

**Southern Illinois Workforce Development Board, Inc.
Bylaws**

ARTICLE I

NAME/SERVICE AREA/OFFICE LOCATION/DEFINITIONS/AUTHORITY

Section 1. Name

The name of this organization shall be the Southern Illinois Workforce Development Board (hereafter referred to as “the Board” or "SIWDB)."

Section 2. Service Area

The Board shall serve the residents of Franklin, Jackson, Jefferson, Perry, and Williamson Counties, hereinafter referred to as Workforce Innovation Area # 25.

Section 3. Office Location

The official office location and mailing address shall be: 3000 W. De Young Street, Suite 800-B, Marion, IL 62959.

Section 4. Authority

The Board shall act as the Workforce Innovation Board ("WIB") for local Workforce Innovation Area 25. The Board shall conduct and engage in activities as set forth in the federal Workforce Innovation and Opportunity Act (hereinafter referred to as "WIOA"), applicable federal regulations, state, and local law.

Section 5. Definitions

For the purposes of these bylaws and consistent with WIOA, “Chief Executive Officials or Chief Local Elected Officials (CLEOs)” are defined as the County Board Chairs of Franklin, Jackson, Jefferson, Perry, and Williamson Counties.

ARTICLE II

VISION/PURPOSE/FUNCTION

Section 1. Vision

SIWDB is to serve as the strategic leader and convener of local workforce system stakeholders in the counties of Franklin, Jackson, Jefferson, Perry, and Williamson counties in order to create workforce strategies that support economic growth.

Section 2. Purpose

SIWDB partners with employers and workforce systems to develop policies and investments that support local workforce development and the strengthening of the regional economy.

The purpose of the Board is to:

- Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high-quality workforce system in the local area and larger planning region;

- Assist in the achievement of the State’s strategic and operational vision and goals as outlined in the Unified State Plan; and
- Maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the services provided.

Section 3. Function

In partnership with the CLEO(s), the Board sets policy for the local workforce system consistent with State and Federal policies. The functions of the Board are described in WIOA Sec. 107(d) and are as follows:

- A. Develop and submit a 4-year local plan for the local area, in partnership with the CLEO(s) and consistent with Section 108 of WIOA;
- B. Develop and submit a regional plan in collaboration with other local areas in the designated economic development region. The local plan(s) must be submitted as a part of the regional plan;
- C. Conduct workforce research and regional labor market analysis as defined in section 107(d)(2) of WIOA;
- D. Convene local workforce system stakeholders to assist in the development of the local plan under Section 108 and in identifying non-federal expertise and resources to leverage support for workforce activities;
- E. Lead efforts to engage with a diverse range of employers and other entities in the region in order to promote business representation on the Board, develop effective linkages with employers in the region, ensure that workforce investment activities meet the needs of employers, and develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers;
- F. With representatives of secondary and post-secondary education programs, lead efforts 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;
- G. Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers and jobseekers, and identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs;
- H. Develop technology strategies to maximize the accessibility and effectiveness of the local workforce system for employers, and workers and jobseekers consistent with Section 107(d)(7) of WIOA;
- I. In partnership with the CLEOs for the local area, conduct oversight of: youth workforce innovation activities authorized under WIOA Sec. 129(c), adult and

dislocated worker employment and training activities under WIOA Secs. 134 (c) and (d); and entire one-stop delivery system in the local area; ensure the appropriate use and management of the funds provided under WIOA Subtitle B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area; and ensure the appropriate use management, and investment of funds to maximize performance outcomes under WIOA Sec. 116;

- J. Negotiate and reach agreement on local performance measures with the CLEOs and the Governor;
- K. Negotiate with CLEOs and required partners on the methods for funding the infrastructure costs of one-stop centers in the local area in accordance with WIOA or must notify the Governor if they fail to reach agreement at the local level and will use a State infrastructure funding mechanism;
- L. Select providers of youth workforce innovation activities, training services, career services, and one-stop operators in the local area as specified in WIOA, and where appropriate terminate such providers in accordance with 2 CFR Part 200;
- M. In accordance with WIOA Sec. 107(d)(10)(E) work with the State to ensure sufficient numbers and types of providers of career services and training services serving the local area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that leading to competitive integrated employment for individuals with disabilities;
- N. Coordinate activities with education and training providers in the local area, including: reviewing applications to provide adult education and literacy activities under Title II for the local area to determine whether such applications are consistent with the local plan; making recommendations to the eligible agency to promote alignment with such plan, and replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals;
- O. Develop a budget for the activities of the Board with approval of the CLEOs and consistent with the local plan and the duties of the Board;
- P. Assess, on an annual basis, the physical and programmatic accessibility of all one- stop centers in the local area, in accordance with WIOA Sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.); and
- Q. Certification of one stop centers in accordance with WIOA.

ARTICLE III MEMBERSHIP

Section 1. Composition

Board membership shall be composed of representatives required under WIOA and by policies established by the State of Illinois.

Under special circumstances members may reside outside WIA #25 but must work within WIA #25. The special circumstances will be addressed on a case by case basis and must be approved by a majority of the CLEOs.

The Board members shall be appointed by the CLEOs for Workforce Innovation Area #25 in accordance with the following categories:

- A. Business Sector – Members of this category shall constitute a majority of the membership of the Board. Members must be owners of businesses, chief executives or chief operating officers or other business executives or employers with optimum policy making or hiring authority. At least two business members must meet the requirements of a small business as defined by the Small Business Administration.
- B. Workforce Sector – Members of this category shall constitute at least twenty percent (20%) of the membership. The members shall include at least two (2) representatives of labor organizations and one (1) representative of registered apprenticeship programs (if they exist in the area); may include representatives from community-based organizations that have demonstrated experience and expertise addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.
- C. Education and Training Sector – Local educational program representatives which shall include an eligible provider of adult education and literacy activities, and a representative of institutions of higher education providing workforce development activities (including community colleges). The members may include entities administering education and training activities that represent local education agencies and community-based organizations with demonstrated expertise addressing the education or training needs of individuals with barriers to employment. No single member of a local board shall serve as a representative of the adult education and literacy activities under Title II and the institution of higher education providing workforce development activities.
- D. Governmental and Economic and Community Development Sector – Entities shall include economic and community development entities, Wagner-Peyser, Title I of the Rehabilitation Services Act of 1973. Members in this category may include a representative that administers local programs providing transportation, housing and public assistance in the local area or a representative of philanthropic organizations serving the local area.
- E. Other Sector – May include such other individuals or representatives of entities as the CLEO(s) may determine to be appropriate.

Section 2. Selection/Nomination

- A. The CLEOs shall make appointments and reappointments in accordance with the Chief Elected Official Consortium Agreement and criteria established by the State of Illinois.
- B. All representatives of organizations, agencies or other entities serving on the local board shall be individuals with optimum policy making authority within the organizations, agencies or entities they represent, and should represent the diverse geographic areas within the local area.
- C. Business representatives are to be from local businesses and are appointed from among individuals nominated by local business organizations and business trade associations.
- D. Labor representatives are to be nominated by local labor federations or (for a local area in which no employees are represented by such organizations) by other representatives of employees, such as employee organizations and/or the State AFL-CIO.
- E. Representatives of local educational entities providing adult education and literacy activities and institutions of higher education (including representatives of community colleges) are to be nominated by each respective group if there are multiple providers in the local area.
- F. Individuals may nominate themselves if they meet the criteria to nominate and represent the particular business, organization, or program for which they are being nominated.

Section 3. Term Limitations

Appointments to this board shall be made in accordance with the Chief Elected Official Consortium Agreement. Appointments and reappointments will occur October 1st of each year.

Board members will serve until their term of office expires; or their status under which they were appointed changes; or a majority of the CLEO(s) agree to revoke their appointments; or the member becomes incapacitated or otherwise unable to complete their term of office; or the member resigns.

When possible, members shall serve until their successors are appointed.

Section 4. Vacancies

Staff to the board shall notify the CLEOs of a board member vacancy within ninety (90) days of the vacancy in order to ensure a prompt appointment to the vacancy.

Nominations for filling vacancies shall be made in the same manner as was made for the resigning member. Upon appointment, the member shall serve for the remainder of the term.

Section 5. Alternate Designee

In the event that a non-business Board member cannot attend a meeting, he/she may designate an alternate to represent him/her at a SIWDB Board meeting. To utilize his or her voting privileges, a Board member must complete the Alternative Designee Form (Attachment A) and submit it to

the SIWDB secretary. Once received by the SIWDB secretary, the Alternative Designee Form will remain valid for 11 months.

Section 6. Compensation/Reimbursement of Expenses

All members of the Board shall serve without compensation or reimbursement of personal expenses except as otherwise authorized by the Board. (Refer to Board Travel Policy).

Section 7. Termination/Removal

- A. Any member may resign from the Board upon written request to the Board Chair and the respective CLEO. If a member resigns prior to the expiration date of his/her term in office, the vacancy shall be filled by the CLEO who appointed the resigning member.

- B. Board member appointments may be revoked by the appointing CLEO, or by a request from the appointing CLEO for a vote of the CLEOs and the concurrence of at least a majority of members of the Consortium of CLEOs.

- C. Board membership requirements include regular attendance at meetings of the Board and assigned committees. The Executive committee will review the attendance of any board member that misses two or more consecutive meetings (includes both Board and assigned committee meetings) without providing advance notice. After reviewing the attendance of a Board member, the Executive Committee may determine that further evaluation by the CLEOs is necessary.

- D. Should a Board member cease to represent the category to which he/she was appointed to fill on the Board through change in status, or otherwise become disabled, ill or unable to perform his/her duties on the Board the CLEOs may vote to remove a member from the Board. If a majority of the CLEOs agree, the member will be removed from the Board.

Section 8. Other Conditions

None.

**ARTICLE IV
BOARD OFFICERS**

Board members shall nominate a slate of officers for the Board. Elected officers shall consist of SIWDB Chair, SIWDB 1st Vice-Chair, SIWDB 2nd Vice-Chair, SIWDB 3rd Vice-Chair, and SIWDB 4th Vice-Chair. Appointed officers shall consist of Secretary, Treasurer, and Parliamentarian. The slate of elected officers shall be selected based upon a majority vote of the quorum present at the annual meeting in September for a two-year term. The slate of officers shall take office in October. The slate of officers, whenever possible, shall not include more than

one representative that lives or works in each county. The Board Chair(s) and Vice Chair(s) must be nominated from among the Board's business representatives.

Section 1. Chair(s)

The Chair:

- Shall preside at all Board meetings;
- Shall preside at all Executive Committee meetings;
- Shall establish agendas for each Board and Executive Committee meeting;
- Shall sign, on behalf of the Board, all necessary legal documents;
- Shall establish, at the direction of the members, such taskforce committees as the Board deems necessary to carry out its responsibilities;
- Shall appoint, all members of the standing committees and taskforce committees;
- Shall be the official representative of the Board, as required;
- May call special meetings of the Board;
- Shall present the Annual Report to the Board; and
- Shall be an advisory member of all committees.
- Shall perform such other duties as directed by the Executive Committee or members of the Board

Section 2. Vice Chair(s)

The SIWDB shall have 4 Vice-Chairs. Each Vice-Chair shall be selected from among the voting members of the SIWDB. Whenever possible, the majority of the chairs should be business members.

The 1st Vice-Chair shall preside over meetings in the absence of the Chair, and shall, in general, perform all duties and responsibilities incident to the office of the Chair.

The 2nd Vice-Chair shall assume all duties and responsibilities of the Chair in the absence or disability of the Chair and 1st Vice-Chair respectively.

The 3rd Vice-Chair shall assume all duties and responsibilities of the Chair in the absence or disability of the Chair, 1st Vice-Chair and 2nd Vice-Chair respectively.

The 4th Vice-Chair shall assume all duties and responsibilities of the Chair in the absence or disability of the Chair, 1st Vice-Chair, 2nd Vice-Chair and 3rd Vice Chair respectively.

Section 3. Secretary

Secretary of the SIWDB shall be appointed by the Administrative Entity with approval from the SIWDB Chair. The Secretary, if a non-SIWDB member, shall not have voting rights on the SIWDB.

The duties and responsibilities of the Secretary shall include:

- Preparing agenda and distributing to SIWDB members
- Transcribing minutes of the full SIWDB meetings
- Sending notice of meetings to SIWDB members in accordance with the Open Meetings Act

Section 4. Treasurer

The Treasurer of the SIWDB shall be appointed by the Administrative Entity with approval from the SIWDB Chair. The Treasurer, if a non-SIWDB member, shall not have voting rights on the SIWDB.

The duties and responsibilities of the Treasurer shall include:

- Preparing a financial report regarding funding levels and expenditures for program activities
- Reporting on annual audit findings
- Reporting on grant activity

Section 5. Parliamentarian

The Parliamentarian shall be appointed by the Administrative Entity with approval from the SIWDB Chair. The Parliamentarian, if a non-SIWDB member, shall not have voting rights on the SIWDB. The Parliamentarian shall insure that parliamentary procedure is followed at meetings of the membership using Robert’s Rules of Order, Revised as a guide.

Section 6. Removal

Any officer may be removed by an affirmative vote of 51% of the entire Board whenever in its judgment the best interests of the Board may be served thereby. Grounds for removal shall include, but not be limited to, conduct involving moral turpitude.

**ARTICLE V
COMMITTEES**

The Board’s Chair(s) shall have the power to create standing and taskforce committees and to assign committee chairs and members. Committees shall meet at the call of the committee chair as necessary. Meetings shall be conducted in the same manner and formality as regular Board meetings following Robert’s Rules of Order and the Illinois Open Meetings Act.

All Committees, except the Executive, are advisory and will make recommendations to the full Board.

The responsibilities of each of the committees are outlined in Addendum A to these bylaws.

Section 1. Committee Structure

The SIWDB shall have standing committees and taskforce committees as determined by the SIWDB Chair.

Appointments to committees shall be made as deemed necessary by the SIWDB Chair. The SIWDB Chair can appoint non-council members to act as advisory members to each committee whom have no voting rights. Each member of a committee shall continue as such until his or her successor is appointed, unless the committee shall be sooner terminated, or unless the committee member resigns from the committee. Vacancies in the membership of any committee shall be

filled by an appointment made from the SIWDB Chair.

The committee members shall select a Chair and Vice-Chair from among voting members with the exception of the Executive Committee in which the SIWDB Chair shall chair the committee with the Vice-Chairs of the SIWDB, respectively, fulfilling the Chairs responsibilities in his/her absence and any Taskforce Committees where the SIWDB Chair shall appoint the committee Chair. A Chair and Vice-Chair shall be elected for a (1) one-year term.

Section 2. Committee Rules

The Committee meetings shall be held as deemed necessary by the committee Chairs and noticed and conducted in the same manner and with the same formality as regular SIWDB meetings. The committee members shall set the time and place of committee meetings unless otherwise deemed necessary by the SIWDB Chair.

Section 3. Executive Committee

The Board shall have an Executive Committee consisting of the officers, Chairs of the standing committees, and other voting members, as deemed necessary of the Board.

The Executive Committee is authorized to act on behalf of the full Board in the event of an urgent matter that requires action prior to the next scheduled Board meeting.

Elected officers of the board may serve as committee chairs, but they have only one vote on the Executive Committee.

Decisions of the Executive Committee will be ratified by the Board at the next regularly scheduled meeting.

Section 4. Standing Committees

The standing committees of the Board may consist of: One-Stop Committee (including a disabilities work group), Youth Committee, Employer and Economic Development Committee.

The Board Chair(s) shall select committee chairs from among the Board's membership. The committee chairs shall come from the business sector whenever possible and feasible.

The standing committees must include individuals appointed by the Board who are not members and who the Board has determined have demonstrated experience and expertise by contributing to the field of workforce development, human resources, training and development, or a core program function; or the Board recognizes for valuable contributions in education or workforce development related fields.

At least 51% of each of the standing committee members must be Board members.

To ensure Board members actively participate in board functions, each member will actively serve on a committee. The Executive Committee will survey the membership as to their interest and appoint members to the committees.

Non-Board members will serve on a committee in an advisory member capacity.

Section 5. Taskforce Committees

The Board may have taskforce committees, as necessary, and as determined by the Board Chair(s). Chairs of taskforce committees shall not be voting members of the Executive Committee.

**ARTICLE VI
MEETING PROCEDURES**

Section 1. Procedures

- a. Regular meetings of the Board shall be held at a place or places to be determined by the members, at such times and as often as they may deem necessary. Board meetings shall be held not less frequently than quarterly.
- b. Committee meetings shall be conducted in the same manner and with the same formality as regular Board meetings. Committee meetings shall be held as deemed necessary by the committee Chair.
- c. When parliamentary procedures are not covered by these bylaws, Robert's Rules of Order, Revised, shall prevail.
- d. All Board and related meetings such as committee meetings shall be subject to the Sunshine provisions under WIOA and the Illinois Open Meetings Act. The Board shall conduct its meetings according to the provisions of these current laws and any and all subsequent amendments.
- e. Minutes of the Board, Standing Committees, and Taskforce Committees shall be kept of all meetings and shall be available for anyone who requests to see them, and shall be reviewed and approved at the next Board or Committee meeting as appropriate.
- f. Board committees shall meet at the call of the Standing or Taskforce Committee Chair.
- g. Special meetings of members may be called at any time by the Chair(s) or by a petition signed by not less than 25% of the membership of the Board setting forth the reason for calling such a meeting.
- h. Board staff shall send written notice of each meeting to Board members following the Illinois Open Meetings Act requirements.
- i. The public shall be informed of meetings through notice which shall state the purpose of the meeting, the time and the place(s). Special meeting notices shall state the purpose of the meeting and whether it has been called by the Chair(s) or by petition.
- j. Participation in meetings shall be limited to the voting members of the Board and the

CLEO(s) with the following exceptions:

- Committee meetings, in which it is mandated by law that members be both Board members and non-members.
- Regularly scheduled agenda items that call for reports or participation by non-members.
- At the discretion of the Chair(s) and with the consent of the Board, comment or other participation by non-members which is relevant or material to the matter under consideration before the group.
- There shall be a “Matters from the Floor” item regularly scheduled at all meetings at which the Chair(s) may recognize members of the public and non-voting Board members.

- k. In matters of routine business, the chair may assume general (unanimous) consent unless or until someone objects. In those cases, a roll call vote will be required.

Section 2. Quorum

The Board or its committees shall conduct no official business in the absence of a quorum. A quorum of the full board and the Executive Committee shall consist of 51% of the voting members. A quorum of the standing committees or taskforce committees with the exception of the executive committee shall be 33% of voting members of standing committees or taskforce committees.

Section 3. Technology

The Illinois Open Meetings Act (5 ILCS 120/2.01) as amended requires that all public meetings be held at specified times and places which are convenient and open to the public.

It also requires that a quorum of members of a public body must be physically present at the location of an open meeting. According to the Act as amended, however, an open meeting of a public body that is a local workforce innovation area with jurisdiction over a specific geographic area of more than 4,500 square miles is held simultaneously at one of its offices, and one or more other locations in a public building, which may include other of its offices through an interactive video conference, and the public body provides public notice and public access as required under the Act for all locations, then members physically present in those locations all count towards determining a quorum.

Per 5 ILCS 102/7(d), the attendance by means other than physical presence shall not apply to closed meetings of local workforce innovation areas with jurisdiction over a specific geographic area of more than 4,500 square miles. Local workforce innovation areas with jurisdiction over a specific geographic area of more than 4,500 square miles, however, may permit members to attend meetings by other means only in accordance with and to the extent allowed by specific procedural rules adopted by the body.

"Public building" means any building or portion thereof owned or leased by any public body.

"Other means" means by video or audio conference.

Please note: LWDA 25 encompasses less than 4500 square miles.

The rules for the Board on procedures regarding meetings via electronic means are included in Addendum B.

Section 4. Voting Rights – Absentee Voting

Each member shall be entitled to one (1) vote on each matter submitted to a vote of the members unless a conflict of interest arises. Meetings include both in-person and telephonic assemblages.

In the event that a Board member cannot attend a meeting, he/she may designate an alternate to represent him/her at a SIWDB Board meeting. To utilize his or her alternate voting privileges, a Board member must complete the Alternative Designee Form (Attachment A) and submit it to the SIWDB secretary. Once received by the SIWDB secretary, the Alternative Designee Form will remain valid for 11 months.

Section 5. Conflict of Interest

When an issue presents a possible conflict of interest for a member, that member shall disclose the potential conflict of interest and shall abstain from voting on the matter for which a potential conflict of interest exists. A conflict of interest is any matter that has a direct bearing on services to be provided by the member or any organization such member directly represents, or any matter which would provide direct financial benefit to the member or the immediate family of the member or any organization they represents.

**ARTICLE VII
INDEMNIFICATION**

Section 1.

The Board shall indemnify any Board member, staff person, officer, or former Board member, staff person, or officer for expenses actually and reasonably incurred by him/her in connection with the defense of any action, suit or proceeding, civil or criminal, in which he/she is made a party by reason of being or having been a Board member, staff person, or officer, except in relation to matters in which he/she was adjudged, in the action, suit or proceeding, to be liable for negligence or misconduct in the performance of his/her Board duties.

Section 2.

The right to indemnification under this Article is only available to the extent that the power to indemnify is lawful and to the extent that the person to be indemnified is lawful and to the extent that the person to be indemnified is not insured or otherwise indemnified.

Section 3.

The Board shall have the power to purchase and maintain insurance sufficient to meet this Article's indemnification requirements.

**ARTICLE VIII
GENERAL**

Section 1. Right of Policy

Nothing in these bylaws shall be construed to take precedence over Federal, State, or local laws or regulations or to constrain the rights or obligations of the CLEOs.

Section 2. Enactment Provision

These bylaws shall become effective after approval by a 51% vote of Board membership after due notice to Board members. Said notice shall be made no less than 3 days prior to the meeting at which these bylaws are enacted.

Section 3. Amendment

These bylaws may be amended at any regular or special meeting of the Board by an affirmative vote of 51% of the full Board. Notice must be given to Board members specifying or summarizing the proposed changes. Such notice shall be made no less than 15 days prior to voting.

Section 4. Termination of Board

The Board shall remain in existence until the Workforce Innovation and Opportunity Act expires or is repealed by Congress; it is dissolved for cause by the Governor of the State of Illinois; or if the Workforce Innovation Area is re-designated by the Governor of the State of Illinois.

Section 5. Contracts

The Board may authorize, when appropriate, any officer, member or staff, in addition to the officers so authorized by these bylaws, to enter into any contract in the name of and on behalf of the Board. Such authority will be limited to specific instances.

Section 6. Books and Records

The Board shall keep correct minutes of the proceedings of the Board and its Standing Committees, which shall include but are not limited to:

- the date, time and place of the meeting;
- the members of the public body recorded as either present or absent; and
- a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

The minutes along with a record giving the name and address of all members and officers of the Board entitled to vote shall be kept in the Administrative Entities' office. Board attendance records will be kept and reviewed by the CLEO(s) on a regular basis.

Section 7. Effective Dates

These bylaws and any amendments thereto shall become effective immediately upon adoption, and shall remain in continuous effect from that date until otherwise amended.

Adopted on the 23rd of March, 2016

Revisions:

Revised on the [Enter Date].

Revised on the [Enter Date].

Addendum A

Executive and Standing Committee Responsibilities

Executive Committee:

The Executive Committee shall ensure effective board processes, structures and roles, including retreat planning, committee development and board evaluation. This committee shall develop and make recommendations to full board and CLEOs for approval regarding such policy. The Executive Committee's responsibilities include, but are not limited to:

- a. Recruitment of a pool of nominees from which the Chief Local Elected Officials may appoint new members to the SIWDB
- b. Development and recommendation of agendas for meetings, conferences, seminars and workshops sponsored by and/or conducted by the SIWDB
- c. Recommendation of Board enrichment and development activities and training to include meetings, conferences, seminars, workshops and orientation for the SIWDB members

Employer and Economic Development Committee:

The Employer and Economic Development Committee shall develop and make recommendations to full board and CLEOs for approval regarding such policy. The Employer and Economic Development Committee's responsibilities include, but are not limited to:

- a. Examine labor market and economic and business data and recommend sector strategies
- b. Survey businesses, both large and small, who struggle with particular workforce issues and recommend workforce training solutions
- c. Provide input and direction on On-the-Job training and Incumbent Worker Training policies
- d. Review all Incumbent Worker Training (IWT) applications from area businesses and approve or deny funding
- e. Ensure that quality programs are available that meet the needs of demand occupations, emerging occupations and entrepreneurial endeavors
- f. Ensure education and training programs are available and address the identified skill needs of local employers
- g. Recommend One-Stop System program activities that target and impact the business customer
- h. Examine national workforce strategies for local/regional application
- i. Develop promotional materials to be utilized with local/regional employers

The One-Stop Committee:

The One-Stop committee is comprised of the consortia of operators, business representatives from the SIWDB, and other partners representing programs that enhance the services of the One Stop system. The committee oversees the services provided in both the Mt. Vernon and Marion comprehensive One Stop Centers. The One Stop Committee insures that the interests of job seekers and employers are equally represented in the One-Stop system. It insures that the One-Stop system provides comprehensive services in a seamless, integrated, effective and efficient manner. It insures that knowledgeable, skilled One-Stop system staff delivers high quality services, resulting in high levels of customer satisfaction. This committee will be the forum for the mandated partners and others, to discuss: roles, workforce system requirements, resources, and customer needs. The committee makes recommendations to the full board and CLEOs for approval regarding such policy.

The Youth Committee:

The Youth Committee helps provide guidance on how local WIOA youth services are delivered, selects service providers, and conducts oversight of the Youth Programs for the Southern Illinois Workforce Development Board (SIWDB). This committee meets monthly. Youth Service Providers submit written reports to the Youth Committee on a monthly basis. Additionally, Youth Service Providers report verbally to the Youth Committee on a quarterly basis. This committee shall develop and make recommendations to the full board and CLEOs for approval regarding such policy.

Services to help youth develop and achieve goals include:

- a. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies
- b. Alternative secondary school services, or dropout recovery services
- c. Paid and unpaid work experiences that have as a component academic and occupational education
- d. Education offered concurrently with and in the same context as workforce preparation activities and training
- e. Labor market and employment information including career awareness, career counseling, and career exploration services
- f. Activities that help youth prepare for and transition to postsecondary education and training
- g. Occupational Skills Training
- h. Leadership Development Opportunities
- i. Adult Mentoring
- j. Comprehensive Guidance & Counseling

- k. Financial Literacy Education
- l. Entrepreneurial Skills Training
- m. Supportive Services
- n. Follow-Up Services

Addendum B

Policy on Meetings via Electronic Means

Procedures Regarding Meetings and Conferencing via Electronic Means

The Illinois Open Meetings Act as amended requires that all public meetings be held at specified times and places which are convenient and open to the public. It also requires that a quorum of members of a public body must be physically present at the location of an open meeting. According to the Act as amended, however, in some cases if an open meeting of a public body is held simultaneously at one of its offices, and one or more other locations in a public building, which may include other of its offices through an interactive video conference, and the public body provides public notice and public access as required under the Act for all locations, then members physically present in those locations all count towards determining a quorum. "Public building" means any building or portion thereof owned or leased by any public body. Included in the exceptions to the single open meeting location requirement are local workforce innovation areas with jurisdiction over a specific geographic area of more than 4,500 square miles [5 ILCS 120/7(d)], as long as they adopt specific procedural rules.

The Board believes it is in the best interest of its members, systems, and customers that the fullest participation and attendance in all meetings be achieved whenever possible. Furthermore, it recognizes that the use of electronic, audio or video conferencing for meeting attendance and voting requirements is permissible so long as the meeting is conducted in accordance with the Open Meetings Act. The Board in all of its regular and special, standing committee, and taskforce committee meetings complies with and intends to comply with the provisions of the Open Meetings Act, as amended.

Therefore, the Board hereby adopts this policy, to be used when needed, to make use of the capabilities for conferencing by electronic means or any other type of audio or video conferencing for its meetings *or* any of the standing committee and taskforce committee meetings as set forth and adopted according to the following rules as applicable:

- A. All pertinent provisions of the Open Meetings Act must be complied with, including specifically the proper notice of any regular or special meeting, the proper record keeping or minutes of each meeting, the appropriate agenda preparation for each meeting, which in addition shall be posted along with the notice of the meeting; and, in particular, any use of closed sessions shall be in compliance with the provisions of the Act.
- B. That sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all members attending for discussion or voting purposes are in fact authorized members with the right to speak and vote.
- C. Pursuant to the Open Meetings Act, the requirement in 5 ILCS 120/7(a) that a quorum of members of the Board MUST be physically present at the location of the meeting shall NOT apply because 5 ILCS 120/7(d) of the Act specifically excepts local workforce

innovation areas of the specified size from such requirements, and authorizes them to permit attendance by other means in accordance with procedural rules such as those contained herein. Specifically, Board and committee members may attend by video and/or audio conferencing or by other electronic means for quorum and voting purposes in accordance with these provisions.

- D. All Board and committee members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a quorum is, in total, present and accounted for, but their votes shall be recorded by the Secretary as done by electronic attendance.
- E. A Board or committee member who attends a meeting by electronic, video or audio conference must provide notice to the recording Secretary at least 24 hours prior to the meeting unless such advance notice is impracticable.
- F. A member may attend a Board or committee meeting through electronic/video/audio conferencing if, in the opinion of the member, his or her physical presence at the meeting is unable to be obtained or is inconvenient for any reason including, but not limited to reasons such as personal schedule or time conflicts, inclement weather, length of required travel time, the high cost of such travel, or vehicle, fuel or time involved.
- G. As soon as it becomes apparent to the Secretary that a meeting will include electronic/audio/video conferencing, all subsequent notices of the meeting shall indicate that one or more members will or may be attending by such means. In the event that the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the Board and its committees.
- H. The meeting minutes shall include, but need not be limited to: i) the date, time and place of the meeting; ii) the members who were either present or absent from the meeting and whether those members in attendance were physically present or present by audio conference, video conference or by other electronic means; and iii) a summary of discussion on all matters proposed, deliberated, or decided, and iv) a record of any votes taken.
- I. The location of the meeting included on the notice shall be equipped with a suitable transmission system (e.g., a speakerphone) in order that the public audience, the members in attendance and any staff in attendance will be able to hear any input, vote or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing and participating in such input, vote or discussion.
- J. As the Board or its committees begin each new matter of business, the chair will check with all remote location(s) where members are to ensure that each such connection is active and not muted.

- K. When a motion is made, and seconded, and discussion regarding the motion begins, the chair will check that the connection with remote location(s) where members are present is active and not muted. Prior to closing discussion and taking any vote, the chair will ask all remote location(s) where member(s) is(are) present whether there are any additional comments, questions, or information to be added to the discussion.
- L. All decisions will be made using majority rule except when a higher vote is required. There will be no muting of any connections with remote location(s) where members are present at any time. There will be no sidebar discussions.
- M. No later than 48 hours before a scheduled meeting of the Board or its committees, each system will advise the Open Meetings Act designee regarding all of the documents that have been posted for any such meeting, and any and all locations where the documents have been posted.
- N. The procedures outlined above shall also apply to each Board and its committee members.

Attachment A
Alternative Designee Form

Month/Day, 20XX

Southern Illinois Workforce Development Board
3000 West De Young St
Suite 800B
Marion, IL 62959

Fellow SIWDB Members:

As a member representing _____ on the Southern Illinois Workforce Development Board, I wish to appoint _____ as my alternate to represent the interests of my _____ at SIWDB meetings. I also grant my alternate voting privileges. Upon receipt of this form by the SIWDB secretary, this appointment shall be valid for 11 months.

Sincerely,

(your name)
(position and entity)

For use by SIWDB Secretary:

Date Received: _____

Valid Through: _____