

Chairperson: Leslie Abasta-Cummings
Director: Erick Serrato
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**Merced County Workforce Development Board
Executive Committee Meeting**

Thursday, May 11, 2023; 4:00 p.m. – 5:00 p.m.

Meeting Location: (No Remote Option)
1900 Airdrome Entry, Atwater, CA 95301

Public Comment: If you wish to speak on a matter that does NOT appear on the agenda, you may do so during the Public Opportunity to speak. Please state your name and address for the record. Each speaker will be limited to three (3) minutes.

Agenda Items: Public opportunity to speak on items on the Workforce Development Board WDB Agenda will be heard following announcement of each section or subsection of the Agenda. In order that interested individuals have an opportunity to speak, any person addressing the WDB will be limited to a maximum of three (3) minutes per section or subsection of the Agenda.

Agendas and Minutes: All supporting documentation is available for public review at 1900 Airdrome Entry, Atwater, CA 95301 or visit our website at www.worknetmerced.com during regular business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday. (Except holidays). Any material related to an item on this Agenda submitted to the WDB, after distribution of the Agenda packet, is available for public inspection at 1900 Airdrome Entry, Atwater, CA 95301.

Reasonable Accommodations: Persons, who require accommodation for disability in order to review an agenda, or to participate in a meeting of the WDB per the American Disabilities Act (ADA), may obtain assistance by requesting such accommodation in writing addressed to Merced County Workforce Development Board Admin Office or telephonically calling (209) 724-2000 or Erick Serrato (209) 724-2041. Any such request for accommodation should be made at least 72 hours prior to the scheduled meeting for which assistance is requested.

Committee Quorum and Action: A Quorum of the WDB shall consist of twelve (12) members. Actions by the committee shall require a majority vote (twelve (12) votes or more) of the total membership of the Committee. When there is no Quorum present at the scheduled start time of the meeting, the meeting will be adjourned and agenda items will be discussed at the next regularly scheduled meeting.

All regular WDB Executive meetings are held in-person every other month on one Thursday of the month at 4:00 p.m. and location is 1900 Airdrome Entry, Atwater, CA 95301

Agenda		
1. Call to Order	Roll Call of Members of the Board	Chair Leslie Abasta-Cummings
2. Public Opportunity	Public opportunity to speak on any matter of public interest within the Board's jurisdiction, including items on the Executive Committee agenda.	Chair Leslie Abasta-Cummings
3. Approval of Minutes	Approval of Executive Committee Meeting Minutes from November 10, 2022.	Chair Leslie Abasta-Cummings
4. Chair Comments	Comments from the Chair of Merced County Workforce Development Board.	Chair Leslie Abasta-Cummings
5. Director's Comments	Synopsis of meeting Agenda, special project and partnership updates, local workforce data, legislative news, and other areas of interest.	Erick Serrato
6. Grants Update	Report of grant submissions and awards as of May 1, 2023, for Program Year 2022-2023.	Erick Serrato
7. Fiscal and Monitoring Update	Update on proposed Department Budget, preliminary funding estimates for PY2023-2024, and Monitoring and Compliance updates.	Erick Serrato Linda Gutierrez
8. Board Membership and Recruitment	Discussion regarding Board vacancies, recruitment, Committee Assignments and Executive Committee membership, in compliance with California Workforce Development Board (CWDB) requirements.	Erick Serrato
9. Adjournment	Adjourning of Executive Committee Meeting	Chair Leslie Abasta-Cummings

**Workforce Development Board (WDB)
Executive Committee
Worknet Merced County
1900 Airdrome Entry,
Atwater, CA 95301
November 10, 2022, 4:00 p.m.**



www.worknetmerced.com

Members Present:

Leslie Abasta-Cummings
Michael Altomare

Tim O'Neill
Daron McDaniel

Vinton Thengvall
Jack Mobley

Members Absent:

Others Present:

Erick Serrato, Mario Pena, Stacie Tury, Patricia Hinson

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1. **Call to Order/ Roll Call** – The Board Chairperson, Mrs. Leslie Abasta-Cummings, called the meeting to order at 4:05 p.m.
 2. **Public Opportunity to Speak** – None
 3. **Approval of Minutes** – Mobley/ *Altomare* approved August 5, 2022, meeting minutes.
 4. **Chair Comments:** The Chair thanked all members for being present at the meeting.
 5. **Director's Comments:** Erick shared with members a synopsis of meeting agenda, special project and partnership updates, legislative news, and other areas. He added that he has two questions to share with the group.

Unemployment Rate: We are in a very different situation than we've ever been before. We've a historically low unemployment rate, but we are being moved towards a recession. He asked members the following questions.

- a) What do you think the economy and labor market is going to look like next year?
- b) How might we respond and what kind of indicators should we be looking for?

Tim noted that he feels the marketing will be hit early and hard. He added that marketing and training will get cut pretty much. So far, he has not seen any changes. He has talked to several different colleagues and they're all in pretty much the same situation. Continue to treat the sales part as everything is normal, but are rationing down on the expense side, because we know this can't last.

Michael shared that his staff has a lot of work. He noted that in agriculture it usually weathers the storm pretty well because people have to eat. He is more concerned that chicken prices have dropped. It has nothing to do with the recession, it's just like in agriculture, they over produced, this will take about a year to adjust. What has been hit hardest has been turkeys and eggs. If there is an indication, he feels that it's the slowdown in trucking.

He's been getting feedback from truckers stating that it's not as in demand as it was before.

Erick shared that we still have a high demand of truck drivers in the area.

Michael noted that the shortage is in California. He is not looking forward to a recession, but he can see it slowing down. He added that Ag always recovers and does well.

Leslie shared that we should focus on people that are moving away from employer-based coverage, as well as the additional folks that are moving into employer based medical coverage. Leslie shared that the rising costs of employer-based insurance premiums and the increased minimum wage in California places additional financial stressors on employers.

Vinton shared that the sales are strong where he works. He has seen issues with the high pricing in products that have copper or metal, customers have expressed their concern. In regards to staffing, currently they are fourteen employees, and hired two new staff.

Jack has heard about a shortage of diesel supply. He noted that if we don't have diesel, everything falls apart. He heard in early October that we were running out of diesel, but so far, he has not heard anything else.

Erick noted having no urgency indicators in regards to services, he will continue to track changes if any.

On another note, Erick shared with members that staff is working on the next procurement cycle. Will bring a draft contract to you to make sure we include all the changes/updates we want to see. He asked members to provide feedback in regard to the opportunity to go back to a county employee model or if we want to continue with the contract model to see if we can get more bidders to apply this time.

Members feedback:

We have a contract one time and learn from that contract moving forward.

The only way some would support going back would be if the landscape in the contracting world were just not existing.

Maybe we can consider a shorter period of contract, it could be a three year, goes well, then you get another year. And not necessarily be tied into five years. Three years with one year of extension.

We need to start up front and let them know how we want for the contract to work. They need to meet our needs and not us meet theirs.

Erick shared that we have the flexibility of starting with one year with the possibility of renewing up to four more times.

- 6. Strategic Board Meeting Follow-up:** Erick provided review and discussion of September 28th Strategy Session, including staff workplan, priority issue areas and follow-up activities through 2023. He shared with members copy of the PowerPoint Presentation that was shared at the Strategy Session on September 28th.

Following are three Indicators that resulted from the Strategy Session.

Workforce Board Structure: Members indicated desire to continue to become a sophisticated, multi-strategic workforce agency. Members were generally committed to 4-6 hours a month. There was some interest in looking at the Board membership to include other representatives than those required by WIOA (some examples: a resident, community organization). Add committees where they have value. Other comments were to have high-level engagement with UC Merced.

Mission/Focus: Members shared their interest in childcare focus, in partnership with MCOE. In addition, they would like an emphasis on business-focus, and deeper connection to industry sector. Also, more interest in entrepreneurships, small business development, Agriculture, and more clarity on outcomes and impact, with better indicators.

Special Populations: Interest in youth, preventative workforce programming, focus on basic skills and ethics (youth development). Skills development around workforce readiness and soft-skills. High-school to community college/workforce academy alignment, role to convene and align programs and outcomes.

7. **2023 Meeting Calendar:** The 2023 Meeting calendar was shared with WDB Executive members. The approval of the 2023 Calendar will be added to the WDB Meeting Agenda, scheduled on 12-7-22 meeting.

8. Adjournment:
Adjourned at 4:56 p.m.



Executive Committee Meeting – May 11, 2023

Agenda Item 6. Grants Update

To:	Merced County Workforce Development Board – Executive Committee
From:	Merced County Workforce Development Board Staff
Date:	May 11, 2023

Background

The Executive Committee is regularly updated on the status of grant submission, awards and declinations. The securing of discretionary or special grants is critical to the mission of the Workforce Board, as Formula Funding only accounts for approximately 50% of the Board’s annual budget.

Discussion

The following includes all new grant submissions of the current program year (PY 22-23). The following does not include Formula or existing contracts that did not require a request.

FUNDS AWARDED

Grant Amount Funding Source	Program Description	Date Awarded
\$305,052.00 CA EDD - RERP	Part of a Central Valley RPU proposal, Merced County program focusing on training via Merced College in Industrial Technology.	8/1/23*
\$500,000.00 CERF	Lead 3-county economic strategy, leading region on the request for major investment in inclusive economic development.	9/20/23
\$200,000.00 MC Public Health Department	Grant from the Merced County Public Health to study gaps and opportunities in local public health workforce development.	9/28/23
\$170,039.00 Prison-2-Employment	Second year of regional funding to support justice-involved jobseekers.	11/1/23*
\$1,503,300.00 Prop 47-Probation Dept.	Partnership with Merced County Probation Dept. to provide job development and work experience for 'pre-trial' individuals.	1/10/23
\$600,000.00 CalGROWs	Workforce Training and stipends for 100 Home Health Aides in Merced County.	2/10/23
\$ 300,000.00 CA Accountable Communities for Health Initiative (CACHI)	Grant designed for the healthcare industry council to develop creative ways to attract and retain more healthcare professionals and solve stubborn recruitment issues in the healthcare space.	3/17/23
\$1,050,000.00 CA Disaster National Dislocated Worker Grant (NDWG)	Grant to provide temporary work for rehabilitation and repair of public property impacted by the floods and storms in Merced County.	4/20/23
\$90,000.00 Probation Department	Provide work experience and job development for justice-involved youth and probationers.	4/25/23
\$1,175,000.00 City of Merced	To provide summer youth employment in 2022 and 2023 for Merced City youth. Awarded additional funds to extend program through 2026.	5/1/23

Total: 5,893,391

Grant Awards:

Q1 (Jul-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)	TOTAL
\$1,005,052.00	\$170,039.00	\$2,403,300	\$2,315,000	\$5,893,391

(*) Approximate final date of award, longer period of development

GRANTS IN DEVELOPMENT and PENDING

Grant Request Funding Source	Program Description	Anticipated Date of Award
\$250,000-\$500,000 CA EDD – QUEST	Funds to support long-term unemployed jobseekers	6/15/23
\$900,000 CA EDD – Additional Assistance	Funds to support Quad Graphics employees impacted by plant closure; initially approved, need yet-to-be determined	6/15/23

Recommended Action
Discussion Item Only



Executive Committee Meeting – May 11, 2023
Agenda Item 7. Fiscal and Monitoring Updates

To:	Merced County Workforce Development Board – Executive Committee
From:	Merced County Workforce Development Board Staff
Date:	May 11, 2023

Background

The Executive Committee is regularly updated on the financial health of the Workforce Board, administered by the County of Merced as the Department of Workforce Investment (DWI). In addition, outcomes of any State or Federal program or fiscal monitoring, or any Equal Opportunity (EO) Complaint filed with the Workforce Board or Department, are shared with the Executive Committee.

Discussion

The following updates are provided:

- a. There were no monitoring's completed during this period.
- b. FY 23/24 Proposed Budget was submitted to County with a flat revenue allocation, as we do not know what the allocation will be. Historically, the State usually releases this information in May.

The Total Budget amount submitted is \$15,459,534.00. There will be adjustments made for Final budget submissions for new grants, state allocations, and carryover.

Expense Categories	Proposed FY 23-24	
Staff Salaries and Benefits	\$	2,620,484.00
Lease and Facilities	\$	292,999.00
Overhead	\$	645,131.00
Marketing	\$	87,395.00
Service Contracts	\$	4,744,505.00
Professional Subs	\$	90,000.00
Travel	\$	89,781.00
DWI Direct Services	\$	5,696,141.00
Other	\$	1,193,098.00
Total	\$	15,459,534.00

Recommended Action

Discussion Item Only



Executive Committee Meeting – May 11, 2023

Agenda Item 8. Board Membership and Recruitment

To:	Merced County Workforce Development Board – Executive Committee
From:	Merced County Workforce Development Board Staff
Date:	May 11, 2023

Background

Section 107(b)(2)(A) through (E) of the Workforce Innovation and Opportunity Act (WIOA) states the requirements for nominating and selecting members in each membership category. The WIOA Section 107(b)(2)(A) requires that business members constitute a majority of the Local Board. The chairperson shall be a business representative, per WIOA Section 107(b)(3). The local Chief Elected Official (CEO) is required to provide the names of the individuals appointed for each category listed on the following pages, and attach a roster of the current Local Board which identifies each member’s respective membership category.

A majority of the members must be representatives of business in the Local Area who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policy-making or hiring authority; (ii) represent businesses, including small businesses, or organizations; and (iii) are appointed from among individuals nominated by local business organizations and business trade association (WIOA Section 107[b][2][A]).

The Bylaws provide the composition requirements of the Executive Committee, and state that the Executive Committee is comprised of the “Chairperson, Vice-Chairperson, the member representing the Merced County Board of Supervisors, the Chairperson of the Youth Committee and two private sector WDB members elected at large.” The Chairperson may, with 2/3 support of the Executive Committee, appoint additional Committee members. The Bylaws do not dictate term limits for Committee membership.

Discussion

The Board continues to hold vacancies and recruit for Board members. The Board does not have a member limit, but has varied between 21 and 24 members. It currently includes 20 members, 10 of which serve as business representatives (50%). The Board must include one additional business representative to fill the recent resignation of Satvir Arias (Mercy Hospital). However, it is noted that the Board has included up to fourteen business representatives in the past under WIOA, and if it seeks to reach this threshold, must add an additional representative of a labor organization.

The Executive Committee is currently comprised of the Chairperson (Abasta-Cummings), Vice-Chairperson (Thengvall), County Supervisor (McDaniel), and three at-large members. It does not currently include a Chair of the Youth Committee.

Recent discussions about Board Membership have noted to interest in adding members who can represent the health and logistics sectors, and leadership representation from UC Merced.

Staff encourages the Executive Committee to determine its optimal membership size, and affirm or consider its current Executive Committee composition.

Recommended Action

Discussion Item Only

Bylaws

Workforce Development Board of Merced County

A. Name

The name of this organization shall be “Merced County Workforce Development Board” (hereinafter the “Board”).

B. Authority

The State of California, pursuant to the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Pub.L113-128) hereinafter the “Opportunity Act”), has designated the geographic area of the County of Merced as a Workforce Development Area and provides funding thereto.

The Opportunity Act, at Section 107, requires that Local Workforce Development Boards shall be established in each Local Workforce Development Area and that such boards shall be certified by the Governor. WIOA further requires that Local Elected Officials shall appoint the members of such boards based on criteria established jointly by the Governor and the California Workforce Development Board.

On May 23, 2000, the Board of Supervisors, acting as the Local Elected Officials of the Merced Local Workforce Development Area, established the Workforce Development Board of Merced County and appointed its initial membership.

C. Address

All communication with the Board shall be addressed to the Chairperson of the Workforce Development Board of Merced County at 1900 Airdrome Entry, Atwater, CA 95301.

D. Purpose

The general purpose of the Board is to establish policy for and provide oversight of the workforce development system in the County of Merced.

Pursuant to Section 107 of WIOA, the following are mandated responsibilities of the Board:

1. In partnership with the Board of Supervisors, development of a local plan for the Local Workforce Development Area;
2. Selection of one-stop operator(s) pursuant to Section 121(d) with the concurrence of the Board of Supervisors;

3. May establish a standing youth committee (Youth Committee) pursuant to Section 107 (4)(A)(ii) of the Workforce Innovation and Opportunity Act and, in partnership with the Board of Supervisors, appoint its members;
4. Identification of eligible providers of youth activities and the awarding of grants or contracts on a competitive basis, based on recommendations of the youth standing committee, if such a committee is established for the local area;
5. Identification of eligible providers of training services pursuant to Section 122;

In the event that the local one-stop operator does not provide career services in the local area, identification of eligible providers of career services;

6. May terminate for cause the eligibility of such providers;
7. Development of a budget for itself, subject to the approval of the Board of Supervisors;
8. In partnership with the Board of Supervisors, the conduct of oversight of the one-stop delivery system, employment and training activities and youth activities in the Local Workforce Development Area;
9. In partnership with the Board of Supervisors, negotiation of local performance measures with the Governor;
10. Provision of assistance to the Governor in developing a statewide employment statistics system;
11. Coordination of workforce development activities conducted under the Workforce Innovation and Opportunity Act with local economic development strategies and develop employer linkages with such activities; and
12. Promotion of the participation of private sector employers in the statewide workforce development system.

E. Membership

1. Composition - The membership of the Board shall include:
 - a. At a minimum a majority of members shall be representatives of business in the local area, who (i) are owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policymaking or hiring authority; (ii) 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 (iii) are appointed from among individuals nominated by local business organizations and business trade associations;

- b. No fewer than two (2) representatives of local educational entities administering education and training activities, including one representative from entities providing adult education and literacy activities under WIOA Title II, and one representative from postsecondary educational institutions providing workforce investment activities (including representatives of community colleges, where such entities exist), selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities;
- c. Not less than 20% of the members shall be representatives of the workforce within the local area who shall include representatives of labor organizations nominated by local labor federations, including a representative of an apprenticeship program. At least 15 percent of local board members shall be representatives of labor organizations.
- d. May include representatives of community-based organizations (including organizations representing individuals with disabilities and veterans, for a local area in which such organizations are present);
- e. One (1) representative of economic development agencies, serving the local area;
- f. One (1) representative from State Employment Office (EDD);
- g. One (1) representative from Department of Rehabilitation;
- h. A representative of the Merced County Board of Supervisors; and
- i. May include various other representatives of entities and agencies as deemed appropriate under Section 107.
- j. The Chairperson, Vice Chairpersons, and the majority of the members shall be representatives of business. Youth Committee

2. Term

~~All members may be appointed and/or reappointed to a four (4) year term.~~ Each member shall serve for a term of four (4) years. However, the terms of thirteen (13) of the initial members of the board shall instead be two (2) years, to be determined by lot. Thereafter the terms of the membership shall be staggered four-year terms. There are no term limits. Members may serve as many terms as the Board of Supervisors appoints them.

3. Removal of a Member

The Chairperson may recommend to the Board the removal of a Board Member or committee member for absenteeism or if the employment or affiliation upon which their membership was originally based changes such that they no longer represent the organization or constituency or category considered for their appointment.

Removal shall require the affirmative vote of a majority of the members of the Board and ratification of the Merced County Board of Supervisors.

4. Resignation

Resignation of a member shall be affected by written notice from that member submitted to the Board and the Merced County Board of Supervisors.

5. Vacancies

Vacancies on the Board shall be filled for the remaining term of the vacating member by the Merced County Board of Supervisors based upon recommendations from the Board.

F. Officers

1. Number and Titles

There shall be three (3) officers of the Board: Chairperson, Vice-Chairperson and Second Vice-Chairperson.

2. Term

The term of all officers shall be for two (2) years. Members may be reappointed.

3. Election

Officers shall be elected by the Board members every two (2) years at the last regular Board meeting of the operating year which commences on July 1 and ends on June 30 and as may otherwise be required by a resignation or removal.

4. Chairperson: The Chairperson shall be a representative of business. The duties of the Chairperson shall be to:

- a. Preside at all meetings of the Board, decide points of order, announce business, entertain motions, put motions to vote and announce the result of votes;
- b. Establish the agenda for each Board meeting;
- c. Execute, on behalf of the Board, necessary documents;
- d. Establish standing and ad hoc committees and name chairpersons and appoint members to such committees;
- e. Act as the legal representative of the Board;
- f. Call special meetings of the Board; and
- g. Call special meetings of committees.

5. Vice Chairperson: The Vice Chairperson shall perform the duties of the Chairperson in his or her absence and shall succeed the Chairperson for the balance of his or her term should the Chair become vacant.
6. Second Vice Chairperson: The Second Vice Chairperson shall perform the duties of the Chairperson in the absence of both the Chairperson and Vice Chairperson.

G. Committees

1. General: The Board will operate with a committee/ad hoc structure. Committee chairs shall be the presiding officers at all committee meetings. Committee vice-chairpersons, if named by the Chairperson of the Board, shall assume the duties of the committee chair in his or her absence.
2. Executive Committee: The Executive Committee shall be a standing committee.
 - a. Members of the Executive Committee shall be the Chairperson, Vice-Chairpersons, , the member representing the Merced County Board of Supervisors, the chairperson of the Youth Committee and two private sector WDB members elected at large. The Chairperson of the Board may, subject to ratification by the affirmative vote of two-thirds (2/3) of the Executive Committee, appoint a Board member to the Executive Committee based on background/expertise considered necessary for the committee.
 - b. Except as provided below, the Executive Committee may take actions on behalf of the Board when such actions are required before the next regularly scheduled meeting of the Board.
 - c. All actions taken by the Executive Committee shall be presented to the Board for ratification at its next regularly scheduled meeting.
 - d. The Executive Committee shall have no authority to take the following actions:
 - i. Make changes to these Bylaws;
 - ii. Make changes to any agreement between the Board and Merced County;
 - iii. Make changes to any Memorandum of Understanding with any One-Stop Partner or the One-Stop Operator; and
 - iv. Make appointments to the Youth Committee.
 - e. Two Private Sector members will be elected at large to the Executive Committee by the WDB, simple majority. Said election to take place during the election of WDB officers.
3. Youth Committee

- a. Pursuant to Section 107 (4)(A)(ii) of the Opportunity Act, there may be established a standing youth committee (Youth Committee). If a committee is established members of the Youth Committee shall be appointed by the Chairperson of the Board and such appointments shall be ratified by the Merced County Board of Supervisors.
- b. The Youth Committee may be responsible for:
 - i. coordinating youth activities in a local area;
 - ii. developing portions of the local plan related to eligible youth (as determined by the Chairperson of the Board);
 - iii. recommending eligible youth service providers in accordance with WIOA Section 123 (subject to the approval of the Board);
 - iv. conducting oversight with respect to eligible providers of youth activities in the local area (subject to the approval of the Board); and
 - v. carrying out other duties, as authorized by the Chairperson of the Board.
- c. The Board may delegate responsibility for the selection and oversight of eligible youth providers as well as other youth program responsibilities to the Youth Committee.
- d. At least three (3) seats on the Youth Committee shall be filled by Workforce Development Board members.
- e. The Chairperson of the Youth Committee shall be one of the three abovementioned Workforce Development Board members.
- f. The Youth Committee may also include a WIOA-eligible Youth (ages 16-24), a representative of a youth-serving community-based or government organization (ex: Youth Probation); and a past member of the Workforce Development Board, approved by the Board.

4. Business Service Committee

- a. Pursuant to California Unemployment Insurance Code Section 14200(c)(9)(C), there may be established a committee that further develops and makes recommendation for the business service plan in the area. If a committee is established, members of the Business Service Committee shall be appointed by the Chairperson of the Board and such appointments shall be ratified by the Merced County Board of Supervisors.
- b. The Business Service Committee may be responsible for further developing and making recommendations for the business service plan in the area, so that the plan includes strategies towards:
 - i. efforts to partner with businesses to identify the workforce training and educational barriers to attract jobs in the relevant regional economy, existing skill gaps reducing the competitiveness of local businesses in the relevant regional economies, and

potential emerging industries that would likely contribute to job growth in the relevant regional economy if investments were made for training and educational programs;

- ii. an electronic system for both businesses and job seekers to communicate about job opportunities;
 - iii. carrying out other duties, as authorized by the Chairperson of the Board.
- c. Members will be comprised of at least two (2) business representative Workforce Development Board members and one (1) labor representative Workforce Development Board member.
 - d. The Chairperson of the Business Service Committee shall be one of the two abovementioned business representative Workforce Development Board members.

H. Meetings and Actions

1. Public Access

The Board shall make available to the public, on a regular basis through open meetings, information regarding the activities of the Board, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth activities, and upon request, minutes of formal meetings of the Board. All meetings of the Board, its committees and the Youth Committee shall be open, public and noticed in compliance with the Ralph M. Brown Act, California Government Code 54950, et. seq., as amended.

2. Regular Meetings

There shall be at least four (4) scheduled meetings each year. Reasonable notice of the time and location of meetings shall be provided to Board members.

3. Quorum

- a. A quorum of the Board and its committees shall mean the presence of a majority of the members.

4. Remote Access

Any WDB member or committee member may participate in a WDB meeting, or a committee of the WDB, by means of a telephone or video conference or by any means of communication by which all persons participating in the meeting are able to communicate with one another, and such participation shall constitute presence at the meeting. In order to remotely attend a meeting the following conditions must be met:

- a. At least a quorum of the legislative body must participate from locations within the local agency's jurisdiction;
 - b. Additional Remote Access locations may be made available for the public;
 - c. Each Remote Access location must be specifically identified in the agenda of the meeting, including a full address and room number, as may be applicable;
 - d. Agendas must be posted at each Remote Access location, even if a hotel room or a residence;
 - e. Each teleconference location must be accessible to the public and have technology such as a speakerphone, to enable the public to participate;
 - f. The agenda must provide the opportunity for the public to address the legislative body directly at each teleconference location;
 - g. All votes must be by roll call.
5. Actions and Resolutions

Provided that there exists a quorum, all actions taken and resolutions passed by an affirmative vote of a simple majority of the members present at a duly constituted meeting shall constitute actions and resolutions of the full Board.

6. The Board shall set standards, policy and procedures for the expenditure of funds consistent with those of Merced County.
7. Minutes

There shall be recorded, for each meeting of the Board, the Youth Committee and any committees, the time and place of the meeting, the names of the members who were present, all official acts of the Board and the result of votes. When requested by a member, his or her dissent or approval and the reasons thereof shall be recorded. When a member abstains for reasons of conflict of interest, the abstention and nature of the conflict of interest shall be recorded. The minutes of each meeting shall be presented for review and approval at the next successive meeting of the Board.

I. Conflict of Interest

1. All members of the Board and of committees are subject to (a) the Political Reform Act of 1974 [California Government Code Section 81000 et seq.], (b) the regulations of the Fair Political Practices Commission [2 Cal. Code of Regs. Section 18100 et seq.], (c) California Government Code Section 1090 et seq. and (d) the Board's rules covering conflict of interest and disclosure of economic interests, and any amendments thereto.

2. As appropriate and required by law, the Board member having a conflict of interest shall be either disqualified from further Board membership or from participating in any Board action or decision in order that actual or perceived conflicts by a Board member may be avoided.
3. When a member is disqualified from Board membership or from participating in any decision making because of a conflict of interest, the reason for the disqualification must be announced at the meeting.
4. In addition, unless specifically allowed by statute, each member shall discharge his or her duties with integrity and fidelity and may not let private interests influence his or her public decisions.

J. Parliamentary Authority

Rosenberg's Rules of Order shall govern the Board in all cases in which they are applicable and in which they are not inconsistent with these Bylaws, any special rules of order the Board may adopt, or any applicable State and federal laws and regulations.

K. Adoption and Amendment of Bylaws, Effect

These Bylaws shall be adopted and may be amended by the affirmative vote of two-thirds (2/3) of the members. These Bylaws and any amendments thereto shall become effective upon ratification by the Merced County Board of Supervisors.

Responsible Official: Director

Revised Date: May 9, 2022