

| | |
|---|--|
| Title: Administrative Policy Tri-County Workforce Development Board | Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 5 |
| | Effective Date November 13, 2018 |
| Policy Custodian Workforce Development and Board of County Commissioners | Adoption/Revision Date November 13, 2018 |

Adopting Resolution(s): CC18-378

References (Statutes/Resos/Policies): CC97-107, CC00-404, CC06-157, CC07-057, CC13-422, CC16-320

Purpose: To provide guidance for the Tri-County Workforce Development Board in compliance with the Colorado Career Advancement Act of 2016 and the Federal Workforce Innovation and Opportunity Act of 2014.

Policy: Tri-County Workforce Development Board

A. Establishment

The Colorado Career Advancement Act of 2016 (CCAA) and the Federal Workforce Innovation and Opportunity Act of 2014 (WIOA) (together known as the “Acts”) mandate the establishment of the Tri-County Workforce Development Board (the “Development Board”) to provide policy guidance to the county commissioners on all aspects of the Workforce Development system with service delivery in the counties of Clear Creek, Gilpin and Jefferson.

B. Responsibilities

1. In compliance with the Acts, the Development Board shall be responsible for:
 - a. Developing the local plan,
 - b. Workforce research and labor market analysis,
 - c. Convening, brokering, and leveraging local resources,
 - d. Employer engagement,
 - e. Career Pathways development,
 - f. Identification and promotion of proven and promising practices,
 - g. Developing strategies for using technology to maximize accessibility and effectiveness of programs,
 - h. Program oversight,

- i. Negotiation of local performance accountability measures,
 - j. Selection of operations and providers,
 - k. Coordination with education providers,
 - l. Accessibility for individuals with disabilities, and
 - m. Memorandums of Understanding and One-Stop certification.
2. The Development Board shall adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or other county policy or regulation.
 3. The Development Board will forward membership recommendations and resignations to the Jefferson County Board of County Commissioners.
 4. The Development Board shall operate within its budget.
 5. Members of the Development Board shall not be compensated.
 6. Jefferson County shall provide staff to the Development Board. To accomplish the purposes of the Development Board, staff shall provide services, information and other necessary professional assistance.
 7. Allowable Development Board Expenses
Development Board members may be reimbursed, with prior approval of the Development Board Chair and the Community and Workforce Development Division Director, for expenses incurred on behalf of the Development Board, provided expenses are in line with the Development Board's operating budget and in compliance with federal, state, and local policies and procedures.

C. Membership

1. The WIOA requires that a majority of the members be from the business community.
2. Development Board members shall consist of decision-making individuals reflective of the business demographics in the local area and leaders from the workforce system, education, and economic development. These individuals must represent entities located in the local area. Where such entities do not exist, individuals must represent entities located in the planning region.
3. The Jefferson County Board of County Commissioners have full appointment and discharge authority over all appointments. The Clear Creek County Board of County Commissioners and the Gilpin County Board of County Commissioners reserve the right to nominate a business member from their respective county.

4. The remaining members will be appointed by the Jefferson County Board of County Commissioners in compliance with the strict membership requirements identified in the Development Board's bylaws and applicable Acts.
5. All members of the Development Board will be voting members.
6. The number of members on the Development Board may vary so long as the requirements of the Acts have been met.
7. Terms
 - a. A member may continue to serve after a term has expired while a new appointment is pending.
 - b. An officer may serve no more than one two-year term in each office.
 - c. If a member is appointed to fill an unexpired term, that member shall be considered to have filled one term provided that the appointment is for eight or more months.
 - d. Members may be removed by the Jefferson County Board of County Commissioners with or without cause prior to the expiration of their term. The Clear Creek County Board of County Commissioner and the Gilpin County Board of County Commissioners may recommend the removal of their nominated Development Board member to the Jefferson County Board of County Commissioners.