

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

### **Section I: Intent**

These operating guidelines serve as the procedures governing the Alabama Regional Workforce Council, Region \_\_\_\_, hereafter referred to as the “council”, as defined in Section 41-29-300 of the Code of Alabama. Region \_ shall hereafter be referred to as the “region”.

### **Section 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. All counties must be served with specific focus on rural counties who typically are underserved.

### **Section 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 and advocate for high quality workforce development activities in the region.
- B. Aggressively market the council’s goals, objectives, strategies and methodology 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 ensuring program success and by providing workforce development solutions. Assist in recruiting and job placement efforts by supporting the training of a workforce to meet industry-driven needs.
- C. Coordinate planning with economic developers and elected officials to ensure council’s strategies support the economic development goals in the region. Assess current and future workforce capacity, skills development and training needs, both short-term and long-term, and expand the resource base and ensure that available funding addresses established priorities.
- D. Facilitate strategic partnerships in order to meet employer needs. Actions should result in targeted short-term and/or long-term training solutions for Business and Industry. Councils will serve as co-applicant for requested workforce development funds from Alabama Community College System (ACCS), Department of Commerce (Commerce), or other entities.
- E. Monitor effectiveness of both state and federally funded training projects in its region and the overall impact to the workforce and economic development and industry’s level of satisfaction.
- F. Assist in examining the service delivery structure and coordination among the entities providing workforce development services in the region (i.e., Alabama Career Centers, two-year colleges, ATN, AIDT and K12, etc.).
- G. Develop and execute a strategic plan identifying workforce development priority needs of the region. Review the strategic plan and modify as needed at least annually and forward to the Department of Commerce NLT April 15, each year. The plan should focus strategies around addressing priority needs of industry clusters and occupations in the region, as well as any emerging industries.

- H. Review funding requests submitted by the training providers and make priority recommendations to ACCS/Commerce based on the current strategic plans and the needs identified by business and industry.
- I. Assist ACCS/Commerce in establishing practices that ensure high quality training and services are provided in the region through feedback and communication strategies.
- J. Perform any all other actions consistent with Section 41-29-300 of the Code of Alabama as are deemed necessary or advisable by the council.

#### **Section IV: Membership**

- A. Voting Members: It is the goal of the council to be an active coalition of members representing all counties designated in the region. There should 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 will represent private employers within the region. Local elected officials, state legislators within the region, and representatives of economic development organizations, planning commissions, community foundations 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. Typically, only one individual from any one business may be designated a voting member of a council. Councils may designate more than one voting member from businesses within their region that have a multi-county or a statewide footprint. Voting members will attend in person, by conference call, or by proxy at least one quarterly meeting per year.
- D. Ex-Officio (Non-Voting) Members: Representatives of community colleges, ATN, Department of Commerce, AIDT, universities, secondary schools, Alabama Career Centers, local WDBs, Department of Rehabilitative Services, Department of Senior Services, Department of Human Resources, faith-based organizations and other training providers are 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 will 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 Department of Commerce 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 will notify Department of Commerce when removing a member and indicate reason.

#### **Section V: Governance (Alternative 1-For Non-501(c)-based councils)**

- A. The council members shall conduct the business of the council.
- B. Operating guidelines serve as the rules governing the council and as the constitutional foundation for the development of council by-laws.

- C. A quorum shall be constituted by a minimum of 51% of the voting members as reflected in the minutes of the meeting. Members may participate by means of conference call, video-conference, etc., and constitute presence in person for all purposes, including establishing a quorum.
- D. All voting members are entitled to one vote. All council business shall be decided by majority vote, providing there is a quorum.
- E. The officers of the council shall be Chair, Vice-Chair, Secretary, and Treasurer and are selected from the voting membership. Additional officers, such as Co-Chair, may be designated by a majority vote.
- F. The term for each officer position is one year coinciding with fiscal year, which is October 1-September 30. An officer may be re-elected to serve one additional consecutive year.

**Section VI: Governance (Alternative 2-For 501(c)-based councils with a separate Affiliate Non-Profit Corporation)**

- A. If the council chooses to have an ancillary 501(c)(3) entity to conduct its business within the parameters established in these Operating Guidelines and in order to be in a position to leverage the purposes of the council and to be eligible to receive and oversee grants and other funding, then such Board of Directors of the 501(c)(3) entity (hereafter referred to as “board”) shall conduct the business of the council.
- B. Operating guidelines serve as the rules governing the council and as the constitutional foundation for the development of regional council and 501(c)(3) entity’s by-laws.
- C. A quorum shall be constituted by a minimum of 51% of the board as reflected in the minutes of the meeting. Members may participate by means of conference call, video-conference, etc., and constitute presence in person for all purposes, including establishing a quorum.
- D. All board members are entitled to one vote. All council business shall be decided by majority vote of the board , provided there is a quorum.
- E. The officers of the board and council shall be the same and consist of a Chair, Vice-Chair, Secretary, and Treasurer and are selected by a majority vote of the from the voting membership. Additional officers, such as Co-Chair, may be designated by a majority vote.
- F. The term for each officer position is one year coinciding with fiscal year, which is October 1-September 30. An officer may be re-elected to serve one additional consecutive year.
- G. The board shall try to meet monthly.

**Section VII: Duties of Officers**

- A. The Chair or optional Co-Chair (as applicable) presides at meetings of the board, and the council (and, where applicable, board), coordinate council (and 501(c)(3) entity) meeting schedules and agendas, and, subject to the approval of the council, (or board), appoint committees and designate committee chairpersons.

- B. The Vice-Chair or optional Co-Chair (as applicable) assumes all duties of the Chair in the event of the inability of the Chair to act.
- C. The Secretary reviews and submits minutes of meetings to the Chair for approval by majority vote of the full council (or board) at the next scheduled meeting.
- D. The Treasurer shall be responsible for budgeting and adherence to the budget and presenting financial information to the council (and board).

### **Section VIII: Required Committees**

- A. **The Executive Committee** is a standing committee comprised of the officers of the council (and board) and, where there is no 501(c) affiliate, also a minimum of three voting members elected at-large. The Executive Committee carries out functions of the council (and board) between scheduled meetings.
- B. **Industry Clusters** should 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.
  - 1. There is no limit to the number of industry clusters in a region.
  - 2. Each committee should consist of multiple private sector employers (3-5) that represent the collective views of that particular industry sector in the region.
  - 3. Two (or more) smaller industry clusters may be combined in one committee.
  - 4. Each cluster 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.).
- C. **Grant Review Committee** should be comprised of business members representing the industry cluster committees (described above) in the region. This committee will screen, review and make priority recommendations to the council (and board), 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 for funding. Notification to the full council (and board), and the results should be included in the council (and board) minutes. **Grants should be received by the council Not Later Than July 1 each year, to provide adequate time to process and forward to the awarding agency for the upcoming fiscal year.**
- D. Other committees may be established when required to carry out the business of the council (and board).

### **Section IX: 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. Where the council has a 501(c) affiliate, it is recommended that the board thereof will meet monthly. The Executive Committee can meet as many times as desired between meetings. Also, functions carried out by the board and 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 the Department of Commerce with the meeting dates, times and locations for the upcoming year for posting to the website, [www.madeinalabama.com](http://www.madeinalabama.com).

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

**Section X: Correspondence, Record Keeping, And Fiscal Processes**

The council (and board) will recommend to ACCS/Commerce, 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 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 ACCS/Commerce, 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 minutes of the meetings and other regular updates to the Department of Commerce.

All state appropriated funding that is allocated to each council in support of its daily operational expenses is subject to the terms and conditions as outlined in the awarding instrument. The Chancellor of ACCS, Secretary of Commerce, the Chief Examiner of Public Accounts or any of their duly authorized representatives shall have access to any pertinent books, documents, papers and records necessary to make audits, financial reviews, examinations, excerpts and transcripts.

**Section X: Amendments to the Operating Guidelines**

The Operating Guidelines may be amended by a majority of voting council chairs and upon approval from the Department of Commerce.

\_\_\_\_\_  
Chair, Regional Workforce Council, Region \_\_\_\_

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Date

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Department of Commerce, Regional Workforce Council Division

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Date