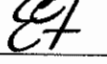
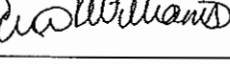
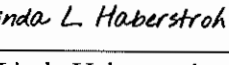
## St. Charles County Workforce Development Board

## ATTESTATION FOR REVIEW OF BY-LAWS

The following form must be completed and submitted to the Division of Workforce & Business Development annually. The purpose of the form is to assure that all members of the Local Workforce Development Board have reviewed and understand their current by-laws. The form must be signed and dated by at least a quorum of the membership. Please include the printed name of the member on the line below their signature. If additional signature/date lines are needed, please add them accordingly.

Name of Local Workforce Investment Board: St. Charles County Workforce Development Board

The following local board members attest by their signatures that they have reviewed and understand the board's current by-laws:

	09 / 24 / 2021		09 / 23 / 2021
(Daryl Muhammad, Chair)      Date		George Herina      Date	
	09 / 23 / 2021		09 / 22 / 2021
Ben Abbott      Date		Michael Hurlbert      Date	
	09 / 27 / 2021		09 / 22 / 2021
Jessica Bloch      Date		Lauren Kolbe      Date	
	09 / 24 / 2021		09 / 22 / 2021
Sonja Gholston-Byrd      Date		Tim Lewin      Date	
	09 / 29 / 2021		09 / 27 / 2021
Jeanna Caldwell      Date		Joseph Mueller      Date	
	09 / 23 / 2021		09 / 23 / 2021
Jeff Cartnal      Date		Amanda Rose      Date	
	10 / 12 / 2021		09 / 27 / 2021
Greg Clemons      Date		Susan Sams      Date	
	09 / 23 / 2021		09 / 23 / 2021
Luanne Cundiff      Date		Chris Seyer      Date	
	09 / 23 / 2021		10 / 12 / 2021
Mark Dalton      Date		Amanda Sizemore      Date	
	09 / 26 / 2021		09 / 29 / 2021
Julia M. Daugherty      Date		Scott Tate      Date	
			09 / 29 / 2021
EmmaJane Fox      Date		Erin Williams      Date	
	09 / 24 / 2021		
Linda Haberstroh      Date			

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