



PURPOSE

The purpose of this policy is to outline criteria and processes for Rogue Valley Workforce Board Member appointment, and Board Member expectations in compliance with federal and state laws, regulations, policies, and guidance.

BOARD COMPOSITION AND APPOINTMENT

The Rogue Valley Workforce Consortium (RVWC) is an Intergovernmental Entity (ORS 190) and a consortium of county elected officials established by Jackson County and Josephine County to fulfill functions required under the Workforce Innovation and Opportunity Act, and to perform "Chief Local Elected Official" duties.

The RVWC appoints the Rogue Valley Workforce Development Board members in accordance with the Workforce Innovation and Opportunity Act (WIOA) Section 107, and by the State of Oregon policy issuances.

The size of the Rogue Valley Workforce Development Board shall be variable with the number of members determined by the Consortium and as required by section 107(2) of WIOA Law.

The Rogue Workforce Development Board's purpose is to fulfill the functions of the Local Board as defined in WIOA Section 107(d) including developing and submitting of the Rogue Valley Workforce Area's Strategic Plan, and to perform the duties listed in the Partnership Agreement.

The Rogue Workforce Development Board shall elect the Workforce Development Board Chair and Vice-Chair at their annual meeting which shall be the first regular meeting at which a quorum is reached on or after July 1 of each year.

The Rogue Valley Workforce Development Board shall have an Executive Committee consisting of the two Consortium members (one County Commissioner from Jackson and one from Josephine County), and the Chair and Vice-Chair of the Rogue Workforce Development Board. Additional Executive Committee members shall be private sector Workforce Development Board members.

Rogue Valley Workforce Development Board members will fall into one of three categories as defined in the WIOA: a representative of business, a representative of workforce (includes labor and community-based organizations and must be not less than 20 percent), or a representative of education and training. Workforce Board members may be appointed as a representative of more than one entity if the individual meets all the criteria for representation, including the criteria described in WIOA legislation for each entity. Rogue Valley Workforce Board members will be appointed as necessary to maintain the appropriate balance and must work or reside in Jackson or Josephine Counties.



The Partnership Agreement between the Rogue Valley Workforce Development Board, the Rogue Workforce Partnership, and the Rogue Valley Workforce Consortium identifies the roles and responsibilities of each entity.

NOMINATION AND APPLICATION

Prospective members must be interviewed by the Nominating Committee's Chair. Prospective business or labor members must be nominated from one of the following:

- Business Representatives from a local business organization or business trade association.
- Labor Representatives of a local labor federation, from which they have also been appointed.

All nominations must be submitted to the RWP Executive Director to forward to the Nominating Committee for review and forwarding to the RVWC. As seats become available, the RVWC will review, consider, and appoint nominees.

BOARD MEMBER TERMS, REMOVALS AND VACANCIES

Rogue Valley Workforce Development Board members serve renewable two-year terms from the date of appointment, except that initial appointments shall be staggered. Rogue Valley Workforce Development Board members who no longer hold the position or status that made them eligible workforce development board members must resign with a written letter or email to the RWP Executive Director or be removed by the RVWC immediately as a representative of that entity (e.g., no longer work in the private sector, or no longer with an educational institution, etc.). Additionally, Workforce Development Board members must be removed by the RVWC if any of the following occurs:

- Documented violation of conflict of interest;
- Documented proof of fraud and/or abuse; and
- Other factors as outlined in the RWP Workforce Development Board bylaws.

If a Rogue Valley Workforce Development Board seat is vacated prior to the end of the two-year term, a new member will be appointed using the process above and will serve for the remainder of the term. Rogue Valley Workforce Development Board vacancies are adhered to in accordance with the Workforce Innovation and Opportunity Act (WIOA) Section 107, and by the State of Oregon policy issuances.

QUORUM

A majority of Rogue Valley Workforce Development Board members shall constitute a quorum. Of the majority present, at least 25% must be business sector representatives. A member is deemed to be present at a meeting for the purpose of determining a quorum even if the Member abstains from voting on one or more items on the agenda.

A majority of Executive Committee members shall constitute a quorum.

MEMBER EXPECTATIONS AND RELATED

Once appointed, Rogue Valley Workforce Development Board members must attend at least 50% of the Board Meetings, including but not limited to new board member orientation and quarterly meetings. Any Rogue Valley Workforce Development Board member failing to meet this criterion will be subject to removal. Rogue Valley Workforce Development Board members must contact the Executive Director or



other designated staff if they are unable to attend a meeting. The Rogue Valley Workforce Development Board prohibits the use of proxies.

Rogue Valley Workforce Development Board members must actively use their expertise, energy, and talents to assist in meeting the Rogue Valley Workforce Development Board's stated mission and vision. Rogue Valley Workforce Development Board members may participate in one or more ad-hoc advisory groups.

Approved: _____

RWP Chair

Brant Kell

Date: _____

8/9/2023