

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF THE COUNTY OF SAN BERNARDINO
AND RECORD OF ACTION**

April 7, 2020

FROM

SANDRA HARMSSEN, Interim Director, Workforce Development Department

SUBJECT

Amended and Restated Workforce Development Board By-Laws

RECOMMENDATION(S)

Approve the amended and restated By-Laws for the Workforce Development Board pursuant to the Workforce Innovation and Opportunity Act of 2014.

(Presenter: Sandra Harmsen, Interim Director, 387-9862)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Create, Maintain and Grow Jobs and Economic Value in the County.

Improve County Government Operations.

FINANCIAL IMPACT

Approval of this item does not impact Discretionary General Funding (Net County Cost). Funding is provided through the Workforce Innovation and Opportunity Act.

BACKGROUND INFORMATION

The Workforce Development Board (WDB) is tasked with providing administrative oversight to mandated Workforce Innovation and Opportunity Act (WIOA) programs, long-range planning for local workforce needs, development of economic strategies, and the promotion of private sector employer partnerships. On August 25, 2015 (Item No. 59), the Board of Supervisors (BOS) established the size of the WDB and approved the process for appointment of nominees and applicants to the WDB.

This item approves amendments to the WDB By-laws that improve operations and provides clarity and details on functionality of the WDB and its standing committees.

On March 1, 2016 (Item No. 75), the BOS approved the WDB By-Laws in accordance with the County of San Bernardino Handbook for Members of Advisory Boards, Commissions, and Committees, federal and state laws, and regulations.

On February 12, 2020, the WDB approved the amended and restated WDB By-laws. Significant updates and/or revisions to the WDB By-laws include:

- Authorized Duties and Responsibilities – revised section language regarding the designation of a One-Stop Operator and provided a description about the One-Stop Operators role of coordinating partnerships for the America's Job Center of California System.

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- Selection of Members and Membership Terms – added details on the application and nomination process and submittal to the Clerk of the Board and provided clarity on staggering membership terms, pursuant to County Policy 02-04.
- Election of Officers – revised section language to state elections will be conducted annually at a WDB meeting between October and December.
- Executive Board – revised section language on the structure of the Executive Board and provided more flexibility on regular-scheduled meetings.
- Standing Committees – added authority of the Chair to form other Standing Committees as deemed necessary and added stipulation that standing committee members shall have appropriate experience and expertise.
- Amendment of By-laws – revised section language to require amendments to be submitted in writing at least 14 days prior to the regularly scheduled WDB meeting, wherein the By-Laws are to be voted on for approval.

The amendments made to the WDB By-Laws follow San Bernardino County handbook and appropriate federal and state laws, and are designed to improve efficiency and effectiveness of the WDB.

PROCUREMENT

N/A.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Sophie A. Akins, Deputy County Counsel, 387-5455) on March 5, 2020; Finance (Kathleen Gonzales, Administrative Analyst, 387-5412) on March 19, 2020; County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on March 23, 2020.

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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Robert A. Lovingood Seconded: Josie Gonzales

Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: April 7, 2020



cc: File- Workforce Development Department w/attach
la 04/20/2020