

**Proposed Agenda Items from 4 Board Members
SWW WDB Needs Going Forward**

Please note:

Submitted questions posed are in blue. The chairman's responses are in black.

Related attachments are listed at the end of each section.

1. Transition plan

- a. **Search committee** - An ad hoc committee for new staff was already created per by-laws. (See attachment 1a)
- b. **Protection of documents** - Current hard files will remain in office and computer files are on a hard drive. There is also a NYS DOL TA to adhere to.
- c. **Matter of quorum after exodus and in light of current vacancies**
 - i. The counties need to fill their slots in accordance with their current county appointment agreement and all counties have been notified.
 - ii. This has been an ongoing issue with some slots being left vacant for extended periods.
 - iii. If low membership and can't conduct business due to a lack of quorum – everyone gets hurt especially centers and customers
 - iv. Board members are volunteers being asked to perform the board functions as described in the law. If board members and staff can't be retained, it will be impossible for the centers and counties to operate as required. (See attachments 1c)

Attachments (including but not limited to):

1a - Bylaws Article VI Section 7 & Article VII Section 6

1c. - Bylaws Article IV Section 2 & 3

1c. - Board Composition Chart

**Proposed Agenda Items from 4 Board Members
SWW WDB Needs Going Forward**

2. Future Planning – committee to look into communication breakdown to prevent future breakdowns

- a. This is another example of an ad hoc committee the chair/board can initiate at any time if desired
- b. The Connections Team sent a letter to all 3 County Chief Elected Officials in the Spring of 2019 with the expressed purpose of working more closely with the Counties and to reveal the Boards strategic plan. Members of the Connections Team met with CEO's/Administrators/County Committees in April and May of 2019. A follow-up note was sent to all Counties 5 months later to indicate additional system building elements being planned. (See attachments 2b)
- c. More recently, multiple communications were sent to the Counties asking for face to face meetings to discuss issues and to make attempts to resolve them.
- d. The Connections Team requested a meeting with the NYS Department of Labor (DOL) to request assistance from them to resolve issues. This meeting was held without any forthcoming tangible assistance from DOL leadership.

Attachments (including but not limited to):

2b. – Letter to CEO's.

2b. - Follow-up letter.

**Proposed Agenda Items from 4 Board Members
SWW WDB Needs Going Forward**

3. Qualifications of board members

- a. Requirements are spelled out in state TA, federal legislation and county agreement – all of which must be adhered to. (See attachment 3.a)
- b. In the by- laws for a general description. (See attachment 3.b)
- c. Check here for a detailed description:
https://labor.ny.gov/workforcenypartners/ta/19-3_attachment_a.pdf

Attachments (including but not limited to):

3a. Board Composition Chart

3b. Bylaws Articles IV & V

**Proposed Agenda Items from 4 Board Members
SWW WDB Needs Going Forward**

4. **Training and expectations of board members and staff** - Here is an example where this list doesn't go far enough. What is also needed is the same for all entities involved including centers, board, county leadership, and contractors. Written agreements could be executed to ensure an ongoing understanding of roles and responsibilities. Existing agreements could also be reviewed to determine if they can be enhanced.
- a. **Code of conduct (need to create).** If that is the desire of the board it can be created at any time along with any other agreements or policies the board may desire. Given the recent interactions this is a good idea and needs to be put in place for all including, board, counties, centers, guests at meetings, etc. to address not only board meetings but also committee meetings and staff/contractor meetings. Please note currently the by-laws address conflict of interest issues which lend themselves to certain types of conduct. (See attachment 4a)
 - b. **Training and education re: WIOA legislation, committees and roles, DOL role, One Stop function** - This all exists. I haven't received any questions but always willing to address questions or add any suggested materials. Board staff have oriented new members and 2 center directors and counties about board strategy that addresses this as well. Some of it is also referenced in the bylaws. If a review or new overview is needed, that can be arranged. Also, please note:
 - i. We developed orientation materials to describe the operations, roles, committees, etc. that many members should have.
 - ii. In 2016 under WIOA, we contracted with the foremost national consultant on WIOA to come in to train all center staff, board members and partner agencies on the new WIOA legislation – a step taken by only a few areas. Subsequent to that we had the state association director come in to train the board as well in addition to the information prepared by the then current board executive director.
 - iii. More recently, we took some of these materials and created laminated handouts describing Board functions that we make available at each meeting to show the relevance to board agenda items.
 - iv. A copy of the current board member orientation packet agenda and table of contents is attached. (See attachments 4b)
 - c. **Understanding and adherence to Open Meeting Laws:** <https://www.dos.ny.gov/coog/openmeetlaw.html>
 - i. I had to inquire what the issue was since I thought we were in compliance with this
 - ii. I was told the issue was that the law requires a 10-day requirement for meeting notices and that agendas are required to be shared in advance
 - iii. Upon a review of the law neither of these appears to be the case. The law states that there is no agenda requirement whatsoever. Also, only 72-hour notice is required. I believe we have been in compliance with these requirements.
 - iv. This is a good example of one of the roles of board members – to use their individual knowledge or expertise on a variety of matters to further the business and operations of the board and input should be encouraged at all times.
 - v. Please note each year we distribute a complete meeting list of board and committee meetings to all members, centers and regular attendees. We post all planned meetings on the website. A meeting schedule through June 2020 is on the website. (See attachment 4c)

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SWW WDB Needs Going Forward**

d. **Connection to resources, opportunities and tools through WIOA:**

<https://www.dol.gov/agencies/eta/wioa>

- i. Regarding resources in general - this is the USDOL site listed above which is a fine resource and there are several others, including Workforce GPS, NAWBs, NYATEP and NYSDOL for starters plus our own board materials we have shared.
 - ii. I was told this topic had to do with a missed funding opportunity. More clarification is needed to answer specifically.
 - iii. In our board's history, the board brought in the bulk of additional System-wide grants to address systemic areawide issues for our system such as:
 1. Under the former board exec. Director, we had applied for a CFA, several years of grants from WDI, coordinated the application for disability navigators to be funded in the centers to assist individuals with disabilities, partnered with the other boards in our region to acquire and operate a manufacturing study and apply for a National Innovation grant.
 2. All the above were successfully acquired except the CFA but that project was subsequently funded by the other grants above.
 3. The National innovation grant generated over \$200,000 per year for 3 years for substantial funding for center staff costs, training funds to benefit local businesses and job seekers, and summer STEM camps to serve area youth.
 - iv. The board is not a 501c3 and cannot apply for grants directly, so grants must be applied for through or by the grant recipient (in our case this is Saratoga County).
- e. **Distribute login information for website** – No action needed on this- not applicable at this time.

Attachments (including but not limited to):

4a. Bylaws Article IV, Section 7

4b. Bylaws Articles III, VI & VII

4b. Board Strategic Plan

4b. Board Meeting Slide Deck October & December 2019

4b. Board Functions / 14 Areas of Responsibility Handouts at each Board Meeting

4c. Draft 2020 Meeting Schedule

**Proposed Agenda Items from 4 Board Members
SWW WDB Needs Going Forward**

5. Executive committee

a. Who is on it?

- i. There is a list. (See attachment 5a)
- ii. We sit at the board meetings by committee
- iii. Lists have been distributed initially, upon request and at orientation sessions

b. What is their role? – The role is described in the bylaws. (See attachment 5b)

c. Can we get notice of their meetings committee members can attend –

- i. The list of all meetings is always put out on website and an annual list presented for board approval. This year draft meeting schedules sent to all board members in December and February. (See attachment 5c)

d. When do their actions get ratified by the full board?

- i. Anything needing a vote or approval is moved to the next regularly scheduled board meeting if a vote/approval needed on such action.
- ii. Summary of executive/connections team meeting reported out at each board meeting. (See attachment 5d)

Attachments (including but not limited to):

5a. Board Membership List

5b. Bylaws Article VI

5c. Draft 2020 Meeting Schedule

5d. Board Meeting Agenda/Minutes on thejoblink.org

**Proposed Agenda Items from 4 Board Members
SWW WDB Needs Going Forward**

6. Committees generally

a. Lists of who is on what committee (See attachment 6a)

b. Duties and functions of committees –

- i. Overview description is in bylaws. (See attachments 6b)
- ii. Details of activities in Work plan (See attachments 6b)

c. Reporting/relationship requirement between committees and full board, Centers –

- i. For board team operational guidelines:
 - 1. In part, what you observe at the meetings you attend
 - 2. Board staff has routinely presented the relationship/communication strategy between committees to the full board.
 - 3. The committee chairperson reports at full board meetings.
 - 4. Needs committee reports identified needs to R&D, committee chairs report to Connections committee, and all committees report out to the full board.
- ii. For the board's oversight role with the centers:
 - 1. We request centers to participate at the R&D committee and they are welcome to attend the business needs committee. Center leadership primary responsibility is to R&D team.
 - 2. Centers have been requested to provide input on committee work plans
 - 3. Monthly management meetings (normally) between board staff and center county/contracted staff
 - 4. Conduct oversight of WIOA adult, dislocated and youth employment and training activities delivered by the centers and ensure the appropriate use and management and investment of funds for these activities.
 - 5. The board can identify how funds are to be spent. (See attachments 6c)

d. Do we need additional committees - nominating committee?

- i. The chair can appoint any ad hoc committee as needed per by-laws.
- ii. Any board member may suggest to the chair or executive committee a need for such or comment on any other matter as desired.
- iii. Nominating committee for officers already stipulated in by-laws. Will be appointed to vet nominations if nominations are received. (See attachment 6d)

e. Communications protocol between committees

- i. Same as 6c, including all related attachments.
- ii. All committee chairs report to full board at board meetings. Each team sends along items to other teams to consider as deemed appropriate by the team and team chair.
- iii. Sharing of work plan status between all board members takes place.
- iv. Committee chairs are on connections team for the purpose of communication

**Proposed Agenda Items from 4 Board Members
SWW WDB Needs Going Forward**

Attachments (including but not limited to):

- 6a. Board Membership List**
- 6b. Bylaws Articles VI & VII**
- 6b. 2018-2020 Work Plan**
- 6b. Board Strategic Plan**
- 6b. Sample Agendas for Needs and R&D Teams**
- 6c. Sample Board Meeting Agenda**
- 6c. Sample Management Team Minutes**
- 6c. Vision/Mission Questions for Center Directors July2018**
- 6d. Bylaws Article VII Section 7**

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SWW WDB Needs Going Forward**

7. By-laws

- a. **What set is valid?** - The most recently dated version is the valid one as voted and approved upon by the board. It is the one posted on the website. (See attachment 7a)
- b. **Why is one set considered invalid and what is the difference?**
 - i. Same as “a” above.
 - ii. The most recent dated version is the valid one and earlier dated versions are invalid because when the board approves an amended version that becomes the valid one.
 - iii. The minutes of the April 10, 2019 meeting provide a description of the need to request changes to the bylaws that were unanimously approved. (See attachment 7a)
- c. **Should we review them and make edits?**
 - i. Anyone can make suggestions to the Executive Committee at anytime
 - ii. There is a process in the by-laws now for amendments. The chair can always appoint an ad hoc committee if determined necessary or perhaps assign to the exec. Committee. Either way the full board gets to weigh in. (See attachment 7c)
- d. **Should we have an SOP/Guidebook for board activities and purview?**
 - i. This content already exists. Additional content and/or format changes can be suggested
 - ii. We can reconstitute the previous strategic plan binder system, but examples of what we already have include but are not limited to:
 - 1. Calendar tool used with the centers to identify needed actions throughout the year and to drive agendas for monthly management team meetings between board staff and program directors.
 - 2. Work plan used with committees and full board and the associated materials describing our strategic approach and specific tasks completed and ongoing.
 - 3. Current reporting guidelines by committees.
 - 4. Board functions and responsibilities shared with board at each board meeting and described in whole at a previous board meeting.
 - 5. Within the strategic plan, the board has established Board operating principles, it also has established Center Operating Principles, along with a graphical representation (mirror model) of the relationship of the Board to the Centers. (See attachments 7d)

Attachments (including but not limited to):

7a. Bylaws

7a. Board Meeting Minutes 4/10/2019

7c. Bylaws Article VI Sections 3.c. & 8, Article IX

7d. Systemwide Calendar Master

7d. Board Workplan

7d. Board Meeting Reference Sheet - The 14 WIOA Responsibilities

7d. Board Strategic Plan