

## **Workforce Development Councils of Alabama Operating Guidelines**

### **Article I: Name**

The name of the council shall be the Workforce Development Council of Alabama Region \_\_\_\_, hereafter referred to as the “council”.

### **Article II: Purpose**

Provide a forum through which all stakeholders can jointly assemble to discuss relevant workforce and economic development needs. This forum will facilitate the implementation of programs and services that address those needs for both new and existing businesses and industries. The council shall be business led and market driven and shall be an integral part of a comprehensive workforce development system serving individuals and employers.

### **Article III: Objectives and Functions**

- A. Promote a workforce development system in the region through the development of communication strategies among stakeholders and by advancing initiatives that support the efficient and effective use of resources.
- B. Aggressively market the council’s goals and objectives to increase public understanding and participation in the council. Communicate the regional economic and workforce development trends and training services available. Build relationships with stakeholders by exhibiting program success and by providing workforce development solutions. Assist in recruiting and job placement efforts.
- C. Assess current and future workforce capacity, skill development and training needs in the region. Expand the fiscal resources and ensure the investment of funding addresses established priorities.
- D. Request specific training programs based on employer needs that result in targeted grant applications from service providers. Monitor business and industry’s level of satisfaction and the overall impact to the workforce pipeline.
- E. Maintain partnerships between employers, workforce development training providers (i.e., two-year colleges, ATN, AIDT and K12) and other stakeholders to ensure workforce and economic development programs and priorities are aligned.
- F. Develop and execute a strategic plan identifying workforce development priority needs of the region and strategies to address those needs, review the strategic plan and modify as needed at least annually, and forward to the Governor’s Office of Workforce Development (GOWD) not later than April 15, of each year. At a minimum the strategic plan will include the following:
  - a. The five top existing industries in priority order
  - b. Emerging industries (optional)
  - c. The top 10 target occupations
  - d. Identify skill gaps that exist in the labor pipeline and establish a plan to address the shortfalls
- G. Based on the current strategic plans and the needs identified by business and industry, review funding requests submitted by the training providers and make priority recommendations to GOWD.

**Article IV: Membership**

- A. Voting Members: The council shall be an active coalition of a minimum of 20 members representing all counties designated in the region. There must be a minimum of one (1), preferably two (2), private sector employer representatives from each county who serve in leadership positions within their company (i.e. owner, plant manager, president, human resources director, training director, etc.).
- B. A minimum of seventy-five percent of council members shall represent private employers within the region. Local elected officials, state legislators within the region, representatives of economic development organizations, planning commissions, and chambers of commerce are considered essential members of the council and constitute the remaining twenty-five percent of council membership.
- C. Each council member shall serve a term of three (3) years and may serve consecutive terms, if approved by the council. Only one individual from any one business may be designated a voting member of a council. Voting members should attend in person or by proxy at least one quarterly meeting per year.
- D. Ex-Officio (Non-Voting) Members: Representatives of community colleges, ATN, AIDT, universities, secondary schools, Alabama Career Centers, local WIBs, Department of Rehabilitative Services, Department of Senior Services, Department of Human Resources, faith- and community-based organizations and other training providers shall be encouraged to participate as non-voting, ex-officio members. The number of ex-officio designees is unlimited.
- E. Adding New Voting Members: New members who meet the criteria set out in the above articles shall be approved by vote of the full council. The council shall provide information including name, title, company, mailing address, phone, email and county of representation to GOWD annually and/or upon membership changes.
- F. Removing Voting Members: Members who fail to attend, either in person or by proxy a minimum of one quarterly meeting per year are subject to removal, following reasonable notice. The council shall notify GOWD when removing a member and indicate reason.

**Article V: Governance**

- A. Rules governing the council shall be the Operating Guidelines. Operating Guidelines serve as the constitutional foundation for the development of regional council by-laws.
- B. A quorum shall be constituted by a minimum of 51% of the voting members and reflected in the minutes of the meeting.
- C. All voting members present or represented by proxy shall be entitled to one vote. All council business shall be decided by majority vote, providing there is a quorum.
- D. The officers of the council shall be Chair, Vice-Chair and Secretary, and shall be selected from the voting membership. Additional officers may be designated by a majority vote.
- E. The term for each officer position shall be for one year coinciding with fiscal year from October 1-September 30. An officer may be re-elected to serve one additional consecutive year.

**Article VI: Duties of Officers**

- A. The Chair shall preside at meetings of the council, coordinate council meeting schedules and agendas, and, subject to the approval of the council, appoint committees and designate committee chairpersons.
- B. The Vice-Chair shall assume all duties of the Chair in the event of the inability of the Chair to act.
- C. The Secretary shall review and submit minutes of meetings to the Chair for approval by majority vote of the full council at the next scheduled meeting.

**Article VII: Required Committees**

- A. **The Executive Committee** shall be a standing committee comprised of the officers of the council and a minimum of three voting members elected at-large. The Executive Committee shall carry out functions of the council between scheduled meetings.
- B. **Industry Cluster Committees** shall be established for each of the major industries in the region to promote sustainability, profitability and provide a forum for potential collaboration, resource sharing and innovation between companies within the cluster.
  - a. There is no limit to the number of industry cluster committees in a region.
  - b. Each committee shall consist of multiple private sector employers (3-5) that represent the collective views of that particular industry sector in the region.
  - c. Two (or more) smaller industry clusters may be combined in one committee.
  - d. Each committee will provide input to the council pertaining to needs specific to workforce development for their industry sector (i.e. incumbent worker training needed, identifying skill gaps in the labor pipeline, etc.).
  - e. Prior to each industry cluster committee meeting, a review of allowable/non-allowable general conduct and discussion limitations relative to federal and state anti-trust laws shall be completed.
- C. **Grant Review Committee** shall screen, review and make priority recommendations to the regional council, based on the current strategic plans and the needs identified by industry cluster committees, as related to funding requests submitted by the training providers. If the grant review committee is given authority to assign the council's priority rating, the full council must be notified of their recommendation before grants applications are submitted to GOWD. Notification to the full council, and the results thereof, shall be included in the council minutes.
- D. **State Proposal Review Committee (PRC)** Each council shall provide one voting member to serve on the State PRC. The PRC will convene at the call of GOWD (typically twice a year) to review and make recommendations on grant applications submitted requesting funding consideration.
- E. Other committees may be established when required to carry out the business of the council.

**Article VIII: Meetings**

It is recommended that the council hold one meeting of the full council body each quarter of the calendar year on dates established at the beginning of each fiscal year. The Executive Committee can meet as many times as desired between the quarterly meetings. Functions carried out by the Executive Committee will be presented to the full council at the next quarterly meeting, and recorded in the

minutes of the meeting. The Council will provide GOWD with the meeting dates, times and locations for the year for posting to the GOWD website, [www.accs.cc](http://www.accs.cc). The council shall comply with the provisions of the Alabama Open Meetings Act. A complete copy of the Alabama Open Meetings Act is available at <https://www.openmeetings.alabama.gov/generalpublic/downloads/Act2005-40.pdf>.

The chair, with approval of the council, may establish attendance guidelines.

**Article IX: Correspondence, Record Keeping, Fiscal Processes**

The council will recommend to GOWD, an entity within its region to serve as the Fiscal and Administrative agent to ensure compliance with generally accepted accounting principles and all applicable state and federal statutes, to ensure that all funds for council operations are expended for allowable costs. At a minimum, the selected entity will provide the following staff support services:

- a. Maintain the council’s Fiscal and Administrative Agent finances and report expenditures and balance forward to the full council at least quarterly.
- b. Record and draft the minutes of council meetings.
- c. Inform council members of meeting notices, disseminate information pertinent to upcoming meetings and provide minutes of prior meetings in a timely manner.
- d. Forward all grant funding applications to GOWD, following council prioritization.
- e. Provide allowable travel reimbursement for council members conducting official business on behalf of the council (requires authorization by the Chair of the council).
- f. Maintain current contact data on all council members and provide regular updates to GOWD.

**Article X. Fiscal Year**

The fiscal year of the each council shall be from October 1- September 30.

**Article XI: Operational Support Funding**

All state appropriated funds allocated to the council in support of daily operational expenses are subject to the terms and conditions as outlined in the awarding instrument. The Chancellor of the Department of Postsecondary Education, the Chief Examiner of Public Accounts and/or any of their duly authorized representatives shall have access to any pertinent books, documents, papers and records necessary to for audits, financial reviews, examinations, excerpts and transcripts.

**Article XII: Amendments to the Operating Guidelines**

The Operating Guidelines may be amended by a majority of voting council chairs and upon approval from the Governor’s Office of Workforce Development.

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Chair, Workforce Development Council, Region \_\_\_\_

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Date

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Governor’s Office of Workforce Development

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Date