

Title: Administrative Policy Tri-County Workforce Board	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 5
	Effective Date November 12, 2013
Policy Custodian Workforce Development	Adoption/Revision Date November 12, 2013

Adopting Resolution(s): CC13-422

References (Statutes/Resos/Policies): CC97-107, CC00-404, CC06-157, CC07-057

Purpose: To provide guidance for the Tri-County Workforce Board in compliance with the Colorado Workforce Investment Act of 1998 and the Federal Workforce Investment Act of 1998 (the "Acts").

Policy: Tri-County Workforce Board

A. Establishment

The Colorado Workforce Investment Act of 1998 ("CWIA") and the Federal Workforce Investment Act of 1998 ("WIA") (together known as the "Acts") mandate the establishment of the Tri-County Workforce Board (the "Board") to provide policy guidance to the county commissioners on all aspects of the Workforce Development system with service delivery in the counties of Clear Creek, Gilpin and Jefferson.

B. Responsibilities

1. In compliance with the Acts, the Board shall be responsible for:
 - a. Identifying the region's workforce development needs,
 - b. Creating a comprehensive strategy, and
 - c. Developing policy framework to meet the workforce development needs of employers.
2. The Board shall adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or other county policy or regulation.
3. The Board will forward membership recommendations and resignations to the Boards of County Commissioners.
4. The Board shall operate within its budget.
5. Members of the Board shall not be compensated.
6. Jefferson County shall provide staff to the Board. To accomplish the purposes of the Board, staff shall provide services, information and other necessary professional assistance.
7. Allowable Board Expenses
Board members may be reimbursed, with prior approval of the Board Chair and Jefferson County Workforce Director (Workforce Director), for expenses incurred on behalf of the Board, provided expenses are in line with the Board's operating budget and in compliance with federal, state, and local policies and procedures.

C. Membership

1. The Workforce Investment Act (WIA) requires that a majority of the members be from the business community.
2. Board members shall reflect the local/regional labor market and shall be owners of business concerns, chief executives or chief operating officers of non-governmental employers, or other private sector executives who have substantial management or policy responsibility. Board membership, at a minimum, shall include representatives from: local businesses, local education, labor organizations, community organizations, economic development agencies, and one-stop partners.
3. The Board of County Commissioners of Gilpin and Clear Creek counties have full appointment and discharge authority over their respective county's appointments.
4. The remaining members will be appointed by the Board of County Commissioners of Jefferson County in compliance with the balance of membership required on the Board by the Acts.
5. All members of the Board will be voting members.
6. The number of members on the Board may vary so long as the requirements of the Acts have been met.
7. Terms
 - a. Appointments shall be made for two-year staggered terms, beginning July 1.
 - b. A member may not serve more than four consecutive terms unless the Board has recommended reappointment and the board member's qualifications are necessary to meet the WIA requirements for Board composition.
 - c. An officer may serve no more than one two-year term in each office.
 - d. If a member is appointed to fill an unexpired term, that officer shall be considered to have filled one term provided that the appointment is for eight or more months.
 - e. Members may be removed by the appropriate Board of County Commissioners with or without cause prior to the expiration of their term.