

# By-Laws for Oyster Bay-North Hempstead-Glen Cove Workforce Development Board

## ARTICLE I – NAME AND AUTHORITY

### Section 1. Name

The name of this body shall be the Oyster Bay-North Hempstead-Glen Cove Workforce Development Board hereinafter referred to as the Local Workforce Development Board (LWDB). The LWDB is established by the Multi-Jurisdictional Chief Elected Officials Agreement executed by the Supervisor of the Town of Oyster Bay, the Supervisor of the Town of North Hempstead and the Mayor of the City of Glen Cove, and certified by the Governor of the State of New York, pursuant to the Workforce Innovation and Opportunity Act of 2014, hereinafter referred to as WIOA.

### Section 2. Authority

The LWDB shall act on behalf of the Oyster Bay-North Hempstead-Glen Cove Local Workforce Development Area (herein referred to as LWDA) and shall provide policy guidance for and exercise oversight of the LWDA as set forth in WIOA.

### Section 3. Principal Location

The address of the principal office of the LWDB is: 977 Hicksville Road, Massapequa, New York 11758.

## ARTICLE II – PURPOSE AND FUNCTION

### Section 1. Purpose

The LWDB represents a wide variety of individuals, businesses, and organizations throughout the local area. The LWDB serves as a strategic convener to promote and broker effective relationships between the Chief Elected Official (CEO) and economic, education, and workforce partners.

The LWDB must develop a strategy to continuously improve and strengthen the workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs to promote economic growth. LWDB members must establish a platform in which all members actively participate in and collaborate closely with the required and other partners of the workforce development system, including public and private organizations. This is crucial to the LWDB's role to integrate and align a more effective, job-driven workforce investment system.

### Section 2. Functions

The LWDB shall provide policy guidance and exercise oversight of activities under the Workforce Innovation and Opportunity Act for the Workforce Development Area in partnership with the units of local government, partner agencies and businesses.

Pursuant to § 679.370 of the regulations, functions of the Local Board shall include:

- Development and approval of a local plan consistent with WIOA Sec. 108;
- Workforce research and regional labor market analysis;

- Development of a budget for the activities of the Local Board, consistent with the LWDA Plan and duties of the LWDB, subject to approval of the CEO;
- Convening, brokering and leveraging local workforce development stakeholders;
- Leading efforts to engage with a diverse range of employers and entities in the region;
- Negotiation of local performance measures;
- Leading efforts in the local area 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;
- Identifying and promoting proven and promising practices;
- Developing strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers and jobseekers;
- Designating, with agreement of the CEO, the Career Center operator, youth providers and identification of eligible training providers;
- Provision of program oversight and consumer choice requirements, in partnership with the Chief Elected Official;
- Coordination with education providers;
- Development of a budget for activities of the Local Board;
- An annual assessment of the physical and programmatic accessibility in accordance with WIOA Sec. 188 and the Americans with Disabilities Act of 1990 of all one-stop centers in the local area; and
- Certification of one-stop centers.
- Determination and approval of policies and procedures; and
- Collaboration as needed on regional, local and state initiatives.

## **ARTICLE III – MEMBERSHIP**

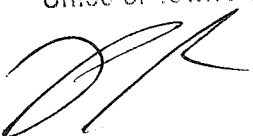
### **Section 1. Appointment of Members and Membership Composition**

It shall be the sole responsibility and authority of the CEO to appoint members to the Board. The CEO shall appoint members to the Board from the enumerated categories of Section 107 of WIOA and in compliance with the applicable federal regulations. The CEO shall establish the initial and any subsequent duration of membership. The notification of appointment and the term of service shall be provided by the CEO as written correspondence. Term appointments will be staggered and may be considered for re-appointment.

In accordance with representation required under WIOA Sec. 107(b)(2), the Board shall be composed as follow:

- A Chairperson shall be elected from among the business representatives;
- A Vice Chairperson shall be elected from among the business representatives;
- A majority of the members must be business representatives;

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- 20% of the members must be workforce representatives (which must include two organized labor representatives and one apprenticeship representative; and may include representatives from Community Based Organizations and organizations with experience serving youth);
- One Title III Wagner-Peyser representative;
- One Title II Adult Education and Literacy representative;
- One Higher Education representative;
- One Economic and Community development representative; and
- One Title IV Vocational Rehabilitation representative.

All members shall be nominated and appointed in conformance with WIOA Sec. 107(b) (1) and (2).

### **Section 2. Tenure**

- The CEO shall solicit nominations of businesses from local business organizations, industry groups or business trade organizations; and shall solicit nominations of Union and Apprenticeship organizations from the Long Island Federation of Labor - AFLCIO.
- A term shall not exceed six years.
- Term appointments shall be staggered for two years, four years and six years to ensure only a portion of memberships expire in a given year.
- The CEO shall be notified in writing when a board vacancy arises.

### **Section 3. Compensation**

In accordance with WIOA sections 101(h)(3) and 107(f)(3), the Local Board director (and staff) are subject to the limitations on the payment of salary and bonuses described in WIOA section 194(15).

### **Section 4. Rights and Powers of Members**

Members shall have and may exercise powers, in addition to the powers and functions set forth in Article II, such as approval and interpretation of the statement of mission and philosophy of the LWDB, and to require the LWDB to operate in conformance with such statement.

## **ARTICLE IV – MEETINGS**

**Section 1. Frequency** –Meetings shall be held no less than four times a year to include one Long Island regional LWDB meeting and three local LWDB meetings.

**Section 2. Attendance** –Members are required to attend a minimum of two meetings a year.

**Section 3. Quorum** –A quorum is set at ten members.

**Section 4. Proxies** - Members may appoint proxies to attend meetings and vote on their behalf.

**Section 5. Procedure** – Meetings will be conducted according to Roberts Rules of Order.

**Section 6. Voting** – All members shall have voting rights.

## **Section 7. Use of technology-**

Technology shall be used to improve board functions, broker relationships with stakeholders, and any other conditions governing appointment or membership on the Local Board as deemed appropriate by the CEO. Further, the Local Board must make available to the public, on a regular basis, information regarding the activities of the Local Board through electronic means, as required by WIOA Sec. 107(c)(13)(e).

## **Section 8. Online or telephone Votes on Board Items requiring approval within a limited time frame**

On any Board items or issues requiring a Board decision or approval within an abbreviated time frame which cannot wait until the next scheduled meeting, the Chair may call a special meeting, obtain the member's vote by telephone, e-mail, or fax survey, or request a majority decision from the Executive Committee. Those decisions or actions will represent the Board's official action on the matter at hand unless ratification by the Board is required at a subsequent meeting.

In the case of a vote taken by telephone, e-mail, or fax survey, the Chair shall announce the history and disposition of the item at the next scheduled meeting and have such results and/or resolutions recorded into the meeting minutes. In the case of any Executive Committee decision, the history, voting results and pro-term resolution shall be submitted to the full Board for a vote at the next regular Board meeting.

## **Section 9. Public Notice of Meetings-**

In accordance with the public notice requirement of the Workforce Innovation and Opportunity Act, all meetings of the Board at which its business will be conducted shall be held at a time and in a place accessible to the public. Public notice, stating the date, place and hour shall be given prior to all meetings of the Board. Notice shall be posted on the website [www.thewp.org](http://www.thewp.org), and at the Town Halls of The Town of Oyster Bay, The Town of North Hempstead and the City of Glen Cove.

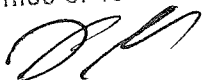
## **ARTICLE V – COMMITTEES**

“Standing Committees are established on a permanent basis and will meet regularly in an accessible location at a time and place designated by each Committee Chairperson.

### **A) Executive Committee:**

1. Shall consist of at least a minimum of five (5) members including the Board Chairperson and Vice Chairperson(s). The Committee shall be representative of the whole Board, with a majority representing the private sector. Committee Chairs are expected to serve on the Executive Committee.
2. Meets on a frequent basis to insure coordination and continuity of the business of the Board.
3. Recommends overall direction in collaboration with Board Committees and individual Board members and/or committees, identifies major legislative/policy issues and develops Board positions, and provides program oversight. Establishes Board meeting agenda in concurrence with Committee Chairs.
4. Identifies local performance standards with State Department of Labor and with local service providers.
5. Reviews performance standards of providers and One Stop Operators to assure compliance.

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6. Monitors the Customer Satisfaction System and recommends quality improvements to the providers and system partners.

B. Youth Committee:

The purpose of the Youth Committee is to help plan for and oversee workforce development youth activities and services for youth ages 16 to 24, and to recommend providers of youth services and activities to be awarded by the Board through a bid process.

The responsibilities of the Youth Committee are to:

1. Develop the portions of the local Plan relating to eligible youth.
2. Create a Strategic Plan with goals that align with the Board's goals.
3. Develop and implement in-school and out-of-school youth programs.
4. Develop a Request for Proposal (RFP) process to choose and recommend service providers for youth services. The RFP process should align Youth Committee goals with outcomes requested of potential providers.
5. Link youth programs and the One-Stop Career Centers.
6. Coordinate youth strategies of the Youth Committee and education entities for youth.
7. Develop work plans to achieve Board assigned goals and measures.
8. Report to the Board periodically on progress of work plans

C. Partner Agency Committee:

The Partner Agency Committee shall consist of the nine (9) member Consortium appointed by the Board. Under the direction of the One-Stop Coordinator, this committee oversees the management, development and continuous improvement of the One Stop System, ensuring that the policies of the Board relating to the system are implemented. The responsibilities are:

1. Deliver the agreed upon system measures to the Board.
2. Provide for a continuous improvement evaluation and process to ensure Chartering Criteria are met and improved upon.
3. Oversee the Business Plan elements, Chartering Criteria and Partner MOU elements as agreed to with the Board.
4. Develop a plan to expand partner participation.

D. AD HOC Committees:

The purpose of Ad Hoc meetings is to form committees around specific issue driven goals and Measures. The committees are to be formed only when needed to accomplish specific work. The committee disbands when the work is completed.


The responsibilities of ad hoc committees are to:

- 1) Develop work plans to achieve Board assigned goals and measures.
- 2) Report to the Board periodically on progress of the work plans."

**SIGNATORIES**

The Oyster Bay-North Hempstead-Glen Cove LWDB convened on September 25, 2018, with quorum present and by way of vote agreed to adopt the by-laws expressed herein.

The effective date of these by-laws shall be 9-25-2018.

  
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Joseph Saladino, Chief Elected Official

10/30/2018  
Date

  
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Harold Mayer, LWDB Chairperson

10/4/18  
Date

**Reviewed By**  
**Office of Town Attorney**



