

# SNAPSHOT

**Subject:**

Arapahoe/Douglas Workforce Development Board By-laws and Operating Procedures

ALL MARCH 2024 REVISIONS ARE HIGHLIGHTED IN YELLOW

## PURPOSE

The purpose of these by-laws and operating procedures is to provide comprehensive guidance on the requirements to ensure a WIOA compliant board. For example, guidance is provided on the following WIOA requirements:

- Ensuring public access (including individuals with disabilities) to board meetings and information regarding board activities, such as board membership and meeting minutes;
- Identifying circumstances that might present a conflict of interest for any state or local Workforce Development Board member or the entity that s/he represents, and provide resolution of conflicts;
- Establishing criteria to be used by chief elected officials for the appointment of Local Workforce Development Board members.

## PUBLIC ACCESS AND SUNSHINE POLICY

Arapahoe/Douglas Workforce Development Board meetings shall be held at the times and in the places designated by the local board, and all meetings shall be conducted in accordance with the Colorado Open Meetings Law, C.R.S. §§ 24-6-401 et seq. In addition, the local board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the local board, including information regarding the:

- Local plan prior to submission of the plan
- Membership
- Selection and certification of one-stop operators
- Award of grants or contracts to eligible providers of youth workforce development activities, and
- Minutes of formal meetings of the local board

## ARTICLE VI – NOMINATIONS AND APPOINTMENT OF ADWDB MEMBERS

### ***In General***

The Board of Arapahoe County Commissioners (BOCC) is authorized to appoint the members of the ADWDB for the local area in accordance with the criteria established in these by-laws and operating procedures.

### ***Attendance Requirements; Termination of Membership; Vacancy:***

Except in the case of a member's resignation, the member will be notified of his/her dismissal. Upon a vacancy due to removal or resignation, the ADWDB staff will notify the Chair via electronic communication and begin working with the BOCC, the ADWDB, and the Arapahoe/Douglas Works! Business Services Team to identify an appropriate replacement to ensure a prompt nominee to fill the vacancy and guarantee the ADWDB remains in compliance with these by-laws and federal regulations. ~~to fill the vacancy within a reasonable time frame to ensure a prompt nominee.~~

Upon termination of membership, the BOCC shall appoint a new member ~~to complete the remaining term~~ consistent with the membership requirements established by the federal Workforce Innovations and Opportunity Act and Colorado Revised Statutes.