

# Board of Directors Orientation Guide

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COWIB is an Equal Opportunity Employer/ Program. Auxiliary aids and services are available upon request to individuals with disabilities. This was financed in whole or in part by fund from the US Dept. of Labor as administered by the Oklahoma Office of Workforce Development.

Our mission is to improve lives in our communities by building a quality workforce through education and creating connections between Job Seekers and Businesses.

Table of Contents

[Board of Directors Orientation Guide 1](#_Toc126305433)

[Purpose of Orientation Guide 5](#_Toc126305434)

[Board Member Roles, Responsibilities and Legal Duties 5](#_Toc126305435)

[Federal, State and Local Workforce Governance 8](#_Toc126305436)

[State Workforce Boards 8](#_Toc126305437)

[Local Workforce Boards 9](#_Toc126305438)

[Functions of the Local Workforce Boards 9](#_Toc126305439)

[Composition of the Local Workforce Boards 10](#_Toc126305440)

[Central Oklahoma Workforce Innovation Board 13](#_Toc126305441)

[Local Workforce Board Service Areas 14](#_Toc126305442)

[Regional Planning Areas 14](#_Toc126305443)

[Customers, Programs and Services 15](#_Toc126305444)

[Business Services 15](#_Toc126305445)

[Job Seeker Services 15](#_Toc126305446)

[Performance Metrics 18](#_Toc126305447)

[**By-Laws of Central Oklahoma Workforce Innovation Board** 20](#_Toc126305448)

[Policies and Procedures 37](#_Toc126305496)

[Conflict of Interest Disclosure Form\* 38](#_Toc126305497)

[Budget 40](#_Toc126305498)

[Fiscal Cost: 42](#_Toc126305499)

[Program Cost: 42](#_Toc126305500)

[Special Provisions of the Funding: 43](#_Toc126305501)

[Strategic Plan 44](#_Toc126305502)

[Workforce Innovation and Opportunity Act (WIOA) Glossary 44](#_Toc126305503)

[Resources 45](#_Toc126305504)

[Board and Staff Contact Information 46](#_Toc126305505)

[BOARD STAFF 47](#_Toc126305506)

[BOARD OF CHIEF ELECTED OFFICIALS (BCEO) 48](#_Toc126305507)

[BOARD OF DIRECTORS 49](#_Toc126305508)

[Meeting Minutes 52](#_Toc126305509)

## Purpose of Orientation Guide

The Central Oklahoma Workforce Innovation Board (COWIB) Member Orientation Guide is for informational purposes only and does not constitute legal advice. This guide may be used as one source of information for improving member awareness of nonprofit board roles, responsibilities and legal duties; the federal and state systems within which Central Oklahoma Workforce Innovation Board (COWIB operates; COWIB bylaws, organizational structure, policies and procedures; and, helpful resources.

## Board Member Roles, Responsibilities and Legal Duties

As a member of a nonprofit Board of Directors, you must fulfill a number of important responsibilities and legal obligations. You are responsible for being knowledgeable of and adhering to local, state and federal laws governing your conduct. While Central Oklahoma Workforce Innovation Board (COWIB) may request that you complete particular assignments, the resources on the following two pages provide a general overview of the roles of nonprofit boards, as well as key responsibilities and legal duties of members.

What does Board Service entail?
How the three main roles of the board relate to the 10 basic responsibilities of nonprofit board members:
Red umbrella with "Establish Organizational Identity" written on it. 
Below the first umbrella: Ensure Effective Planning and Determine Mission and Purposes, and Advocate for Them.
Second red umbrella with "Ensure Resources" written on it.
Below second umbrella: Select the Chief Executive, Ensure Adequate Financial Resources, Build a Competent Board, Enhance the Organization's Public Standing.
Third red umbrella with "Provide Oversight" written on it.
Under the third umbrella: Support and Evaluate the Chief Executive, Monitor and Strengthen Programs and Services, Protect Assets and Provide Financial Oversight, Ensure Legal and Ethical Integrity. 
The three legal duties of a nonprofit board member:
1) Care - Pay attention to the organization's activities and operations.
2) Loyalty - Put the interests of the organizations before personal and professional interests.
3) Obedience - Comply with applicable federal, state, and local laws; adhere to the organization's bylaws; and remain the guardians of the mission.
How current boards rate themselves on the ten basic responsibilities:
Green checkmark.
Responsibility: Mission.
CEO: A-.
Chair: A-.
Yellow checkmark.
Responsibility: Financial Oversight.
CEO: B+.
Chair: B+.
Responsibility: Lega/Ethical Oversight.
CEO: B+.
Chair: B+.
Responsibility: CEO Support.
CEO: B.
Chair: B+.
Responsibility: Strategy.
CEO: B-.
Chair: B.
Responsibility: CEO Evaluation.
CEO: B-.
Chair: B.
Responsibility: Monitors Performance.
CEO: B-.
Chair: B.
Red X.
Responsibility: Community Relations.
CEO: C+.
Chair: C+.
Responsibility: Board Composition.
CEO: C.
Chair: C+.
Responsibility: Fundraising. 
CEO: C.
Chair: C.
Sources: Board Fundamentals, Ten Basic Responsibilities of Nonprofit Boards, Leading with Intent, Legal Responsibilities of Nonprofit Boards.
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BoardSource Logo.

Checklist of Board Roles and Responsibilities.
Basic board roles and responsibilities are the foundation for a successful board. BoardSource has designed this checklist so you can quickly remind yourself of your key responsibilities. It's also a great board orientation tool! Can you check all the boxes?
Establishing Identity and Direction:
1) Has the board adopted or revised a strategic plan or defined a strategic direction for the organization within the past three years?
2) Does the board ensure that the organization's mission, vision, and values are reflected in the organization's programs?
3) Are the organization's strategic priorities adequately reflected in the annual budget?
Ensuring the Necessary Resources:
1) Has the board adopted policies related to funds to be pursued and/or accepted in support of the mission?
2) Does the board expect all its members to be active participants in fundraising efforts?
3) Does the board's composition reflect the strategic needs of the organization?
4) Is the board confident that the chief executive's skills and other qualities represent a good match for the organization's strategic needs?
5) Does the board seek and review information related to the organization's reputation?
Providing Oversight:
1) Does the board contract with an outside auditor for the annual audit?
2) Does the organization have up-to-date risk management policies and plans?
3) Does the board monitor progress toward achievement of goals related to the organization's programs?
4) Does the board have a clear understanding of the organization's financial health?
5) Does the chief executive receive and annual performance review by the board?
6) Are all board members familiar with the chief executive's compensation package?
Board Operations:
1) Does the board regularly assess its own performance?
2) Are organizational and board policies regularly reviewed?
3) Do committees and task forces actively engage board members in the work of the board?
4) Do board meeting agendas focus the board's attention on issues of strategic importance?
5) Do board members have easy access to information needed for effective decision making?
Source: Nonprofit Board Fundamentals.

## Federal, State and Local Workforce Governance

COWIB operates within the context of federal and state partnerships to carry out the purposes and functions of the Workforce Innovation and Opportunity Act of 2014 (Public Law 113-128, July 22, 2014), commonly referred to as WIOA. This Act superseded the Workforce Investment Act of 1998 (Public Law 105-220, August 7, 1998), commonly referred to as WIA.

WIOA was enacted “to amend the Workforce Investment Act of 1998 to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes” (Public Law 113-128).

## State Workforce Boards

Under Title I of WIOA and WIA, the Governor of each state is required to appoint a State Workforce Board. In Oklahoma, this board is known as the [Governor’s Council for Workforce and Economic Development](https://oklahomaworks.gov/stateworkforceboard/) (GCWED aka Governor’s Council)—a [45-member body](https://oklahomaworks.gov/wp-content/uploads/2017/07/GC-WIOA-List-1-19-23.pdf) made up of council members, ex-officio and designees working to develop creative solutions that expand and improve Oklahoma’s workforce, providing better jobs for workers and a skilled workforce for business and industry.

The Governor’s Council serves as an advisory body to the Governor and oversees a variety of functions, including but not limited to development of a state workforce plan; alignment of statewide workforce development programs; development and continuous improvement of a workforce development system; development of statewide performance measures; identification and dissemination of best practices; and, approving state policies that affect the operations of one-stop workforce centers.

To accomplish these duties, the Governor’s Council works with the Department of Commerce and Oklahoma Office of Workforce Development (OOWD). OOWD houses Oklahoma Works, the State’s workforce development initiative, and administers WIOA Title I-financially assisted programs/activities under the U.S. Department of Labor. Oklahoma Works is designed to increase the wealth of all Oklahomans through facilitating quality employment for workers and ready availability of highly skilled talent for business and industry.

## Local Workforce Boards

Title I of WIOA and WIA also requires that the Governor of each state, in collaboration with members of the State Workforce Board, develop criteria for use by local chief elected officials in appointing members of Local Workforce Boards. These Boards oversee implementation of job search and training programs for eligible adults, dislocated workers[[1]](#footnote-1) and youth governed by the United States Department of Labor.

Local Workforce Boards are also required to enter Memorandums of Understanding with partners who administer other federal workforce and education programs to create a one-stop service delivery system. The one-stop model is aimed at improving access to and coordination of services for customers. Workforce and education programs are administered at the federal level by the Department of Labor, Department of Education, Department of Housing and Urban Development and Department of Health and Human Services.

While State Workforce Boards perform similar functions at the state level, Local Workforce Boards are governed by their own Board of Directors. However, State Boards may make decisions that have an impact on Local Boards. State Boards also issue guidance related to federal workforce policy, provide technical assistance and may offer incentive grants and other funding for implementing workforce priorities at the local level. They also serve in an advisory function for the Governor who must approve local plans.

## Functions of the Local Workforce Boards

Section 107 of WIOA lists the following functions of Local Workforce Boards.

1. Local plan
2. Workforce research and regional labor market analysis
3. Convening, brokering, leveraging
4. Employer engagement
5. Career Pathways Development
6. Proven and promising practices
7. Technology
8. Program Oversight
9. Negotiation of local performance accountability measures
10. Selection of operators and providers
11. Coordination with education providers
12. Budget and administration
13. Accessibility for individuals with disabilities

## Composition of the Local Workforce Boards

Local Workforce Boards are required to have a majority of members from the business sector, including the chair. This public-private partnership ensures local business has a significant role in addressing local workforce development needs and facilitates a demand-driven workforce system.

The required composition of Local Workforce Boards is outlined in Section 107 of WIOA as follows:

“(B) Membership—

* 1. The Governor, in partnership with the State board, shall establish criteria for use by chief elected officials in the local areas for appointment of members of the local boards in such local areas in accordance with the requirements of paragraph (2).
  2. COMPOSITION. —Such criteria shall require that, at a minimum—
     1. a majority of the members of each local board shall be representatives of business in the local area, who—
        1. are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
        2. represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and
        3. are appointed from among individuals nominated by local business organizations and business trade associations;
     2. not less than 20 percent of the members of each local board shall be representatives of the workforce within the local area, who—
        1. shall include representatives of labor organizations (for a local area in which employees are rep- resented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees;
        2. shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship pro- gram, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;
        3. may include representatives of community- based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
        4. may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out- of-school youth;
     3. each local board shall include representatives of entities administering education and training activities in the local area, who—
        1. shall include a representative of eligible providers administering adult education and literacy activities under title II;
        2. shall include a representative of institutions of higher education providing workforce investment activities (including community colleges);
        3. may include representatives of local educational agencies, and of community- based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment;
     4. each local board shall include representatives of governmental and economic and community development entities serving the local area, who—
        1. shall include a representative of economic and community development entities;
        2. shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area;
        3. shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area;
        4. may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and
        5. may include representatives of philanthropic organizations serving the local area; and
     5. each local board may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.”

The Oklahoma Office of Workforce Development also lists the above criteria in their Local Workforce Development Board Two-Year Certification Process in OWDI 05-2017, Change 1.

## Central Oklahoma Workforce Innovation Board

COWIB was established as a Local Workforce Board in compliance with the Workforce Investment Act of 1998 (Public Law 105-220, August 7, 1998) to act as a full partner with local elected officials in setting policy and overseeing Workforce Investment Programs in the Workforce Investment Area. The Workforce Investment Act of 1998 was superseded by the Workforce Innovation and Opportunity Act of 2014, commonly referred to as WIOA.

COWIB is one of seven Local Workforce Boards in Oklahoma. The board is incorporated as a 501(c)(3) nonprofit organization under the laws of Oklahoma and recognized by the Governor’s Council and the Governor as the proper body to carry out the purposes and functions of the WIOA.

While the service area initially included only three (3) counties in 2000, Canadian, Logan and Oklahoma, it was expanded to include Cleveland County in 2009, and Hughes, Lincoln, Okfuskee, Pottawatomie and Seminole Counties in 2016. The board works diligently to ensure that the needs of both rural and urban customers are served effectively. Furthermore, COWIB serves as the Fiscal Agent for the South Central Workforce Innovation Board (SCWIB), Green Country Workforce Development Board (GCWDB), and the Western Oklahoma Workforce Development Board (WOWDB).

## Local Workforce Board Service Areas

Map of Oklahoma with color coding for the various workforce board areas.
Light yellow for Central Oklahoma Workforce Innovation Board: Canadian, Logan, Oklahoma, Cleveland, Lincoln, Pottawatomie, Okfuskee, Seminole, and Hughes Counties.
Dark yellow for Northeast Oklahoma Workforce Development Board: Washington, Nowata, Rogers, Craig, Mayes, Ottawa, and Delaware Counties.
Light blue for South Central Oklahoma Workforce Innovation Board: Tillman, Caddo, Comanche, Cotton, Grady, Stephens, Jefferson, and McClain Counties.
Orange for Southern Workforce Development Board: Garvin, Murray, Carter, Love, Pontotoc, Johnston, Marshall, Coal, Atoka, Bryan, Pittsburg, Haskell, Latimer, Pushmataha, Choctaw, LeFlore, and McCurtain Counties.
Medium blue for Green Country Workforce Development Board: Osage, Pawnee, Creek, Tulsa, Okmulgee, Wagoner, Muskogee, McIntosh, Cherokee, Adair, and Sequoyah Counties.
Dark blue for Western Workforce Development Board: Cimarron, Texas, Beaver, Harper, Ellis, Rogers Mills, Beckham, Greer, Harmon, Jackson, Woods, Woodward, Dewey, Custer, Washita, Kiowa, Alfalfa, Major, Blaine, Grant, Garfield, Kingfisher, Kay, Noble, and Payne Counties.
Oklahoma Works Logo.

Source: OklahomaWorks.gov

WIOA promotes a regional approach to strategic planning where appropriate based on regional economies. COWIB is both a Local Workforce Board and a regional planning area. The six Local Workforce Boards combine to form four regional planning areas.

Regional Planning AreasMap of Oklahoma with color coding for the various workforce board areas.
Dark blue for Western Region: Cimarron, Texas, Beaver, Harper, Ellis, Rogers Mills, Beckham, Greer, Harmon, Jackson, Woods, Woodward, Dewey, Custer, Washita, Kiowa, Alfalfa, Major, Blaine, Grant, Garfield, Kingfisher, Kay, Noble, Payne Tillman, Caddo, Comanche, Cotton, Grady, Stephens, Jefferson, and McClain Counties.
Powder blue for Northeast Region: Washington, Nowata, Rogers, Craig, Mayes, Ottawa, Delaware, Osage, Pawnee, Creek, Tulsa, Okmulgee, Wagoner, Muskogee, McIntosh, Cherokee, Adair, and Sequoyah Counties.
Yellow for Southeast Region: Garvin, Murray, Carter, Love, Pontotoc, Johnston, Marshall, Coal, Atoka, Bryan, Pittsburg, Haskell, Latimer, Pushmataha, Choctaw, LeFlore, and McCurtain Counties.
Red for Central Region: Canadian, Logan, Oklahoma, Cleveland, Lincoln, Pottawatomie, Okfuskee, Seminole, and Hughes Counties.
Oklahoma Works Logo.

Source: OklahomaWorks.gov

## Customers, Programs and Services

COWIB is focused on meeting the workforce needs of businesses in the nine-county service area by preparing and connecting eligible job seekers to employment opportunities. Board members serve as champions for the programs and services offered by COWIB, and are critical for engaging customers and representing the brand. It is important that members are familiar with what is offered and to the extent feasible have experience utilizing or engaging with them.

## Business Services

COWIB has a dedicated Business Services Team to assist employers with day-to-day and long- term challenges through core services such as writing job descriptions, posting job ads, and offering labor market reports as well as providing solutions through quality referrals to members of the Business Services Network.

This network includes the Greater Oklahoma City Chamber of Commerce, Oklahoma City Community College, Francis Tuttle Technology Center, Gordon Cooper Technology Center, Oklahoma Manufacturing Alliance, United Urban Indian Council, Central Oklahoma Community Action Agency, Oklahoma Employment Security Commission, AARP Foundation, Oklahoma Office of Workforce Development and Oklahoma Department of Career and Technology Education.

## Job Seeker Services

Job Seeker services are provided at Oklahoma Works American Job Centers. COWIB has four comprehensive centers and four specialized centers. Comprehensive Centers provide the full array of services in collaboration with WIOA partners, and are located in Oklahoma City, Seminole and Shawnee. While other programs may be included with approval from the Board, the following are required partners for the comprehensive centers:

* Job Corps
* CDSA (YouthBuild)
* Native American programs
* Department of Career and Technology Education (Adult Education and Family Literacy Act programs; Carl D. Perkins Career and Technical Education Act programs)
* Department of Human Services (Senior Community Service Employment Program; Temporary Assistance for Needy Families)
* Department of Rehabilitation Services (Vocational Rehabilitation)
* Oklahoma Employment Security Commission (National Farmworkers Jobs Program; Wagner-Peyser Act Employment Services; Trade Adjustment Assistance activities; Unemployment Compensation; Jobs for Veterans)
* Department of Commerce (Employment and training programs)
* Reentry Employment Opportunities programs

Specialized centers provide limited services and are not required to include all WIOA partners.

The following services are available for all job seekers and are provided in all Oklahoma Works American Job Centers:

* Resource Room
* Computers (File Unemployment Insurance)
* Internet Access (Job Search)
* Copier (Employment Related Printing)
* Telephone
* Employment Information (Job Fairs, etc.)

Job seekers who meet eligibility requirements also have access to the following staff-assisted services where available:

* Enhanced Employment Plan/Career Services
* Resume Writing
* Test for Adult Basic Education (TABE) Assessment
* Federal Bonding Documentation
* Reemployment Services and Eligibility Assessments
* Job Fairs & Hiring Events
* Job Search Assistance

To be eligible for the staff-assisted services, job seekers must meet the following criteria[[2]](#footnote-2): Adults who are:

* 18 years of age or older; and,
* A citizen or noncitizen authorized to work in the US; and,
* Meet Military Selective Service registration requirements (males only).

Dislocated Workers who:

* Are citizens or non-citizens authorized to work in the US; and,
* Meet Military Selective Service registration requirements (males only); and,
* Meet one of the following categories:
  + Recently dislocated (e.g., laid off, terminated, exhausted unemployment insurance, etc.); or,
  + Loss of Self-Employment Income; or,
  + Displaced Homemakers; or
  + Military Spouses.

Source: Oklahoma Workforce Development Issuance #19-2017, Change 1

Out-of-School Youth who:

* Do not attend any school; and,
* Are younger than age 16 or older than age 24 at time of enrollment; and,
* Have one or more of the barriers identified in policy (e.g., drop out, homeless, etc.).

In-School Youth who:

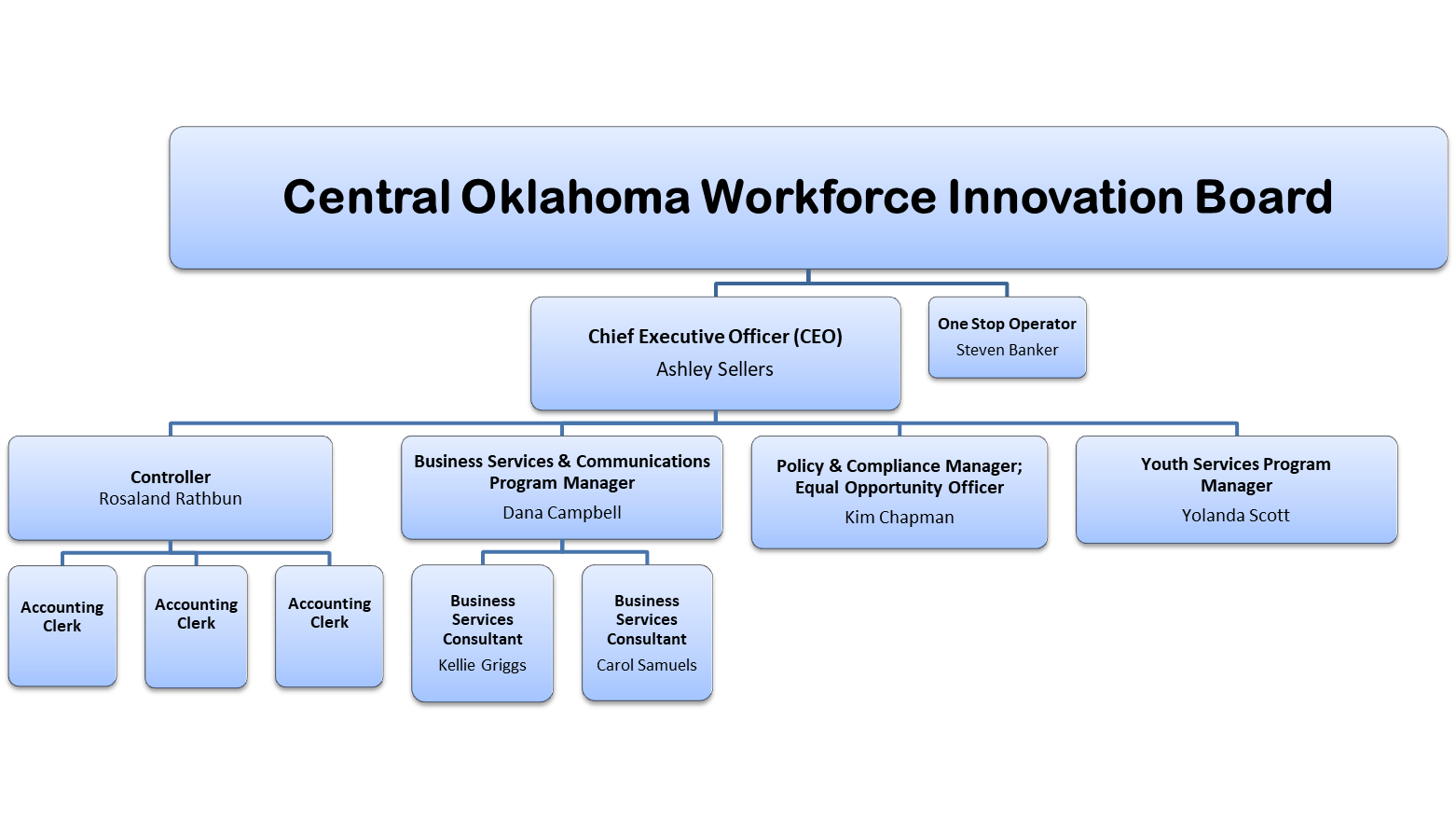
* Attend school, including secondary and postsecondary school; and,
* Are not younger than age 14 or older than age 21 at time of enrollment (with exceptions);
* Low Income; and,
* Have one or more barriers identified in policy (e.g., basic skills deficient, English language learning, offender, homeless, etc.).

Source: Oklahoma Workforce Development Issuance #02-2016, Change 2

## Performance Metrics

Though COWIB may gather additional data for planning and evaluation purposes, the following metrics are common measures required for U.S. Department of Labor reporting:

* Employment status at second and fourth quarters after exit
* Median earnings second quarter after exit
* Credential attainment
* Measurable skill gains
* Effectiveness at serving businesses
* Service Provision

Central Oklahoma Workforce Innovation Board Logo.
Flowchart. 
United States Department of Labor to Grant Recipient (Gov Kevin Stitt) to State Workforce Board (Oklahoma Office of Workforce Development). 
Board of Chief Elected Officials to 9 sub sections:
1. Chief BCEO Pottawatomie County (Melissa Dennis)
2. Canadian County (Tracey Rider)
3. Cleveland County (Rod Cleveland)
4. Hughes County (Dwight Barnett)
5. Lincoln County (Lee Doolen)
6. Logan County (Mark Sharpton)
7. Okfuskee County (Jeff Morphis)
8. Oklahoma County (Jessica Clayton for Brian Maughan)
9. Seminole County (Clifton Taylor)
All 9 connected and leads to Fiscal Agent leads to Central Oklahoma Workforce Innovation Board and leads to 4 sub sections: 
1. Chair (Richard Brown)
2. Vice Chairs (Theresa Stewart and Darcie Williams)
3. Executive Committee
4. Finance Committee




**By-Laws of Central Oklahoma Workforce Innovation Board**

***Mission Statement:***

**Improving lives in our communities by building a quality workforce through education and creating connections between Job Seekers and Businesses**

**Approved and Published: August 2022**

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**Telephone Relay Service is available by dialing 711 or (800) 722-0353**

***The Central Oklahoma Workforce Innovation Board (COWIB) is the policy and guidance board for the Workforce Oklahoma system in Central Oklahoma. We are business leaders with a goal to establish a highly skilled, productive workforce in our 9-county area.***

***The Central Oklahoma Workforce Innovation Board (COWIB) complies with WIOA’s Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, the basis of citizenship status or participation in a WIOA Title-1 financially assisted program or activity.***

*COWIB is an Equal Opportunity Employer/ Program. Auxiliary aids and services are available upon request to individuals with disabilities. This was financed in whole or in part by fund from the US Dept. of Labor as administered by the Oklahoma Office of Workforce Development.*

*http://www.cowib.org/*

By-Laws of Central Oklahoma Workforce Innovation Board

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**Table of Contents**

**By-Laws of Central Oklahoma Workforce Innovation Board** 20

**ARTICLE I. NAME AND DESCRIPTION** 24

**Section 1.01 NAME** 24

**Section 1.02 PRINCIPAL OFFICE** 24

**Section 1.03 TYPE OF CORPORATION** 24

**ARTICLE II. SCOPE OF ACTIVITIES/PURPOSE** 24

**Section 2.01 MISSION** 25

**Section 2.02 LIMITATION** 25

**ARTICLE III. MEMBERSHIP** 25

**Section 3.01 ELIGIBILITY** 25

**Section 3.02 APPOINTMENT PROCESS** 26

**Section 3.03 TERM LIMITS** 27

**Section 3.04 REMOVAL OF MEMBERS** 27

**Section 3.05 VESTED RIGHTS** 28

**Section 3.06 ALTERNATE MEMBERS** 28

**ARTICLE IV. ORGANIZATION** 28

**Section 4.01 OFFICERS** 28

**Section 4.02 TASK FORCE** 28

**Section 4.03 TENURE OF OFFICERS** 28

**Section 4.04 STAFF** 28

**Section 4.05 EXECUTIVE COMMITTEE** 29

**Section 4.06 STANDING COMMITTEES** 30

**ARTICLE V. RESPONSIBILITIES** 30

**Section 5.01 ROLES AND RESPONSIBILITIES** 30

**ARTICLE VI. OPERATIONAL PROCEDURES** 31

**Section 6.01 STAFF ACCOUNTABILITY** 31

**Section 6.02 PUBLIC ACCESS** 31

**Section 6.03 POLICIES** 32

**ARTICLE VII. MEETINGS** 32

**Section 7.01 EXECUTE** 32

**Section 7.02 REGULAR MEETINGS** 32

**Section 7.03 SPECIAL MEETINGS** 33

**Section 7.04 EMERGENCY MEETINGS** 33

**Section 7.05 DECISION-MAKING/VOTING** 33

**Section 7.06 NOTICES** 33

**Section 7.07 OPEN MEETING ACT** 34

**Section 7.08 MINUTES** 34

**Section 7.09 AGENDA** 34

**Section 7.10 MEETING CONDUCT** 34

**ARTICLE VIII. CODE OF CONDUCT** 34

**Section 8.01 PARTICIPATION** 35

**Section 8.02 DECLARATION OF POSSIBLE CONFLICTS OF INTERESTS** 35

**Section 8.03 ABSTENTION FROM VOTING** 35

**Section 8.04 ABSTENTION FROM PARTICIPATION** 35

**Section 8.05 SANCTIONS** 36

**ARTICLE IX. DELEGATE AGENCIES** 36

**ARTICLE X. AMENDMENTS** 36

**ARTICLE XI. DISSOLUTION OF THE CORPORATION** 36**ARTICLE I. NAME AND DESCRIPTION**

**Section 1.01 NAME**

The name of this organization shall be Central Oklahoma Workforce InnovationBoard, Inc***.***, (hereinafter referred to as “BOARD”) and shall be comprised of the counties and cities in Canadian, Cleveland, Hughes, Lincoln, Logan, Okfuskee, Oklahoma County, Pottawatomie, and Seminole that make up the Central Oklahoma Workforce Development Area recognized by the Governor of the State of Oklahoma. This will be a nonprofit corporation incorporated under the laws of the State of Oklahoma and recognized by the Oklahoma Office of Workforce Development, the Governor’s Council for Workforce and Education, and the Governor as the proper body to carry out the purposes and functions set out in these by-laws.

**Section 1.02 PRINCIPAL OFFICE**

The BOARD will establish a principal office in Oklahoma City, Oklahoma.

**Section 1.03 TYPE OF CORPORATION**

This corporation shall operate as a non-stock directorship entity on a 501(c)(3), not for profit basis pursuant to all of the rights and privileges described in the Oklahoma General Corporation Act, as amended or superseded.

**ARTICLE II. SCOPE OF ACTIVITIES/PURPOSE**

The BOARD is established in compliance with the Workforce Innovation and Opportunity Act of 2014 (Public Law 113-128, July 22, 2014) to act as a full partner with Board of Chief Elected Officials (BCEO) in setting policy and overseeing Workforce Activities in the Workforce Development Area. It is a function of this Board to develop local plans outlining the strategic objectives for the local area, engage local workforce development area system stakeholders to assist in the development of the local plan and identifying non-federal expertise and resources to leverage support for workforce development activities, select certain operators and providers, lead efforts to develop and implement career pathways identify and promote proven and promising workforce practices establish standing committees to more effectively accomplish the work of the Board; utilize technology to facilitate connections among the intake and case management information systems of one-stop partners, to access services provided through the one-stop system (including remote areas), to meet the needs of individuals with barriers to employment, and to leverage resources and capacity, convene, broker and leverage other workforce services to streamline the regional workforce system. It shall further develop a local budget, provide program oversight of youth, adult, dislocated worker activities, and the entire One-Stop delivery system in the local area, negotiate local performance measures, engage in workforce research and regional analysis, enhance coordination with education providers, promote employer engagement, and assess the physical and programmatic accessibility of one-stop centers annually in accordance with applicable nondiscrimination provisions under Title I of WIOA and the Americans with Disabilities Act.

**Section 2.01 MISSION**

For the mission above set forth, this corporation shall be engaged in improving lives in our communities by building a quality workforce through education and creating connections between Job Seekers and Businesses. The system will be one that aligns the business, educational and government sectors toward common objectives leading to job growth, employee productivity and employer satisfaction while improving the per capita income of the area.

**Section 2.02 LIMITATION**

1. Observe all local, state and federal laws which apply to a non-profit organization as defined in section 501 (c) (3) of the Internal Revenue code;
2. Shall not provide career or training services through a one-stop delivery system as described in the Workforce Innovation and Opportunity Act, section 107(g) unless through the agreement of the Chief Local Elected Official and the Governor.

**ARTICLE III. MEMBERSHIP**

**Section 3.01 ELIGIBILITY**

The initial number of members of the BOARD shall be determined by the Board of Chief Elected Officials (BCEO), or by the BOARD in the absence of any required agreement with the Chief Local Elected Official (CLEO). Thereafter, the BCEO shall determine the number and members of the BOARD.

A majority of the members shall be representatives of business in the local area, who

* are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers;
* represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupation in the local area; and
* are appointed from among individuals nominated by local business organization and business trade associations;

Other BOARD members shall consist of –

Not less than 20 percent of the members of each local board shall be representatives of the workforce within the local area, who:

* are representatives of labor organizations
* representative of an apprenticeship program
* may include representatives of community-based organizations that demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment
* may include representatives of organizations that demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth.

Other Required Representatives include

* representative of eligible providers of adult education and literacy activities under Title II.
* representative of institutions of higher education providing workforce investment activities.
* representative of economic and community development entities.
* representative from the State employment service office under the Wagner-Peyser Act.
* representative of the programs carried out under title I of the Rehabilitation Act of 1973.

Optional representatives may include;

* representatives of local educational agencies and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.
* representatives of agencies or entities administering programs serving the local area relating to transportation, housing and public assistance.
* representative of philanthropic organization serving the local area.
* representatives as the Chief Elected Official in the local area may determine to be appropriate.

**Section 3.02 APPOINTMENT PROCESS**

Appointment to membership shall be made by the BCEO and in accordance with the following procedures:

1. Nomination Process
   1. Business Representatives
      1. Eligible nominees shall be owners of business, or chief executives or operating officers, or other executives or employers with optimum policy making or hiring authority. Business may include public or private sector employers.
      2. Up to three (3) nominations may be requested for every two (2) business appointments.
      3. Nominations may be made by a local business organization or a business trade association in the area and submitted as a single list.
   2. Public Sector/Labor Representatives
      1. following entities as appropriate:

|  |  |
| --- | --- |
| Labor Representatives | Local Labor Federations |
| Local education system | Nominated by State Regents |
| Community Based Organizations | Nominated by Local Organizations |
| Economic Development | Nominated by Local Organizations or ODOC |
| Dept. of Human Services | Designated by State Agency Director |
| Employment Security Commission | Designated by State Agency Director |
| Adult Basic Education | Designated by Director of Career and Technology Education nominated by local providers |
| Dept. of Rehabilitation Services | Designated by State Agency Director |
| Other Individuals | No requirements |

* + 1. Eligible nominees shall be individuals with optimum policy making authority within the organizations, agencies, or entities. In making appointments to the Board, the BCEO shall seek to include representation from diverse geographic areas within the local workforce area.
       1. The BOARD Chair and/or the Executive Committee may request the Board of Chief Elected Officials of the Workforce Development Area to appoint replacement or additional members from a list of nominations received.
       2. The membership composition and nomination/selection process for the BOARD shall be certified by the Governor.
       3. Replacement members shall be selected and appointed in accordance with these procedures.

**Section 3.03 TERM LIMITS**

BOARD members shall be appointed for three-year terms on a staggered basis. Initial appointments of the BOARD will begin with staggered one, two, and three-year terms. Members shall continue to serve until a replacement is selected. Should a vacancy occur during a term of office, reappointments will be made for the duration of that term. All initial terms of office shall begin on July 1, of each calendar year.

**Section 3.04 REMOVAL OF MEMBERS**

1. Members may be removed for good causes by a majority vote of the BOARD membership. Good cause is defined as:
2. Members are expected to attend at least three meetings annually. Meetings include not only Board meetings, but also meetings of any standing or ad hoc committees of the Board. Should a member fail to attend three meetings in one year the Executive Committee will recommend action necessary by the BOARD and inform the BCEO.
3. Members who no longer represent the businesses, organizations, agencies, or entities within the Workforce Investment Development Area that the members were originally appointed to represent or the members no longer meet the eligibility criteria described in Section 3.0.1.
4. Any cause as determined by a majority of the BOARD members present at a meeting of the BOARD.

**Section 3.05 VESTED RIGHTS**

No individual as such shall have vested rights of any nature whatsoever in and to any assets of the corporation.

**Section 3.06 ALTERNATE MEMBERS**

1. If a Board member is unable to attend a meeting, they may select an Alternative Designee to attend the meeting and have the same voting rights as the member and count in constituting quorum at any meeting
2. If the Alternate works for the same entity then the Alternate may serve the remainder of the term of the original Board member
3. If the Alternate is a business representative then he or she must have optimum policy-making hiring authority
4. Other alternative designees must have demonstrated experience and expertise and optimum policy-making authority
5. If a Board member wishes to select an Alternate, then the member must notify the Board Chair and/or Board Staff with the information required for a Board nominee
6. The Chief Elected Official will determine if the Alternate will be approved
7. Should both the Board Member and their Alternate attend a meeting, only the Board member may cast votes and be counted in the quorum requirement

**ARTICLE IV. ORGANIZATION**

**Section 4.01 OFFICERS**

BOARD members shall select the Chairperson and 2 Vice Chairpersons from members of the business representatives.

**Section 4.02 TASK FORCE**

Task forces shall be created as deemed necessary by the Chairperson of the BOARD. The Chairperson shall instruct the Executive Committee to convene and develop the objectives and membership criteria for new task forces. The chairperson of each task force should be a business representative and all members shall be appointed by the BOARD Chairperson. The BOARD shall emphasize the use of task forces that are task and time bound ad hoc committees.

**Section 4.03 TENURE OF OFFICERS**

The tenure of any officer of the BOARD shall be two years starting with the first meeting of the calendar year. This does not disqualify such officers for reelection to the same or other positions.

**Section 4.04 STAFF**

The BOARD shall hire a Chief Executive Officer who will recruit and employ staff, as approved by the Board, necessary to carry out its functions. The CEO shall have the ability to initiate borrowing of funds as authorized by the Executive Committee

**Section 4.05 EXECUTIVE COMMITTEE**

1. Authority

An Executive Committee shall be authorized to:

* 1. Make policy decisions necessary during the interim period between BOARD meetings. Any such decisions made shall be brought before the BOARD membership at its next meeting for ratification;
  2. Prepare the agenda for BOARD meetings;
  3. Develop systems to measure and report the local and regional impact of a workforce development system. Review performance of contracted service providers to ensure program and contractual requirements are being met;
  4. Conduct the annual performance review of the Chief Executive Officer and make any salary adjustments.
  5. Find suitable replacement members when required; and (vi) Assign Board Members to Committees.

1. Membership

The membership of the Executive Committee shall be comprised of 9 members:

The BOARD Chairperson and Vice Chairpersons, immediate past Chairperson (if available and a current member). If at all possible and members are available to serve, the rest of the committee shall be comprised of members from counties other than the counties being represented by the required membership, at least one member with HR or legal experience, and at least one non-business representative. In the event that one of the aforementioned members cannot serve on the Executive Committee that vacancy shall be filled by a business representative, if available, currently serving on the BOARD, nominated by a member of the Executive Committee and ratified by the BOARD. All members shall be duly appointed members of the BOARD.

1. Selection/Tenure

The Executive Committee members shall be appointed by the Chairperson and shall be ratified by the BOARD. The tenure of committee members shall be for a one-year period. All terms of office begin at the first meeting of the calendar year. Reappointments to the Executive Committee are allowed.

1. Removal

Removal form the Executive Committee shall be done in the same manner as removal from the BOARD.

1. Quorum

A majority of Executive Committee members in attendance at a properly posted meeting shall constitute a quorum. Vacancies on the Executive Committee shall not be considered for purpose of determining a quorum.

**Section 4.06 STANDING COMMITTEES**

The BOARD Chair in collaboration with the Executive Committee shall appoint members and select the chair for committees. Committees may include non-board members who represent other interested organizations and can bring subject matter expertise to the committee. The Committee Chair must be a member of the Board. The following committees shall be established:

1. **Finance Committee** – Review program budgets and expenditures, review audit reports and financial aspects of program monitoring reports, making recommendations as needed.
2. **Advisory Committee**
3. **Youth Council** –*The Youth Council provides the framework for developing comprehensive and effective strategies that ensure youth acquire the education, skill, work experience and support they will need to reach their full potential and successfully transition to productive adulthood. The partners represented bring together a diverse set of stakeholders and resources to accomplish this mission.*

**ARTICLE V. RESPONSIBILITIES**

**Section 5.01 ROLES AND RESPONSIBILITIES**

The BOARD shall develop a vision for and work to continuously improve workforce-related customer services in the Central Oklahoma Workforce Development Area and shall:

1. Guide the development and analysis of long-term regional labor market information, trends and demographics;
2. Collect information using all regional resources available, public and private, to meet business needs for a skilled workforce;
3. Develop, for review and approval by the Board of Chief Elected Officials (BCEO) Board, an area strategic plan to refocus resources as necessary to best meet regional needs.
4. Certify one or more Workforce Centers, including at least one “full service” Center in the Central Oklahoma Workforce Development Area which are subject to the review and approval of the BCEO;
5. Develop, subject to BCEO review and approval, a budget for the local workforce system;
6. Select local workforce system operators. Operator selection is subject to BCEO review;
7. Procure and select program service providers through a competitive process;
8. Negotiate, subject to BCEO review and approval, and ensure the meeting of regional performance measures;
9. Establish and implement a procedure to recommend eligible training providers for inclusion or retention on the statewide list of training providers eligible for Individual Training Accounts;
10. Coordinate area workforce system activities with area economic development activities;
11. Share information with businesses, local elected officials, partner agencies, community organizations and the public concerning BOARD meetings and the workforce system development;
12. Provide guidance and oversight for the development of Central Oklahoma’s workforce system;
13. The Executive Committee in concert with the BOARD shall determine the official depository of corporation funds, subject to approval of the entire BOARD at the next regular meeting
14. The BOARD shall develop and approve all policies to provide guidance to the BOARD staff as they will develop operational procedures and conduct daily operations as deemed necessary.
15. Upon recommendation of the Chief Executive Officer, the BOARD shall dismiss for good cause any member of the staff.
16. Upon recommendation of the Chief Executive Officer, the BOARD shall authorize the hiring of such staff as necessary to fill vacancies or fill approved positions that may become necessary.
17. The BOARD shall establish customs for aiding and promoting the morale of its staff.
18. The BOARD shall designate the Chair and Chief Executive Officer to sign the corporation checks and all documents necessary for the operation of the organization.
19. The Board shall perform the functions described in Section 107(d) of the Workforce Innovation and Opportunity Act of 2014
20. The BOARD must be able to study local issues, develop strategic partnerships and coalitions to address those challenges, evaluate progress, garner resources to support initiatives, align service delivery to meet the strategic objectives of the state and the local area, and to make hard decisions when a lack of progress toward implementation of the plans exists.

**ARTICLE VI. OPERATIONAL PROCEDURES**

**Section 6.01 STAFF ACCOUNTABILITY**

The BOARD shall establish or adopt rules which assure full staff accountability in matters governed by law, regulations or agency policy. Staff of the BOARD shall also be accountable to the BCEO Board and responsive to their requests. Staff is responsible for developing procedures to carry out the BOARD’s Policy.

**Section 6.02 PUBLIC ACCESS**

The BOARD shall provide for public access to information, including but not limited to public hearings at the request of appropriate community groups, and public access to books and records of the agency or other agencies engaged in program activities or operations involving the use of authority or funds for which it is responsible. The BOARD will operate in full compliance of the Oklahoma Open Meeting Act.

**Section 6.03 POLICIES**

The BOARD shall adopt for itself and other agencies using funds or exercising authority for which it is responsible, the following operational requirements which are to be written and disseminated to all staff:

Policies designed to establish specific standards governing salaries, salary increases, travel and per diem allowances, and other employee benefits.

Policies to ensure that only persons capable of discharging their duties with competence and integrity are employed; and those employees are promoted, advanced, or removed under impartial procedures calculated to improve agency performance and effectiveness.

Policies to guard against personal or financial conflicts of interest.

Policies to provide direction for programs operated under their auspices that will protect the legal, fiscal, and operational integrity of those programs

Policies to provide the framework for BOARD staff to develop procedures.

Policies to provide the workforce system guidance and direction on it being an integral part of advancing economic development in Central Oklahoma.

**ARTICLE VII. MEETINGS**

The purpose of BOARD meetings is strategic discussion and decision-making. Information exchange is to be handled primarily through committee/task force meetings and pre-meeting materials.

**Section 7.01 EXECUTE**

The Chairperson shall preside at all meetings of the BOARD which he/she attends.

One Vice-Chairperson shall, in the absence of the Chairperson, perform the duties and exercise the powers of the Chairperson.

Any Member of the Executive Committee shall, in the absence of the Chairperson and Vice Chairpersons, perform the duties and exercise the powers of the Chairperson.

The business of any meeting shall be limited to the stated agenda of that meeting.

**Section 7.02 REGULAR MEETINGS**

Regular meetings of the BOARD shall be held on the third Wednesday of February, April, June, August, October and December of each year. The location of these meetings will be determined by the Chairperson. Board and Committee meetings will be posted with the County Clerk of Oklahoma County (where the Board’s principal office is located) as required by the Open Meeting Act.

**Section 7.03 SPECIAL MEETINGS**

Special meetings of the BOARD may be called by the Chairperson at such time and place and for such purposes as the Chairperson shall deem necessary.

Special meetings of the BOARD may also be called by the request of one-third of the members of the BOARD.

**Section 7.04 EMERGENCY MEETINGS**

Emergency meetings of the Board may be called by the Chief Executive Officer, or by the Chair of the Board as permitted by law. Emergency business transacted is limited to that permitted by the statute and according to the Open Meetings Law of Oklahoma. The person calling the Emergency Meeting shall give members and the public as much advance notice as is reasonable and possible under the circumstances existing, in person or by electronic means, including telephone.

**Section 7.05 DECISION-MAKING/VOTING**

1. In the process of crafting recommendations, the BOARD shall work for consensus.  
   (“Consensus” = “I may not prefer this, but I can and will support it.”)
2. Each member of the BOARD present at any meeting shall have one vote on all matters voted. Proxy voting and alternates are prohibited.
3. In order to conduct business, the Board quorum requirement is 10 members must be present to constitute a quorum in order to conduct business. Every decision of a majority of members present at any meeting at which there is a quorum shall be valid as the binding act of the Board.
4. A quorum to amend the BOARD By-Laws shall require a majority of the members present at a properly announced meeting.
5. BOARD meeting majority vote consists of over 50% of the BOARD members present.
6. No member of the BOARD may vote on any item if that member of the company or agency represented by the member will benefit from the passage or failure of the item.

**Section 7.06 NOTICES**

Notice of all meetings shall be given to all members of the Central Oklahoma Workforce Investment Board, the Executive Committee, and to members of the Board of Chief Elected Officials at least twenty-four (24) hours prior to the meeting for regular meetings and forty-eight (48) hours for special meetings. Such notice may be made by mail, in person, or electronic means, including telephone.

**Section 7.07 OPEN MEETING ACT**

All Meetings shall adhere to the Open Meeting Act.

All annual, regular, and special meetings shall be open to the general public except when an executive session is held for one of the permitted purposes identified in the Oklahoma Open Meeting Act. All votes cast by each member must be publicly cast and recorded. Voice votes are acceptable but minutes must indicate that there was a unanimous vote. If there is a dissenting vote, the name of the person voting NO must be recorded. Names of persons abstaining from voting must be recorded and the reason for the conflict of interest must be recorded in order to allow an abstention.

**Section 7.08 MINUTES**

The minutes of each meeting shall be prepared and distributed to the BOARD members at least three days prior to the next meeting. The minutes of each meeting and any corrections thereof, duly adopted, shall be signed by the presiding officer.

**Section 7.09 AGENDA**

The rules of the order shall be as follows:

1. Call to Order
2. Roll Call (quorum check)
3. Reading and Approval of the Minutes
4. Items Requiring Board Action
5. Reports
6. Unfinished business or old business
7. Public Participation
8. Adjournment

**Section 7.10 MEETING CONDUCT**

Meetings of the BOARD shall be conducted according to procedures contained in *Robert’s Rules of Order, Revised* unless such procedures are in conflict with the BOARD’s By-Laws, in which case the BOARD’s By-Laws shall prevail, or in conflict with the BOARD’s established custom in executing its duties.

**ARTICLE VIII. CODE OF CONDUCT**

WIOA Section 107(h)

Conflict of Interest. – A member of a local board may not—

* 1. vote on a matter under consideration by the local board--
     1. regarding the provision of services by such member (or by an entity that such member represents); or
     2. that would provide direct financial benefit to such member or the immediate family of such member; or
  2. engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

This Code of Conduct sets forth standards governing the performance of members of the BOARD, and officers, employees, and agents of the BOARD, who are engaged in the award and administration of contracts and purchases.

For the purpose of this policy, “immediate family members” includes the spouse, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent, and grandchild.

**Section 8.01 PARTICIPATION**

Members of the Central Oklahoma Workforce Innovation Board shall at all times comport themselves in a manner befitting their membership on the BOARD. Each member is expected to participate in every general meeting of the BOARD. All members are also expected to attend and participate in the meetings of any committee, task force, or workgroup to which they may be assigned.

**Section 8.02 DECLARATION OF POSSIBLE CONFLICTS OF INTERESTS**

BOARD members must declare, on the record, possible conflicts of interest when:

1. The member or immediate family member is a volunteer board member of a nonprofit bidding organization.
2. The member is voting on an indirect affirmation of a contract relationship.
3. Or other matters as it pertains to WIOA Section 107(h) Conflict of Interest.
4. Each member is required to complete a Conflict of Interest Disclosure Form.

**Section 8.03 ABSTENTION FROM VOTING**

No BOARD member shall cast a vote on the provision of services by that member (or any organization which that member directly represents) or vote on a matter which would provide a direct financial benefit to that member or their employer. No BOARD member shall cast a vote on the provision of services by any person or organization that is in direct competition with a proposal or bid which would provide direct financial benefit to the member or their employer.

**Section 8.04 ABSTENTION FROM PARTICIPATION**

No BOARD member or BOARD employee, officer, or agent shall participate in decisions about contracts with the organization he or she represents, or from which they receive direct financial benefit, including direct family members. Participation includes discussion, lobbying, rating, scoring, recommending, explaining, or assisting in the design or approval of the procurement process. Participation also includes negotiation of any contract on behalf of the organization that he/she represents.

**Section 8.05 SANCTIONS**

Violations of this code shall be determined by the BOARD pursuant to the BOARD’s Grievance Procedure. After the hearing, the BOARD will prescribe appropriate disciplinary action.

Willful violations by a BOARD member shall result in removal from the BOARD.

All violations by staff shall be subject to the Personnel Policy after a determination that the violation was or was not willful or serious.

Pursuant to the grievance process, any person who is dissatisfied with the determination may be entitled to remedies available through the grievance process.

**ARTICLE IX. DELEGATE AGENCIES**

The BOARD will procure necessary program facilities, goods and services from competent and reliable suppliers.

**ARTICLE X. AMENDMENTS**

These by-laws may be changed in part or in their entirety by a majority vote of the BOARD, at a duly called meeting provided notice of proposed change or changes shall have been provided by the chairperson to each member of the BOARD no less than three (3) days prior to the meeting.

Certain limited sections shall be changed subject to a majority vote when specifically stated within that article.

**ARTICLE XI. DISSOLUTION OF THE CORPORATION**

Dissolution of this corporation shall be in compliance with the laws of the State of Oklahoma and those pertinent requirements and regulations of the Oklahoma Office of Workforce Development.

The disposition of all property and assets of this corporation shall be in accordance with the guidelines of the Oklahoma Office of Workforce Development.

Policies and Procedures

<https://cowib.org/about/policy-procedure/>



Conflict of Interest Disclosure Form\*

Date:

Name:

Position:

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between COWIB and your personal interests, financial or otherwise:

□ I have no conflict of interest to report

□ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you [or your spouse] sit on, any for-profit businesses for which you or an immediate family member are an officer or board member, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1.

2.

3.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Conflict of Interest Policy of the Central Oklahoma Workforce Investment Board (COWIB).

Signature: Date:

**\* COWIB By-Laws**

**Article VIII. CODE OF CONDUCT**

WIOA Section 107(h)

**Conflict of Interest.** --A member of a local board may not—

1. vote on a matter under consideration by the local board--
   1. regarding the provision of services by such member (or by an entity that such member represents); or
   2. that would provide direct financial benefit to such member or the immediate family of such member; or
2. engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

This Code of Conduct sets forth standards governing the performance of members of the BOARD, and officers, employees, and agents of the BOARD, who are engaged in the award and administration of contracts and purchases.

For the purpose of this policy, “immediate family members” includes the spouse, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent, and grandchild.

**Section 8.02 DECLARATION OF POSSIBLE CONFLICTS OF INTERESTS**

BOARD members must declare, on the record, possible conflicts of interest when:

1. The member or immediate family member is a volunteer board member of a nonprofit bidding organization.
2. The member is voting on an indirect affirmation of a contract relationship.
3. Or other matters as it pertains to WIOA Section 107(h) Conflict of Interest.
4. Each member is required to complete a Conflict of Interest Disclosure Form.

Budget

<https://drive.google.com/file/d/19ZINWqw5PvVlTZ7aliBV7IUQUEV9PYWY/view?usp=sharing>

Central Oklahoma Workforce Innovation Board Budget for PY 2022

PY22 Planning: Adult $1,211,449.96, DLW $965,074.25, Youth $1,538,238.33, Business Services $147,479.18, GCWDB $145,000, South Central $45,000, Western $45,000, Total $4,197.241.72.
Carry Over June 30, 2022: Adult $477,653.91, DLW $605,909.54, Youth $404,677.21, Business Services $22,569.21, GCWDB (blank), South Central (blank), Western (blank), Total $1,510,809.87.  (Blank) : Adult $1,789,103.87, DLW $1,570,98.79, Youth $1,942,915.54, Business Services $170,048.39, GCWDB $145,000, South Central $45,000, Western $45,000, Total $5,708,051.59.  Less Carry Over to 7/1/2022: Adult $(200,000), DLW $(135,000), Youth $(110,000), Business Services (Blank Space), GCWDB (Blank), South Central (Blank), Western (Blank), Total $(445,000). Net Funds Available: Adult $1,589,103.87, DLW $1,435,983.79, Youth $1,435,983.79, Business Services $170,048.39, GCWDB $145,000, South Central $45,000, Western $45,000, Total $5,263,051.59. 
Expenses; Adult $1,989,103.87, DLW $1425.983.79, Youth $1,832,915.44, Business Services $170,048.39, GCWDB $145,000, South Central $45,000, Western $45,000, Total $5,663,051.59, Adult 100%, DWL 100%, Youth 100%, Youth Dollar Amount $1,538,238.33, OS 75% $967,432.07, IS 25%$324,870.43, Adult Dollar Amount $1,311,449.96, Adult 100%. 

Under federal guidance there are two types of costs associated with federal grants; Administrative **and Program**. Administration has a very specific and defined list of functions. They are such things as personnel, budgeting, accounting, etc. Program costs are those that are not specifically mentioned as administrative cost and in effect are where the program activities and projects are being delivered and designed.

## Fiscal Cost:

Fiscal Administration where we perform the role of your banker by paying bills and reporting expenditures to the state.

Board Administration covers such things that are related to personnel, preparing for Board meetings, etc.

One-Stop Operator Administration exists only because the law stated this was an entity that could have administrative cost and the regional office of U.S. DOL insists it must have some administrative cost.

## Program Cost:

Broad Program where your staff is monitoring or engaged in activities related directly to services being delivered.

Service Provision is the cost of your service provider staff in delivering services to your clients.

One-Stop Operator – Cost associated with the Operator performing programmatic operations, coordinating services in the one-stop centers, engaging partners to eliminate duplication and providing efficiencies in American Job Centers.

Youth Work Related – Staff cost in providing work experience activities for youth.

Training Services – cost of the Board helping finance occupational training for clients whether they are adults or youth. Results of this training is a credential and/or degree

On-the-Job – Working with employer partners, this allows for our service provider to enter contracts whereby they are reimbursing a company for extraordinary training cost. Simply put, providing the necessary training to a new employee that allows them to gain the experience where they reach the level of other beginning employees. We reimburse half the salary for a period of no longer than six months. Expectation is the participant transitions to full-time employment with the same company.

Incumbent Worker – New concept that allows local boards to enter contracts that upskills a company’s existing employees to a higher level where the employee can receive higher wages or greater benefits and allows us the opportunity to back fill an entry level position

Transitional Jobs/Work Experience – Two terms, transitional jobs for adults and work experience for youth, but both mean the same. Allows us to provide real work experience opportunities where the service provider puts the employee on their payroll, but the participant is placed in a position with an employer partner in order for the participant to gain valuable work experience where they may not have any.

Supportive Services which is where you have policy that allows you to “support” clients as they are engaged in WIOA sponsored activities. You might pay for licensing upon completion of occupational training or you may provide work related tools for a client.

System Cost is the infrastructure cost associated with providing the necessary items for service provision staff to perform their duties; rent, telephone, computers, assessments, etc. at American Job Centers.

## Special Provisions of the Funding:

**Administration Cost is limited to ten (10) percent of our funding. This does not include the funds we receive for working done for any other area.**

**Twenty (20) percent of youth program funds must be spent on work related activities which include staff time providing for and/or arranging those activities.**

**Seventy-five (75) of our youth funds must be spent on out of school youth which means they cannot be enrolled in any kind of educational institution, secondary or post-secondary. They can be attending Job Corps**

**Forty (40) percent of our Adult and Dislocated Worker funds must be spent on direct training cost. This includes Occupational Training, OJT, Transitional Jobs, Incumbent worker training, and Supportive Services necessary for them to be engaged in training activities. Additionally, to be counted in this category the participant must complete the activity for the expenditure to be considered as part of the 40%.**

Strategic Plan

Workforce Innovation and Opportunity Act (WIOA) Glossary

<http://oklahomaworks.gov/wioa-glossary-definitions/>

## Resources

BoardSource

[www.boardsource.org](http://www.boardsource.org)

National Association of Workforce Development Boards

The Case for Strong Workforce Boards and Board Staff (Free Online Course)

[www.nawb.org](http://www.nawb.org)

Oklahoma Works

[www.Oklahomaworks.gov](http://www.Oklahomaworks.gov)

U.S. Department of Labor, Employment and Training Administration

[www.doleta.gov/wioa/](http://www.doleta.gov/wioa/)

Workforce Innovation and Opportunity Act of 2014

<https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>

Workforce Innovation and Opportunity Act of 2014 Final Rule

<https://www.govinfo.gov/content/pkg/FR-2016-08-19/pdf/2016-15975.pdf>

Board and Staff Contact Information

### BOARD STAFF

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | Email | Phone |
| Sellers, Ashley  Chief Executive Officer | 3813 N Santa Fe Ave,  Suite 135  Oklahoma City, OK 73118 | [AshleySellers@cowib.org](mailto:AshleySellers@cowib.org) | 405-622-2026  Ext. 302 |
| Rathbun, Rosaland  Controller | 3813 N Santa Fe Ave,  Suite 135  Oklahoma City, OK 73118 | [RosalandRathbun@cowib.org](mailto:RosalandRathbun@cowib.org) | 405-622-2026  Ext. 306 |
| Scott, Yolanda  Youth Programs Manager | 3813 N Santa Fe Ave,  Suite 135  Oklahoma City, OK 73118 | [YolandaScott@cowib.org](mailto:YolandaScott@cowib.org) | 405-622-2026  Ext. 301 |
| Campbell, Dana  Business Services & Communications Program Manager | 3813 N Santa Fe Ave,  Suite 135  Oklahoma City, OK 73118 | [DanaClark@cowib.org](mailto:DanaClark@cowib.org) | 405-622-2026  Ext. 308 |
| Chapman, Kim  Policy and Compliance Manager | 3813 N Santa Fe Ave,  Suite 135  Oklahoma City, OK 73118 | [KimChapman@cowib.org](mailto:KimChapman@cowib.org) | 405-622-2026  Ext. 313 |
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| Business Services Consultant | 1 John C Bruton Dr  Shawnee, OK 74804 |  | 405-275-7800  Ext. 205 |
| Accounting Clerk | 3813 N Santa Fe Ave,  Suite 135  Oklahoma City, OK 73118 | [ap@cowib.org](mailto:ap@cowib.org) | 405-622-2026  Ext. 314 |
| Accounting Clerk | 3813 N Santa Fe Ave,  Suite 135  Oklahoma City, OK 73118 | [ap@cowib.org](mailto:ap@cowib.org) | 405-622-2026  Ext. 307 |
| Accounting Clerk | 3813 N Santa Fe Ave,  Suite 135  Oklahoma City, OK 73118 | [ap@cowib.org](mailto:ap@cowib.org) | 405-622-2026  Ext. 3110 |

### BOARD OF CHIEF ELECTED OFFICIALS (BCEO)

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| Name | Address | Email | Phone |
| Clayton, Jessica  Oklahoma County Chief Deputy to Brian Maughan Commissioner District 2 | 321 N. Park Ave, Room 901  Oklahoma City, OK 73102 | [Jessica.Clayton@oklahomacounty.org](mailto:Jessica.Clayton@oklahomacounty.org) | 405-317-7548 |
| Cleveland, Rod  Cleveland County Commissioner District 1 | 201 S. Jones  Norman, OK 73069 | [RCleveland@ClevelandCountyOK.com](mailto:RCleveland@ClevelandCountyOK.com) | 405-366-0200 |
| Dennis, Melissa  Pottawatomie County  Commissioner District 1 | 309 North Broadway Ave Shawnee, OK 74801 | [MDennis-PottCounty@sbcglobal.net](mailto:MDennis-PottCounty@sbcglobal.net) | 405-273-1564 |
| Doolen, Lee  Lincoln County Commissioner District 3 | 10408 Veterans Drive Meeker, OK 74855 | [Lee.doolen@fibertell.com](mailto:Lee.doolen@fibertell.com) | 405-919-4718 |
| Sharpton, Mark  Logan County Commissioner  District 1 | 2315 SW 19th St  Guthrie, OK 73044 | marksharpton@sbcglobal.net | 405-282-3581 |
| Barnett, Dwight  Hughes County Commissioner District 1 | 200 N. Broadway #7  Holdenville, OK 74848 | captfd@yahoo.com | 405-379-2222 |
| Rider, Tracey  Canadian County  Commissioner District 3 | 201 N. Choctaw Ave.  El Reno, OK 73036 | [RiderT@canadiancounty.org](mailto:RiderT@canadiancounty.org) | 405-658-8109 |
| Porter, Timothy  Seminole County Commissioner District 2 | 1005 E. Strothers  Seminole, OK 74868 | County2s@yahoo.com | 405-382-4035 |
| Morphis, Jeff  Okfuskee County  Commissioner District 2 | PO Box 26  County Courthouse  Okemah, OK 74859 | [Okfuskee-OKDist2@att.net](mailto:Okfuskee-OKDist2@att.net) | 405-786-2338 |

### BOARD OF DIRECTORS

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| --- | --- | --- | --- |
| Name | Address | Email | Phone |
| Amundson, Robert  Civilian Personnel Officer for Tinker Air Force Base (TFB) | 72 FSS/FSMC  Tinker AFB, OK 73145 | [Robert.Amundson@tinker.af.mil](mailto:Robert.Amundson@tinker.af.mil) | 405-739-3401 |
| Baber, Sheila  President of Baber Environmental Services | 4205 Crystal Springs Rd  Moore, OK 73160 | [Sheila@BaberEnvironmental.com](mailto:Sheila@BaberEnvironmental.com) | 405-659-8115 |
| Brown, Richard  Director of Human Resources at Citizen Potawatomi Nation (CPN) | 1601 S. Gordon Cooper Dr Shawnee, OK 74801 | [rebrown@potawatomi.org](mailto:rebrown@potawatomi.org) | 405-275-3121 |
| Chambers, Curtis  Executive Director of Oklahoma State Building Trades Council | 5315 S. Shartel Ave, Oklahoma City, OK 73109 | [Curtis@okbctc.org](mailto:Curtis@okbctc.org) | 405-985-5684 |
| Cover, Jeff  Human Resources  Metro Library System | 6250 Industrial Blvd  Edmond, OK 73034 | [jeff.cover@metrolibrary.org](mailto:jeff.cover@metrolibrary.org) | 405-844-4688 |
| Davis, Kathleen  Owner of Cross Timbers Insurance Agency | 316 West Broadway  Okemah, OK 74859 | [kdavis@crosstimbersins.com](mailto:kdavis@crosstimbersins.com) | 918-623-2840 |
| Zimmer, Jill  Center Manager of Guthrie Job Corps | 3106 W. University Ave  Guthrie, OK 73044 | [@jobcorps.org](mailto:Davis.Matthew@jobcorps.org) | 405-282-9930 |
| Fields, Jerisha  Pathways Director of OKC County Boys & Girls Club | PO Box 18701  Oklahoma City, OK 73154 | [jfields@bgcokc.org](mailto:jfields@bgcokc.org) | 405-823-2718 |
| Goza, Mike  Programs Manager of Oklahoma Department of Rehabilitation Services (DRS) | 5005 N. Lincoln Blvd,  Suite 210  Oklahoma City, OK 73105 | [mgoza@okdrs.gov](mailto:mgoza@okdrs.gov) | 405-625-9789 |
| Hoggatt, Daron  Business Management Program Administrator for Oklahoma Department of Veterans Affairs (ODVA) | 2131 E 36th Street  Oklahoma City, OK 73111 | [daron.hoggatt@odva.ok.gov](mailto:daron.hoggatt@odva.ok.gov) | 405-523-4026 |

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| --- | --- | --- | --- |
| Johnston, Carla  Human Resources Manager of Davis Correctional Facility (CoreCivic) | 6888 E133 Rd  Holdenville, OK 73071 | [Carla.Johnston@corecivic.com](mailto:Carla.Johnston@corecivic.com) | 405-379-4013 |
| Lamey, James  Executive Director of ORO Development Corporation | 909 S Meridian Ave  Oklahoma City, OK 73108 | [jlamey@orodevcorp.org](mailto:jlamey@orodevcorp.org) | 405-840-7077 |
| McDonald, Kenny  President of Special Parts Manufacturing Inc | 1001 S Echo  Holdenville, OK 74848 | [kenny@specialpartsmfg.com](mailto:kenny@specialpartsmfg.com) | 405-379-3343 |
| Mills, Chuck  President of Mills Machine Co. Inc | PO Box 1514  201 N Oklahoma Ave  Shawnee, OK 74802 | [Chuck@millsmachine.com](mailto:Chuck@millsmachine.com) | 405-273-4900 |
| O’Connor, Tim  Member of Central Oklahoma Labor Federation, AFL-CIO | 3400 S Western Ave  Oklahoma City, OK 73109 | [toconnor@ailife.com](mailto:toconnor@ailife.com) | 405-634-4030 |
| Peros, Melissa  Vice President of Personnel & Compliance of Variety Care | 3000 N Grand Blvd  Oklahoma City, OK 73107 | [mperos@varietycare.org](mailto:mperos@varietycare.org) | 405-632-6688 |
| Sandoval, Doralicia  Director of Community Outreach & Education with Oklahoma City Community College (OCCC) | 6500 S Land Ave,  Oklahoma City, OK 73159 | [dsandoval@occc.edu](mailto:dsandoval@occc.edu) | 405-682-1611 Ext. 7755 |
| Saxon, Steve  City Manager of City of Seminole and Economic Developer of Seminole Economic Development | PO Box 1218  Seminole, OK 74868 | [stevesaxon03@gmail.com](mailto:stevesaxon03@gmail.com) | 405-382-4330 |
| Sherwin, Phillip  Chief Financial Officer of Oklahoma’s Credit Union | 3001 N Lincoln Blvd  Oklahoma City, OK 73105 | [philip.sherwin@oecu.org](mailto:philip.sherwin@oecu.org) | 405-606-4056 |
| Sneed, Perry  Member of Sheet Metal Workers Local 124 | 700 N. Air Depot Blvd  Edmond, OK 73034 | [Perrysmw124@sbcglobal.net](mailto:Perrysmw124@sbcglobal.net) | 405-341-1672 |
|  |  |  |  |
| Walton, Kristal  Deputy Director of Innovation & Special Initiatives/TANF for Oklahoma Human Services (OHS) | PO Box 25352  Oklahoma City, OK 73125 | [Kristal.Walton@okdhs.org](mailto:Kristal.Walton@okdhs.org) | 405-464-9061 |
| Weaver, Alba  Economic Development Project Manager for OG&E | PO Box 321, M/C 206  Oklahoma City, OK 73101 | [weaveran@oge.com](mailto:weaveran@oge.com) | 405-553-5001 |
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| Williams, Darci  Human Resources Manager for Sovereign Bank | 130 East MacArthur  Shawnee, OK 74804 | [DWilliams@fnbokla.com](mailto:DWilliams@fnbokla.com) | 405-275-8830 |

Meeting Minutes

Available at: <https://cowib.org/my-calendar/>

or

<https://cowib.org/> - Click on the past event to open associated documents.

1. See criteria on page 16 [↑](#footnote-ref-1)
2. Note that not all criteria are listed. For complete details, please visit [www.OklahomaWorks.gov](http://www.OklahomaWorks.gov). [↑](#footnote-ref-2)