



CENTRAL IOWA WORKFORCE DEVELOPMENT BOARD

Bylaws

1. Territory of Region.

- 1.1. Region 11 (Region) consists of the following counties in the State of Iowa (State):
- Boone
 - Dallas
 - Jasper
 - Madison
 - Marion
 - Polk
 - Story
 - Warren

2. Effective Date.

- 2.1. These Bylaws take effect on July 16, 2020.

3. Vision.

- 3.1. Mission Statement - To build a quality workforce for today and tomorrow.
- 3.2. Vision Statement - To drive collaborative partnerships with businesses, job seekers, and providers to create a robust region in which:
- 3.2.1. Every worker achieves a livable wage and a sustainable career.
 - 3.2.2. Work talent is connected to employer needs.
 - 3.2.3. Impactful policy changes are made.

- 3.3. The Central Iowa Workforce Development Board (CIWDB) will serve as a strategic leader and convener of local workforce development system stakeholders.
- 3.4. The CIWDB will partner with employers and the local workforce development system to develop policies and investments that support public workforce system strategies that support:
 - 1) The regional economy;
 - 2) The development of effective approaches including local and regional sector partnerships and career pathways; and
 - 3) High quality, customer centered service delivery and service delivery approaches.
- 3.5. In partnership with the CEO Board, the CIWDB will set policy for the portion of the statewide workforce development system within the Region and consistent with Federal and State policies.

4. Functions.

- 4.1. The CIWDB serves to promote the participation of business, labor, education, and non-profit organizations in the workforce development system and ensuring the availability of services to move clients to self-sufficiency and meet employers' workforce development needs. As such, it has responsibility for coordinating the services of the One-Stop Center in its service to clients and regional economic development strategies, and to develop other employer and partner linkages.
- 4.2. The CIWDB will adhere to State and Federal guidelines and regulations.

5. Members.

- 5.1. The CIWDB's membership must meet the criteria for appointment to local workforce development boards in Iowa as established by the State Workforce Development Board pursuant to section 107(b)(1) and section 107(b)(2) of WIOA.
- 5.2. The CIWDB shall have at least nineteen (19) voting members, with each representing an entity located within the Region. The CIWDB's voting membership shall consist of:
 - 5.2.1. Ten (10) representatives of business.
 - 5.2.2. Two (2) representatives of labor organizations.
 - 5.2.3. One (1) representative of a Registered Apprenticeship program.
 - 5.2.4. One (1) representative of a community-based organization.
 - 5.2.5. One (1) representative of an institution of higher education that performs workforce investment activities.

- 5.2.6. One (1) representative of an economic and community development entity.
- 5.2.7. One (1) representative of an eligible provider of adult education and literacy activities under the federal Adult Education and Family Literacy Act (AEFLA), as amended by title II of WIOA.
- 5.2.8. One (1) representative of the employment service program under the Wagner-Peyser Act, as amended by title III of WIOA.
- 5.2.9. One (1) representative of a vocational rehabilitation program under the federal Rehabilitation Act of 1973, as amended by title IV of WIOA.
- 5.3. The CIWDB membership may include optional members of other appropriate entities in the region. Optional members may be voting or nonvoting members. Such entities include:
 - 5.3.1. Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment.
 - 5.3.2. Governmental and economic and community development entities that represent transportation, housing, and public assistance programs.
 - 5.3.3. Philanthropic organizations that service the region.
 - 5.3.4. Other appropriate representatives as determined by the Chief Elected Official (CEO) Board.

6. Nomination Process.

- 6.1. Representatives of business must be nominated by local business organizations and/or business trade organizations.
- 6.2. Representatives of labor organizations must be nominated by local labor federations.
- 6.3. Every applicant to serve on the CIWDB, regardless of whether the nominee is a current member seeking re-appointment or an individual who has never served on the CIWDB before, must complete and sign the application to serve on the CIWDB that is created and distributed by IWD in collaboration with the Governor's office.
- 6.4. Every applicant to serve on the CIWDB must submit the applicant's completed and signed application to the chairperson of the CEO Board.
- 6.5. When there is more than one eligible provider of adult education and literacy activities under the AEFLA, as amended by title II of WIOA within the local area, the CEO Board must solicit nominations from those providers.

- 6.6. When there is more than one institution of higher education within the local area providing workforce investment activities, the CEO Board must solicit nominations from those providers.
- 6.7. The representative of the employment service program under the Wagner-Peyser Act, as amended by title III of WIOA, must be nominated by IWD.
- 6.8. The representative of a vocational rehabilitation program under the Rehabilitation Act of 1973, as amended by title IV of WIOA, must be nominated by Iowa Vocational Rehabilitation Services (IVRS) and Iowa Department for the Blind (IDB).
- 6.9. The CEO Board shall expediently vote on approval of an applicant and transmit the nomination form and completed conflict of interest form to IWD, in accordance with the procedures established by IWD.
- 6.10. IWD will review each nomination to ensure it is complete and signed. If a nomination is not complete or signed, IWD will alert the CEO Board chairperson, CIWDB chairperson, and applicant. If an application is complete and signed, IWD will affirm the appointment.
- 6.11. To ensure the prompt nomination of applicants for CIWDB membership positions that are vacated due to the end of the member's term of service, the CIWDB shall submit each year, in the month of January, to the CEO Board and CIWDB a report that includes:
 - 6.11.1. A complete membership roster of voting and nonvoting CIWDB members;
 - 6.11.2. The affiliation category of each CIWDB member;
 - 6.11.3. The appointment date of each CIWDB member; and
 - 6.11.4. The date upon which each CIWDB member's term of service on the CIWDB ends.

7. Appointments.

- 7.1. The chief elected officials in the local area may appoint the members of the CIWDB, in accordance with the state criteria established by the governor in partnership with the state workforce development board.
- 7.2. IWD will notify the CEO Board of the appointment or rejection of a CEO Board nominee for the CIWDB.
- 7.3. An appointed member must complete the oath of office at the start of the member's term of service on the CIWDB. A member's completed oath of office shall cover the entirety of the member's term of service.

- 7.4. To ensure the prompt nomination of applicants for CIWDB membership positions that are vacated due to the end of the member's term of service, the CIWDB shall submit each year, in the month of January, to the CEO Board a report that includes:
- 7.4.1. A complete membership roster of voting and nonvoting CIWDB members;
 - 7.4.2. The affiliation category of each CIWDB member;
 - 7.4.3. The appointment date of each CIWDB member; and
 - 7.4.4. The date upon which each CIWDB member's term of service on the CIWDB ends.

8. Member Resignation.

- 8.1. To resign from the CIWDB, a member must submit a written letter of resignation that is signed and dated by the member and that contains:
- 8.1.1. The member's full name;
 - 8.1.2. An affirmative statement of resignation from the CIWDB; and
 - 8.1.3. The effective date of the member's resignation.
- 8.2. The CEO Board, in its discretion, may accept or reject a resignation under Iowa Code section 69.15 and this Section. If the CEO Board accepts, the CEO Board must notify the CIWDB member and IWD, in writing, that the resignation is accepted pursuant to Iowa Code section 69.15 and this Section.

9. Member Removal.

- 9.1. The CEO Board may remove a member from the CIWDB for conduct detrimental to the CIWDB.
- 9.2. The determination of whether conduct is detrimental to the CIWDB will be made on a case-by-case basis, depending on the facts of the situation. Conduct detrimental to the CIWDB may include, but is not limited to: criminal behavior, misuse of CIWDB funds, the acceptance of something of value in exchange for the specific performance of an official CIWDB function, a violation of the CIWDB conflict of interest policy, intentional violation of the Iowa Open Meetings Act, etc.
- 9.3. The CEO Board may appoint an independent entity to investigate the conduct of a CIWDB member and report back findings.
- 9.4. The CIWDB may recommend the removal of a CIWDB member to the CEO Board for conduct detrimental to the CIWDB by a vote in open session of no less than a supermajority of the

CIWDB's voting members. The CIWDB must include the reason for the removal vote in that meeting's minutes.

- 9.5. The CEO Board may remove a member from the CIWDB by a vote in open session of no less than a supermajority of the CEO Board's membership. The CEO Board must include the reason for the removal vote in that meeting's minutes.
- 9.6. As soon as practicable but not later than ten (10) business days after the CEO Board's vote to remove a member from the CIWDB, the chairperson of the CEO Board must notify the CIWDB member and IWD in writing of the CEO Board's vote to remove the member and the reason for the removal.

10. Terms of Service.

- 10.1. The following voting members shall each serve a term of four (4) years:
 - 10.1.1. Representatives of business;
 - 10.1.2. Representatives of labor;
 - 10.1.3. The representative of a Registered Apprenticeship program;
 - 10.1.4. The representative of a community-based organization;
 - 10.1.5. The representative of an institution of higher education; and
 - 10.1.6. The representative of an entity performing economic and community development.
- 10.2. Members representing an eligible provider of adult education and family literacy activities under the AEFLA, as amended by title II of WIOA; the employment services program under the Wagner-Peyser Act, as amended by title III of WIOA; and a vocational rehabilitation program under the Rehabilitation Act of 1973, as amended by title IV of WIOA; shall serve until:
 - 10.2.1. The entity the member represents loses its status as an entity providing such program services or activities; or
 - 10.2.2. The member no longer works for or has ultimate policymaking authority for the entity the individual represents.
- 10.3. So long as an individual meets all applicable criteria necessary to qualify to serve on the CIWDB as a representative with a certain affiliation type under Section 7.1, there is no limit on the number of terms an individual may serve as a member of the CIWDB.
- 10.4. The CEO Board must stagger the terms of CIWDB members so that no more than one-quarter (1/4) of the CIWDB's members have their terms expire in a given year.

11. Executive Officers.

11.1. The CIWDB executive officers shall consist of a Chairperson, Vice Chairperson, and a Secretary/Treasurer selected for nomination to the CEO Board by a simple majority of the CIWDB during the regularly scheduled meeting in May of each year.

11.2. Chairperson.

- 11.2.1. The CEO Board must choose the CIWDB chairperson from among the CIWDB representative(s) of business who the CIWDB nominates at its annual May meeting.
- 11.2.2. The CIWDB chairperson shall serve a term of one year.
- 11.2.3. A CIWDB member who has served a term as the chairperson once may serve additional terms as the chairperson, if appointed by the CEO Board.
- 11.2.4. The CIWDB chairperson shall preside over CIWDB meetings.
- 11.2.5. Shall approve the CIWDB meeting agenda prior to distribution.
- 11.2.6. Shall represent the CIWDB and has the authority to speak on its behalf at local forums, public hearings, etc.
- 11.2.7. Shall execute all applications, instruments, and other written matters properly required by the Department of Labor (DOL), the Iowa Department of Economic Authority (IDEA), the Iowa Department of Workforce Development (IWD), the Iowa Department of Human Services (IDHS), federal regulations, or by law, upon approval of the CIWDB.
- 11.2.8. Shall appoint chairs and members of all standing committees, except the Executive Committee, and may appoint such other ad hoc committees deemed necessary.
- 11.2.9. The Board shall meet at the call of the Chairperson or when a majority of members of the Board file a written request with the Chairperson for a meeting (to an address provided by the Chairperson). Written notice of the time and place of each meeting shall be given to each member of the CIWDB.
- 11.2.10. The CIWDB chairperson must communicate in writing the chairperson's receipt of a CIWDB member's resignation to the CIWDB's membership and the CEO Board's membership.

11.3. Vice Chairperson.

- 11.3.1. At its annual May meeting, the CIWDB shall choose a vice chairperson from among its voting members.

- 11.3.2. Shall be a representative of the business sector.
- 11.3.3. A CIWDB member who has served a term as the vice chairperson once may serve additional terms as the vice chairperson, if chosen by a majority vote in a public meeting of the CIWDB.
- 11.3.4. The vice chairperson of the CIWDB shall preside over CIWDB meetings if the chairperson is absent.
- 11.3.5. Shall exercise the duties and powers of the CIWDB Chairperson in the absence of the Chairperson.
- 11.3.6. Shall have such additional duties and powers as customary to the office or assigned by the Chair.

11.4. Secretary/Treasurer.

- 11.4.1. May be a representative of any sector except the “partners.”
- 11.4.2. Shall exercise the duties and powers of the CIWDB Chairperson in the absence of the CIWDB Chairperson and Vice-Chairperson.
- 11.4.3. Shall cause to have a full record kept of the proceedings of the CIWDB and the Executive Committee.
- 11.4.4. Shall cause to have prepared monthly financial statements and program administration progress reports for the CIWDB.
- 11.4.5. Shall cause to have all financial records kept in accordance with generally accepted accounting procedures and applicable state and federal statutes and regulations.
- 11.4.6. Shall cause to have an annual audit of all CIWDB financial records and accounts, in accordance with the requirements of applicable state and federal statutes and regulations. The audit shall be conducted by an independent individual or company of recognized professional standing, or by an approved government entity.
- 11.4.7. Shall cause to have all financial records of the CIWDB kept in a safe place.
- 11.4.8. Shall attest to the signature of the CIWDB Chairperson or Vice Chairperson, as the case may be, on CIWDB documents when attestation is required.
- 11.4.9. Shall cause to have appropriate insurance in effect for the CIWDB.
- 11.4.10. Shall have such additional duties and powers as are customary to the office or assigned by the Chairperson.

- 11.4.11. The CIWDB Secretary/Treasurer may direct that any of the above-enumerated duties be performed or assisted by the CIWDB Executive Director.

11.5. Executive Director.

- 11.5.1. The day-to-day operations of the CIWDB shall be conducted by the CIWDB Executive Director in accordance with the policies, procedures, goals and objectives adopted by the CIWDB.
- 11.5.2. The CIWDB shall recruit, interview, and select the CIWDB Executive Director for employment. At a minimum the CIWDB Executive Director:
- a. Shall, after consultation with the Executive Committee, hire, supervise, and discharge all other employees involved in program delivery, fiscal management and reporting, for CIWDB activities;
 - b. Shall be responsible for staff evaluations;
 - c. Shall personally assist, or through a designee act as the Assistant Secretary/Treasurer of the CIWDB;
 - d. Shall assist the Chairperson in developing agendas for meetings of the CIWDB and the Executive Committee;
 - e. Shall periodically make recommendations to the CIWDB and Executive Committee on matters relevant to the efficient, effective operation of the CIWDB;
 - f. Shall cause to be developed and published annually, during the month of December, a schedule of the regular meeting dates of the CIWDB, and the Executive Committee's regular meeting dates;
 - g. Ensures the implementation of the goals and objectives of the CIWDB as outlined in the Strategic Plan along with coordination with regional workforce and economic development organizations and will provide corresponding communications to keep the partners informed of CIWDB activities and decisions;
 - h. Provide the necessary information, communication, and interpretation for staff and Board members of grant applications, pending legislation and policy and procedure effecting CIWDB operations;
 - i. Shall ensure compliance with applicable provisions of the Iowa Open Meetings Law and the Iowa Public Records Law applicable to the activities of the CIWDB; and
 - j. Shall perform such other duties and functions as may be assigned by the CIWDB or the Executive Committee.

12. Meetings.

- 12.1. The Iowa Open Meetings Act, Iowa Code chapter 21, governs meetings of the CIWDB.
- 12.2. The CIWDB shall hold regularly scheduled meetings in February, May, August and November.
- 12.3. The CIWDB may not take action without a quorum. A majority of the voting members of the CIWDB, who have completed the appointment process, constitutes a quorum.
- 12.4. The CIWDB may meet at a date and time designated by the CIWDB chairperson or upon submission to the chairperson of a written request by a majority of the CIWDB's voting members for a meeting at a certain date and time.
- 12.5. The CIWDB and its standing committees must use technology to promote member participation.
 - 12.5.1. A CIWDB meeting may have an online conference/conference call option that allows members and the public to participate online/by phone.
 - 12.5.2. The CIWDB must provide an accessible location where members of the public may use technology to access the meeting. If the CIWDB has an accessible location where some members of the CIWDB will gather in person for the CIWDB meeting, that location will meet the requirements in this Section.

13. Standing Committees.

- 13.1. The CIWDB may designate and direct the activities of standing committees to provide information and to assist the CIWDB in carrying out its functions, duties, and responsibilities.
- 13.2. A standing committee must have a member (voting or nonvoting) of the CIWDB as its chairperson.
- 13.3. A standing committee may have other members of the CIWDB as members.
- 13.4. A standing committee may include other individuals appointed by the CIWDB who are not members of the CIWDB and who the CIWDB determines have demonstrated experience and expertise.
- 13.5. The CIWDB may designate an entity in existence as of the date of the enactment of WIOA, such as an effective youth council, to serve as a standing committee as long as the entity meets the requirements in this Section.
- 13.6. A standing committee may make recommendations to the CIWDB regarding the standing committee's membership.
- 13.7. The CIWDB may authorize a standing committee to appoint individuals to serve as standing committee members so long as they have sufficient experience and expertise.

- 13.8. The CIWDB may require its standing committees to report back to the CIWDB as the CIWDB deems appropriate.
- 13.9. A standing committee may form work groups as the standing committee deems appropriate.
- 13.10. **Disability Access Standing Committee.** The CIWDB shall have a disability access committee that will provide information and assist with operational and other issues relating to the provision of services to individuals with disabilities, including but not limited to:
- 13.10.1. Issues relating to compliance with the Iowa Civil Rights Act of 1965, as amended, the Americans with Disabilities Act of 1990, as amended (ADA); and section 188 of WIOA regarding physical and programmatic access to the services programs, and activities of the one-stop delivery system, including the performance of the annual assessment of physical and programmatic accessibility of all one-stop centers in the Region, as required by section 107(d)(13) of WIOA and in accordance with section 188 of WIOA and the American Disabilities Act of 1990, as amended, 42 U.S.C. section 12101 *et seq.*
 - 13.10.2. Appropriate training for staff on providing services, supports for, or accommodations to individuals with disabilities;
 - 13.10.3. Appropriate training for staff on providing services, supports for, or accommodations with respect to finding employment opportunities for individuals with disabilities, with an emphasis on competitive integrated employment; and
 - 13.10.4. Work with the State Workforce Development Board Disability Access Committee to implement statewide initiatives in the Region.
- 13.11. **Youth Standing Committee.** The CIWDB shall have a youth standing committee with duties and responsibilities that include:
- 13.11.1. Providing information to the CIWDB on the provision of services to youth;
 - 13.11.2. To assist with planning, operational, and other issues relating to the provision of services to youth;
 - 13.11.3. Coordinating programs, services, and activities that address the employment, training, or education needs of eligible youth, including out-of-school youth, in the Region; and
 - 13.11.4. Coordinating with the State Workforce Development Board Youth Standing Committee on statewide initiatives.

14. Suspected Violation of Conflict of Interest Policy.

- 14.1. The CIWDB may vote to recommend that the CEO Board investigate one of its members for violating the CIWDB conflict of interest policy.
- 14.2. The CIWDB must notify the chairperson of the CEO Board and IWD, in writing, of any vote to recommend CEO Board investigation of a CIWDB member under this Section. Such notification must include:
 - 14.2.1. The CIWDB member's name; and
 - 14.2.2. A summary of the events that form the basis for the CIWDB's recommendation.
- 14.3. The CEO Board may investigate a CIWDB member if:
 - 14.3.1. There is reasonable cause to believe that an actual or possible conflict of interest exists for a CIWDB member and such member has not disclosed such to the CIWDB; or
 - 14.3.2. A CIWDB board member engaged in conduct forbidden under the conflict of interest policy.
- 14.4. An investigation under Section 21.3 must follow the following procedures:
 - 14.4.1. **Notice.** As soon as practicable but not more than ten (10) business days after the CEO Board votes to investigate, the CEO Board must inform the CIWDB member in writing of the basis for its belief that the CIWDB member has failed to disclose an actual or possible conflict of interest.
 - 14.4.2. **Explanation.** The CEO Board must afford the member an opportunity to explain the alleged failure to disclose or forbidden conduct.
 - 14.4.2.1. The CIWDB member's explanation must be in writing.
 - 14.4.2.2. The CIWDB member's explanation must be submitted to the chairperson of the CEO Board as soon as practicable but no later than ten (10) business days after the member receives notice from the CEO Board.
 - 14.4.2.3. The CIWDB member may elect to make a presentation to the CEO Board at a meeting in addition to the member's written explanation.
 - 14.4.3. **Further Board Investigation.** After receipt of the CIWDB member's explanation, the CEO Board may make further investigation as warranted under the circumstances. The CEO Board may designate and direct a committee of the board or a third party to conduct any such investigation.

- 14.4.4. **Vote on Whether a Violation Occurred in Open Session.** The CEO Board must conduct a roll-call vote in open session that is separate from any other votes, on the question of whether the CIWDB member violated the conflict of interest policy.
- 14.4.5. **Vote on Disciplinary Action.** In a roll-call vote in open session that is separate from any other votes, the CEO Board may take disciplinary action up to and including removal of the board member.
- 14.4.6. **Vote on Corrective Action.** In a roll-call vote in open session that is separate from any other votes, the CEO Board may take corrective action up to and including the rescission of any part of any process in which the CIWDB member participated that constituted a conflict of interest.
- 14.4.7. **Notice to IWD.** As soon as practicable and no more than ten business days after the change takes place pursuant to Sections 21.4.4 through 21.4.6, the CEO Board must notify, in writing, the members of the CIWDB and IWD of the investigation, findings, any disciplinary action, and any corrective action.

15. Bylaws Amendment Procedure.

- 15.1. These Bylaws may be amended only in accordance with Section 21.2 or 21.3.
- 15.2. The CEO Board may amend these Bylaws by majority vote to adopt the amendment in open session of a public meeting. An amendment to these Bylaws by the CEO Board will take effect on either the date of the vote or the date set by the CEO Board.
- 15.3. The CIWDB may initiate an amendment to these Bylaws. An amendment initiated by the CIWDB must be in accordance with the following:
 - 15.3.1. A majority vote of the CIWDB in open session of a public meeting approving the amendment and the submission of the amendment to the CEO Board for its consideration; and
 - 15.3.2. A majority vote of the CEO Board in open session of a public meeting to adopt the amendment.
 - 15.3.3. An amendment to these Bylaws initiated by the CIWDB will take effect on either the date of a CEO Board vote to adopt the amendment or the date set by the CEO Board.