



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: 21-314, **Version:** 2

In the Board of Supervisors role as Chief Elected Official of the Monterey County local workforce development area, approve amendments to the Bylaws of the Monterey County Workforce Development Board (WDB) that will incorporate Workforce Innovation and Opportunity Act (WIOA) requirements for all WDB standing committees, redesignate its Oversight Committee as a Career Services Committee, provide membership term limits, and avoid conflicts of interest

RECOMMENDATION:

It is recommended that the Board of Supervisors:

In its role as Chief Elected Official of the Monterey County local workforce development area, approve amendments to the Bylaws of the Monterey County Workforce Development Board (WDB) that will incorporate Workforce Innovation and Opportunity Act (WIOA) requirements for all WDB standing committees, redesignate its Oversight Committee as a Career Services Committee, provide membership term limits, and avoid possible conflicts of interest.

SUMMARY:

The Bylaws of the Monterey County WDB were approved by the Monterey County Board of Supervisors on November 8, 2016. Revisions to these Bylaws are recommended to incorporate the WIOA requirement for standing committees to include other individuals appointed by the WDB who are not members of the local WDB and have demonstrated experience and expertise relevant to the committee's work. In addition, the WDB wishes to redesignate its Oversight Committee as a Career Services Committee to implement a continuous quality improvement (CQI) program with its contracted service provider representatives and other community subject-matter experts as committee members, while eliminating the oversight responsibilities of the Career Services and Business Services committees that could involve a conflict of interest.

DISCUSSION:

The WIOA states in Section 107(b)(4) that the local workforce development board may designate and direct the activities of standing committees to provide information and assist the local board in carrying out required activities. Establishment of standing committees is not required, but if standing committees are established by the local WDB, each standing committee:

- Must be chaired by a member of the local board;
- May include other members of the local WDB; and
- Must include other individuals appointed by the local WDB who are not members of the local WDB and have demonstrated experience and expertise relevant to the committee's work.

The Monterey County Workforce Development Board's Bylaws established three standing committees: Oversight, Business Services, and Executive. The Oversight Committee has met infrequently over the past several years to review items relating to the budget, training providers, and enrollments. During the periods in which the Oversight Committee has not met, the Executive Committee has reviewed these items.

Redesignation of the Oversight Committee as a Career Services Committee will move the committee's focus beyond day-to-day activities, allow a venue for the development of a new vision for service delivery, and identify those activities and partnerships to bring this vision to fruition. It is anticipated that community

members nominated by the WDB to serve on the Career Services Committee will provide different perspectives to better ensure steady movement toward optimal client services and program performance.

In addition to implementing term limits, the specific amendments to the Bylaws include:

- Removal of references to the Oversight Committee and addition of language to create a Career Services Committee;
- Addition of language to include non-WDB members in the Career Services and Business Services committees;
- Removal of the Career Services and Business Services committees' oversight responsibilities to avoid a conflict of interest based on contracted services provider participation (the Bylaws currently state that the Executive Committee shall determine the responsibilities of all standing committees); and
- Removal of Business Services Committee references to the Certified Work Readiness Communities Initiative.

The proposed Bylaw revisions were approved by the Executive Committee on March 18, 2021 and by the full WDB on April 8, 2021.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed the proposed Bylaw amendments.

FINANCING:

The proposed revisions to the Bylaws relate to the membership of the MCWDB's standing committees. Members of the WDB serve without compensation, and the proposed changes to the Bylaws, including any related staff work, will not affect departmental budgeting. The Board's approval of the Bylaw amendments will have no impact on the County General Fund.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Approval of the Bylaw amendments is consistent with the following Strategic Initiatives:

- √ Administration: Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability, and transparency.
- √ Health and Human Services: Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for healthy environments in collaboration with communities.

Prepared by: Elizabeth Kaylor, Management Analyst II, Ext. 5385

Approved by: Christopher Donnelly, Executive Director, Ext. 6644

ATTACHMENTS:

Board Report

Amended Bylaws of the Monterey County Workforce Development Board