

CHARTER OF THE:

REGIONAL WORKFORCE INVESTMENT BOARD

Serving

Clatsop, Columbia and Tillamook Counties

Region 1

PREAMBLE

The Regional Workforce Investment Board (RWIB) goal is to assure the preparation and continued training of our workforce so that we are able to meet the changing demands of the 21st century. The RWIB will promote quality and excellence in education, employment, training, and human service delivery, through a genuine partnership of public and private sector.

To accomplish this, the RWIB will work as a catalyst and advocate for the human investment needs of Columbia, Clatsop and Tillamook counties. We will value the diversity of our communities and we will support win/win solutions to our regional issues. The RWIB believes that the synergy of working together will create solutions that are greater than the sum of us individually working on solutions.

MISSION

The mission of the Region 1 Regional Workforce Investment Board (RWIB) is to strengthen the area's workforce by coordinating the human investment resources of the local communities. The primary focus will be on workforce-related education, training, employment services, and support services.

The RWIB has established an integrated regional workforce development plan that was built upon collaboration and consensus. To accomplish the mission, the RWIB has three major tasks: 1) approve a strategic regional work plan; 2) guide the establishment of collaborative service delivery agreements which support that plan; and 3) advise TOC/OWA (The Oregon Consortium/Oregon Workforce Alliance) and the Oregon Workforce Investment Board (OWIB) regarding policy and resource distribution issues to allow our region to maximize human, community and economic development.

MEMBERSHIP

This membership of the RWIB shall be volunteer appointees from the region who meet the qualifications and classification listed in the charter. Should it be necessary, the voting representative may vest voting rights in an alternate representative provided intention to do so is indicated in writing and provided that the alternate is present in person at any meeting where a vote is taken. After two unexcused absences, the board has the discretion to qualify membership in accordance with the provisions of the charter. The committee will either request that the agency replace the representative or, in the case of private industry members and labor, will recruit another member.

Term of Office

Terms of office shall be 3 years for WIA Mandated Partners, 1 year for all other agency partners and 2 years for 51% of private sector and 3 years for the remaining 51% of private sector members. All members will be eligible to serve a second term, equal to their first term.

Membership Qualifications

The membership of the RWIB shall be volunteer appointees from the region who:

- Communicate with a constituency to ensure solutions with the values of the citizenry
- Attend meetings regularly
- Support consensus decision-making
- Meet the criteria for membership under one of the classifications listed below
- Live or conduct business within the region

Board Composition

Membership of the RWIB is intended to meet the federal requirements of WIA 121 (b)(1) and 20 CFR 662.200 & 34 CFR 361.13 (b) and (c) Final Regs, and needs of the North Coast region:

1. WIA Program- Title I-B (Mandatory) (1)
2. Employment/Veterans/UI/ NAFTA/Trade Act (Mandatory) (1)
3. Welfare to Work/TANF- Department of Human Services/Self Sufficiency (Mandatory) (1)
4. Carl Perkins- K-12 Education (Mandatory) (1)
5. Vocational Rehabilitation Department (Mandatory) (1)
6. Adult Basic Education/Carl Perkins- Community College (Mandatory) (2)
7. Regional Economic Development (1) (Regional Preference)
8. Title V Older American Act (Mandatory) (1)

Detail of Board Composition

1. Number of Business & Industry Members (12)
2. Number of Public Sector Members (9)
3. Number of Labor Representative (1)
4. Number of Elected Officials (3)
5. Ex-Officio (Non-voting advisory)

Appointments

The following processes will be used to nominate and fill vacancies on the RWIB.

Business Members:

1. RWIB Staff will notify County Commissioner when vacancy occurs in specific County.
2. County Commissioner will have 45 days to recruit for vacant position.
3. Business Member will complete RWIB application.
4. County Commission will appoint Business Member to the RWIB.

Public Sector Members:

1. RWIB Staff will notify agency lead when vacancy occurs.
2. Agency will have 45 days to recruit for vacant position.
3. Agency Member recommend to all three County Commissioners.
4. All three County Commission's will appoint Public Sector Member to the RWIB.

Labor Representative:

1. RWIB Staff will notify all three County Commissioners when vacancy occurs.
2. County Commissioner's will have 45 days to recruit for vacant position.
3. Labor Representative will complete RWIB application.
4. All three County Courts will appoint Labor Representative to the RWIB.

Ex-Officios Members:

1. The Executive Committee will seek members to serve in an advisory capacity only. These members are non-voting members and will not count towards the quorum.

Criteria of RWIB Composition

1. Title I-B WIA Representative: The Region #1 Title I-B Grant Recipient Director or appointee will serve on the RWIB for three years. Each succeeding appointment will be for three years.
2. Employment Department: The Employment Department Manager or appointee will serve on the RWIB for three years. Each succeeding appointment will be for three years.
3. Department of Humans Services/Self Sufficiency: The Field Operations Manager or appointee will serve on the RWIB for three years. Each succeeding appointment will be for three years.

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4. K-12 Education: A representative from the Clatsop/Columbia/Tillamook Counties will serve on the RWIB for three years. Each succeeding appointment will be for three years.
5. Vocational Rehabilitation: The area Vocational Rehabilitation Manager or appointee will serve on the RWIB for three years. Each succeeding appointment will be for three years.
6. Community College: One representative from Clatsop Community College, and, one representative from Tillamook Bay Community College will serve on the RWIB for three years. Each succeeding appointment will be for three years.
7. Regional Economic Development: A representative from the Regional Economic Development Council will serve on the RWIB for three years. Each succeeding appointment will be for three years.
8. Experience Works/Title V-Seniors: A representative from Title V will serve on the RWIB for three years. Each succeeding appointment will be for three years.
9. Elected Officials: Three elected officials will serve for 2 years. After that, each elected official will serve for 2 years. Each County Board of Commissioners will be asked to select one elected official for appointment to the RWIB.
9. Labor Representative: One representative from a Labor Union who represents workers within the region will serve for one year. Each Succeeding appointment will for one year.
10. Business Member: Regional Target Business and Industry membership will strive to consist of, but not limited to: Tourism, Small Manufacturing, agriculture/ Forestry, Aviation, Fisheries/Seafood, Technology, Health Care and Financial. Four members will represent Clatsop County. Four members will represent Columbia County. Four members will represent Tillamook County and serve on the RWIB for two years. The Chair and Vice Chair will be appointed and approved by all County Commissioners.
11. Ex-Officio: Members will be appointed by the Executive Committee on an as needed basis to serve in an advisory capacity. All appointments will be for one year. Ex-officio members who may advise the Board include, but are not limited to: Northwest Oregon Housing Authority, Job Corps, The Community Action Team.

Officers and Committees

Officers: The officers of the Board shall consist of a Chair and Vice Chair. The Chair and Vice Chair shall be from the business sector and serve a one year term. Elections shall be at the January meeting.

The work of all committees will be coordinated by the Executive Committee and is outlined below. Other committees or ad-hoc, task groups may be added as needed.

Executive Committee: Will consist minimally of seven individuals: the Chair and Vice chair of the RWIB, the three County Commissioners and two general board members appointed by the Chair. The Executive Committee can ask other members of the RWIB to be ex-officio members of the executive committee. The Executive Committee will meet as needed.

OPERATIONS AND WORKINGS OF THE RWIB

Format and Frequencies of Meetings

The RWIB will meet every other month or at the call of the chair. The Staff to the Board will notify the members and the community through a public notice of the meetings. All meetings will have minutes that reflect the actions taken and future discussions and action items. The minutes will be posted on the MTC Works website, www.mtcworks.com, sent to all RWIB members, and any other individuals, businesses, or agencies who request minutes or agendas. All meetings are subject to the State Open Meetings Law. Conference calls and tele-conferencing shall constitute a legitimate means of conducting the business of the RWIB.

Decision Making and Quorum

The primary method of decision making will be consensus. For consensus a quorum of 1/3 of the current membership is needed. If consensus cannot be reached and an action is needed then a vote will be taken and a simple majority of members present will approve the action.

Voting Rights:

- (a) Each member of the Board of Directors shall cast one vote on any question.
- (b) No member shall cast a vote on the provisions of services by that member, or any organization which that member directly represents, or vote on any matter which would provide direct financial benefit to that member. Such disclosure or abstinence shall be

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noted in the minutes. Members shall adhere to the conflict of interest sections of the Workforce Investment Act and state law or policy.

(c) Proxy votes are not allowed.

The Executive Committee can make decisions between meetings on behalf of the RWIB, to address time sensitive issues. However, these decisions should be submitted to the remaining members of the RWIB in writing within 30 days of the decision, and, ratified at the next RWIB meeting.

Conflict of Interest

No member of the board shall vote on a matter under consideration if a conflict of interest, real or apparent, would be involved:

- a. regarding the provision of services by such member (or by an entity that such member represents); or
- b. that would provide direct financial benefit to such member or the immediate family of such member; or
- c. engage in any other activity determined by the Governor to constitute a conflict of interest as specified in ORS 244.

Members must declare a conflict, abstain from voting on matter under consideration, and will be reflected in the meeting minutes.

Staffing

The staff for the RWIB will provided by the Fiscal Agent. The staff person will also be the liaison to the TOC WIB staff. The intent is that the staff will be kept at a minimum.

Communication and Accessibility

Public communication and accessibility to the RWIB is essential for its success. An awareness campaign is a high priority. The goal is to keep constituents in the three counties informed of the actions of the RWIB and to obtain broad based ideas and support for the region's action plan. RWIB members will be encouraged to attend other Board and State WIB meetings so that the needs of the region are heard on a regular basis.

STATE AND FEDERAL STATUTORY REQUIREMENTS

The RWIB will meet all appropriate state and federal statutory requirements. The RWIB is committed to excellence in all areas including a commitment to affirmative action, equal employment opportunity, non discrimination, and equal access. Meeting location will provide access for the disabled. Thirty day advance notification is requested to ensure that all adaptive requests are meet.

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MODIFICATIONS AND CHANGES TO THE CHARTER

Any modifications or changes to the Charter will be voted on by a 2/3 majority of the RWIB. Written 30 day notification is required prior to any action. Voting by ballot will be a requirement to ensure a 2/3 majority. All changes will be submitted to the TOC/OWA Board for approval.

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