



PURPOSE

The purpose of this policy is to outline criteria and processes for Workforce Board Member appointment, and Board Member expectations in compliance with federal and state laws, regulations, policies, and guidance.

BOARD COMPOSITION AND APPOINTMENT

The Rogue Valley Workforce Consortium (RVWC), comprised of a consortium of elected officials as established by an intergovernmental agreement, serve as the chief elected officials (CLEO) for Jackson and Josephine Counties. The RVWC appoints the Rogue Workforce Partnership (RWP Workforce Board) members in accordance with the Workforce Innovation and Opportunity Act (WIOA) and the State of Oregon Workforce Programs policies to be the visionary driver of workforce development in the local area.

The RWP Workforce Board shall appoint the Workforce Board Chair and Vice-Chair as the President and Secretary-Treasurer of the RWP Corporate Directors and shall appoint an additional five to seven Workforce Board members as Corporate Directors. The five to seven members of the Workforce Board serving as Corporate Directors shall be private sector business members. Two additional Corporate Director positions will also be filled by the designated County Commissioners from Jackson and Josephine Counties who comprise the RVWC.

The RWP Corporate Directors are responsible for management and administrative work, as well as directing public and private fundraising efforts for the local workforce area.

The Partnership Agreement among the RWP Workforce Board, RWP Corporate Directors and the Rogue Valley Workforce Consortium identifies the roles and responsibilities of each board.

Workforce Board members will fall into one of three categories as defined in the WIOA: a representative of business, a representative of workforce (includes labor and community-based organizations and must be not less than 20 percent), or a representative of education and training. Workforce Board members may be appointed as a representative of more than one entity if the individual meets all the criteria for representation, including the criteria described in WIOA legislation for each entity. Workforce Board members will be appointed as necessary to maintain the appropriate balance, and must work or reside in Jackson or Josephine Counties.

NOMINATION AND APPLICATION PROCESS

Prospective members must be interviewed by the Workforce Board Chair and/or the RWP Executive Director prior to submitting an application. Prospective business or labor members must be nominated from one of the following:

- Business Representatives from a local business organization or business trade association.
- Labor Representatives of a local labor federation, from which they have also been appointed.



All nominations must be submitted to the RWP Executive Director to forward onto the RWP Corporate Directors for review and forwarding to the RVWC. As seats become available, the RVWC will review, consider and appoint nominees.

BOARD MEMBER TERMS, REMOVALS AND VACANCIES

Workforce Board members serve renewable three-year terms from the date of appointment, except that initial appointments made in 2016 shall be staggered. Workforce Board members who no longer hold the position or status that made them eligible local workforce board members must resign with a written letter or email to the RWP Executive Director or be removed by the CLEOs immediately as a representative of that entity (e.g., no longer work in the private sector, or no longer with an educational institution, etc.). Additionally, Workforce Board members must be removed by the CLEOs if any of the following occurs:

- Documented violation of conflict of interest;
- Documented proof of fraud and/or abuse; and
- Other factors as outlined in the RWP Workforce Board bylaws.

If a Board seat is vacated prior to the end of the three-year term, a new member will be appointed using the process above and will serve for the remainder of the term. RWP-Workforce Board vacancies are adhered to in accordance with the state of Oregon Workforce Program policies.

QUORUM

The RWP Workforce Board Quorum is defined as:

- A simple majority of the membership (excluding vacancies) AND
- Of those members in attendance, no fewer than 25% are business representatives.

MEMBER EXPECTATIONS AND RELATED

Once appointed, Workforce Board members must attend at least 50% of the Board Meetings, including but not limited to new board member orientation and quarterly meetings. Any Workforce Board member failing to meet this criterion will be subject to removal. Workforce Board members must contact the Executive Director or other designated staff if they are unable to attend a meeting. The RWP Workforce Board prohibits the use of proxies, except in special circumstances approved by the RWP Corporate Directors. It is required that any approved proxy must be from the same category of representation/membership as the member.

Workforce Board member must actively use their expertise, energy and talents to assist in meeting the RWP Workforce Board's stated mission and vision. Workforce Board members may participate in one or more ad-hoc advisory group.

Approved: 
RWP Chair

Date: 11-29-2022