

MINNEAPOLIS WORKFORCE DEVELOPMENT BOARD (MWDB)

BYLAWS

ARTICLE I PURPOSE STATEMENT

- A. The Minneapolis Workforce Development Board (MWDB), as established under the authority of the Workforce Innovation and Opportunity Act of 2014 (WIOA), will determine the directions and set policies for training and placement activities aimed at reducing the unemployment of Minneapolis residents. The MWDB will oversee the operation of Workforce Centers within the City of Minneapolis.

*Workforce Innovation and Opportunity Act, Title I, Sec. 107(a)
Minnesota Statutes, Chapter 116L.666, Subd. 2*

- B. WIOA is the federal legislation that governs and funds federal workforce development activities. In Minneapolis, the chief elected official affirms the policies and activities of the MWDB.

ARTICLE II MEMBERSHIP and VOTING

- A. Appointment
The MWDB membership shall be appointed in accordance with the City of Minneapolis open appointment process.

*Workforce Innovation and Opportunity Act, Title I, Sec. 107(c)(1)(A)
City of Minneapolis, Code of Ordinances, Title 2, Chapter 14.180*

- B. Membership
MWDB shall consist of not more than 21 voting members, with representation as follows:

1. Business, including business organizations and trade associations – 11 members
2. Organized Labor and Apprenticeship Programs – 4 members
3. Adult Education and Higher Education (may include CBO Trainers) – 2 members
4. Economic and Community Development, State Employment Service Office under Wagner-Peyser, and Title I Rehabilitation Act (may include: Transportation, Housing, Public Assistance, and/or Philanthropic Organizations) – 4 members

Workforce Innovation and Opportunity Act, Title I, Sec 107(b)(2)
Minnesota Statutes, Chapter 116L.666, Subd. 3

C. Alternates

Alternates are unable to serve in place of appointed MWDB members; therefore, alternates have no voting privileges.

D. Vacancies

All vacancies shall be filled in accordance with City of Minneapolis open appointments process.

City of Minneapolis, Code of Ordinances Title II, Chapter 14.180(d)

E. Attendance

More than three consecutive unexcused absences from a meeting of the MWDB or its standing committees shall constitute grounds for removal from membership. Members are responsible for notifying the City of Minneapolis Employment and Training if they are unable to attend a meeting.

F. Voting

All matters, except as otherwise provided in these bylaws, shall be determined by a majority of members present and voting.

ARTICLE III GOVERNANCE

A. Terms of Office

1. Members shall serve three-year assignments. Membership status shall be reviewed at the end of each program year to determine member interest and desire to continue to serve on the MWDB. The Mayor shall review the MWDB membership and may re-appoint for an additional term with agreement from the MWDB member.
2. The Chairperson may serve up to two (2) consecutive three-year terms. At-large members shall have no term limits.

B. Chairperson

1. The Chair of the MWDB, who must be from the private sector, shall be elected by MWDB members.

Workforce Innovation and Opportunity Act, Title I, Sec.107(b)(3)

2. The Chair of the MWDB shall be approved by the chief elected official.

C. Vice Chairperson

1. A Vice Chair may be appointed at the discretion of the Chair.
2. If appointed by the Chair, the Vice Chair shall not be assumed to be in a line of succession to serve as the Chair.
3. In the absence of the Chair or in the event of the inability or refusal of the Chair to act, the Vice Chair, if appointed, shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair.
4. The Vice Chair shall serve a term concurrent with the Chair.

D. Leadership Team

1. The Leadership Team, using a shared leadership approach, shall be comprised of no more than five (5) members, including all chair(s) of the Standing Committee(s), who are appointed by the Chair.
2. In absence of the Chair or Vice Chair, if one is appointed, or in the event of the inability or refusal of the Chair or Vice Chair to act, a member of the Leadership Team shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair.
3. The Leadership Team shall meet at least four times per year, in the off months that the MWDB meets, in order to set the agenda of MWDB meetings, determine MWDB priorities, conduct pre-budget reviews, develop ad hoc committees, as well as address issues as they may arise.

E. Committees

1. Any Standing Committee created by the MWDB shall adhere to WIOA requirements.
2. These bylaws designate a Youth Committee to be a Standing Committee.
3. All other committees will be considered *ad hoc* and will be appointed by the Chair in order to carry out the responsibilities of the MWDB.

Workforce Innovation and Opportunity Act, Title 1, Sec 107(b)(4)

- F. All policy decisions shall require approval of two-thirds of the MWDB.

**Article IV
MEETINGS**

A. Meetings

The MWDB shall meet at least four times a year. Additional meetings, as needed, may be called at the discretion of the Chair.

B. Quorum
A majority of the MWDB members shall constitute a quorum.

C. Open Meetings
MWDB meetings will be open to the public.

Workforce Innovation and Opportunity Act, Title I, Sec 107(e)
Minnesota Statutes, Chapter 13D. Open Meeting Law

ARTICLE V FUNCTIONS

A. Local Plan
The MWDB, in partnership with the chief elected official, shall develop and submit a local plan to the Governor of Minnesota that meets the requirements of WIOA, Title I, Section 108.

Workforce Innovation and Opportunity Act, Title I, Sec. 107(d)(1)

B. Workforce Research and Regional Labor Market Analysis
To support development and implementation of the local plan, the MWDB shall conduct and regularly update analyses of the region's economic conditions, needed knowledge and skills, the region's workforce, and workforce development activities. Additionally, the MWDB shall assist the Governor of Minnesota in developing the statewide workforce and labor market information system as described in section 15(e) of the Wagner-Peyser Act (29 U.S.C. 491-2(e)). As necessary, the MWDB shall conduct research, data collection, and analysis to address the needs of the workforce.

Workforce Innovation and Opportunity Act, Title I, Sec. 107(d)(2)

C. Convening, Brokering, Leveraging
The MWDB shall convene stakeholders of the local workforce development system to assist in the development of the local plan and in identifying non-Federal expertise and resources to leverage support for workforce development activities.

Workforce Innovation and Opportunity Act, Title I, Sec. 107(d)(3)

D. Employer Engagement
The MWDB shall lead efforts to engage with a diverse range of employers and with entities in the region involved:

1. To promote business representation on the MWDB;

2. To develop effective linkages (including the use of intermediaries) with employers to support utilization of the workforce development system and to support workforce development activities;
3. To ensure that workforce investment activities meet the needs of employers and support economic growth;
4. To develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers, for providing the region's skilled workforce, and for expanding employment and career advancement opportunities.

Workforce Innovation and Opportunity Act, Title I, Sec. 107(d)(4)

E. Career Pathways Development

The MWDB, through partnerships with secondary and postsecondary education programs, shall lead efforts to develop and implement career pathways by aligning employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment

Workforce Innovation and Opportunity Act, Title I, Sec. 107(d)(5)

F. Proven and Promising Practices

The MWDB shall lead efforts to:

1. Identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers, and jobseekers, including providing physical and programmatic accessibility to the one-stop delivery system (in accordance with section 188 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq., if applicable);
2. Identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs.

Workforce Innovation and Opportunity Act, Title I, Sec. 107(d)(6)

G. Technology

The MWDB shall develop strategies for using technology to maximize the accessibility and effectiveness of the workforce development system for employers, workers, and jobseekers.

Workforce Innovation and Opportunity Act, Title I, Sec. 107(d)(7)

H. Program Oversight

The MWDB, in partnership with the chief elected official, shall conduct oversight and ensure appropriate use of funds for youth workforce investment activities, employment and training activities, and the one-stop delivery system.

Workforce Innovation and Opportunity Act, Title I, Sec. 107(d)(8)

I. Negotiation of Local Performance Accountability

The MWDB, the chief elected official, and the Governor of Minnesota shall negotiate and reach agreement on local performance and accountability measures as described in section 116(c) of the Workforce Innovation and Opportunity Act, Title I.

Workforce Innovation and Opportunity Act, Title I, Sec. 107(d)(9)

J. Selection of Operators and Providers

1. Selection of One-Stop Operators. The MWDB, with agreement of the chief elected official:
 - a. shall designate or certify one-stop operators;
 - b. may terminate for cause the eligibility of such operators.
2. Selection of Youth Providers. The MWDB:
 - a. shall identify eligible providers of youth workforce investment activities by awarding grants or contracts on a competitive basis (except in section 123(b)), based on recommendations of the youth standing committee;
 - b. may terminate for cause the eligibility of such providers.
3. Identification of Eligible Providers of Training Services. The MWDB shall identify eligible providers of training services.
4. Identification of Eligible Providers of Career Services. If the one-stop operator does not provide career services, the MWDB shall identify eligible providers of such services by awarding contracts.
5. Consumer Choice Requirements. The MWDB shall work with the State to ensure there are sufficient numbers and types of providers of career and training services so as to maximize consumer choice, as well as providing opportunities that lead to competitive integrated employment individuals with disabilities.

Workforce Innovation and Opportunity Act, Title I, Sec. 107(d)(10)

K. Coordination with Education Providers

The MWDB shall coordinate activities with education and training providers.

Workforce Innovation and Opportunity Act, Title I, Sec. 107(d)(11)

L. Budget and Administration

The MWDB shall develop a budget that is consistent with the local plan and the duties of MWDB, subject to the approval of the chief elected official.

Workforce Innovation and Opportunity Act, Title I, Sec. 107(d)(12)

M. Accessibility for Individuals with Disabilities

The MWDB shall annually assess the physical and programmatic accessibility, in accordance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), of all one-stop centers in the local area.

Workforce Innovation and Opportunity Act, Title I, Sec. 107(d)(13)

- N. A primary responsibility of the MWDB is guidance and oversight of employment and training programs administered by the City of Minneapolis. The purview of the MWDB includes all employment and training programs funded by WIOA and other sources, as well as coordination with other partner agencies that make up the broader local workforce development system.

ARTICLE VI
Amendments

A. Amendments

Any changes in these bylaws shall require a two-thirds vote of the MWDB membership.