

## BOARD MEETING AGENDA

September 14, 2026  
12:00 PM – 2:00 PM  
Self-Help Credit Union  
Community Room  
900 Crows Landing Rd.  
Modesto, CA 95351  
[www.stanworkforce.com](http://www.stanworkforce.com)

### Board Members

|                                    |                                       |
|------------------------------------|---------------------------------------|
| <i>Bill O'Brien, Chairman</i>      | <i>Dr. Kari Knutson Miller, Ph.D.</i> |
| <i>Jennifer Shipman, Secretary</i> | <i>Scott Kuykendall</i>               |
| <i>Erika Angel</i>                 | <i>Mary Machado</i>                   |
| <i>Margarita Cabalbag</i>          | <i>Doug Murdock</i>                   |
| <i>Dean Fadeff</i>                 | <i>Sam Romeo, MD</i>                  |
| <i>Supervisor Mani Grewal</i>      | <i>Chris Savage</i>                   |
| <i>Jessica Hill</i>                | <i>Steve Stevenson</i>                |
| <i>Kris Helton</i>                 | <i>Doug Van Diepen</i>                |
| <i>Will Kelly</i>                  |                                       |

The Stanislaus County Workforce Development Board welcomes you to its meeting, your interest is encouraged and appreciated.

The Workforce Development Board complies with all provisions of the Brown Act and the Conflict of Interest Code on file with the Stanislaus County Department of Workforce Development. See links below.

[https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=202520260SB707](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202520260SB707)

<https://www.stanworkforce.com/workforce-board>

**PUBLIC COMMENT PERIOD:** Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an emergency by the Board. Any member of the public wishing to address the Board during the "Public Comment" period shall be permitted to be heard once for up to 5 minutes unless the Chairperson of the Board sets a different time limit. Please complete a Public Comment Form and give it to the Clerk of the Board. If you would like to provide a written comment, please email your comment form to the Clerk of the Board at [ixtak@stanworkforce.com](mailto:ixtak@stanworkforce.com) by 4:00 p.m. on the Friday prior to the meeting. Public Comment forms are available at <https://www.stanworkforce.com/workforce-board/public-comment-forms/>. Your written comment will be distributed to the Board and kept on file as part of the official record of the Board meeting.

The agenda is divided into two sections:

**CONSENT ITEMS:** These matters include routine financial and administrative actions. All consent items will be voted on as a single action at the beginning of the meeting under the section titled "Consent Items" without discussion. If you wish to discuss a consent item, please notify the Clerk of the Board prior to the beginning of the meeting or you may speak about the item during Public Comment Period.

**DISCUSSION AND ACTION ITEMS:** These items will be individually discussed.

**ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA:** Please raise your hand or step to the podium at the time the item is announced by the Board Chairperson. In order that interested parties have an opportunity to speak, any person addressing the Board will be limited to a maximum of 5 minutes unless the Chairperson of the Board sets a different time limit.

**BOARD AGENDAS AND MINUTES:** Board agendas, Minutes, and copies of items to be considered by the Workforce Development Board are typically posted on the Internet on Thursday afternoons preceding a Monday meeting at the following website: [https://www.stanworkforce.com/workforce-board/#current\\_agenda](https://www.stanworkforce.com/workforce-board/#current_agenda).

**NOTICE REGARDING NON-ENGLISH SPEAKERS:** SCWD Board meetings are conducted in English. Language assistance request should be made by noon the Friday before the meeting by contacting the Clerk at 209-595-0556.

**REASONABLE ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (209) 595-0556. Notification 72 hours prior to the meeting will enable the Department to make reasonable arrangements to ensure accessibility to this meeting.

Please note: The proceedings of this meeting will be recorded solely for internal reference and record-keeping.

1. Call to Order
2. Introductions
3. Conflict of Interest
4. Presentations
  - A. "Workforce Wins" - Julie Orona, Community Outreach & Marketing Manager
  - B. 2025 – 2026 Annual Report
5. Public Comment Period
6. Committee Reports
  - A. Workforce Strategy & Innovation Committee – Kris Helton & Jennifer Shipman
    1. August 6<sup>th</sup> Meeting report
  - B. Youth Development Committee – Mary Machado
    1. STANdOUT event
  - C. Director/Board Chair Committee – Bill O'Brien
7. Department Report
  - A. Allocations at a Glance
  - B. Director's Update
    1. SB707
    2. California Workforce Association Meeting of the Minds 2026 Conference
    3. Business One-Stop Update
8. Discussion and Action Items
  - A. Approve the Minutes of the June 1, 2026 Stanislaus County Workforce Development Board Meeting
  - B. Approval of Nomination and Appointment of Workforce Development Board Officer Position of Vice-Chair
  - C. Approval of Updated Supplemental Application and Board Fact Sheet and Authorize the Clerk of the Workforce Development Board to Make Updates as Necessary
  - D. Approval to Start the Process to Amend the Stanislaus County Workforce Development Board Bylaws
9. Future Topic(s), Discussion, Announcements
10. Adjournment
11. Closed Session: The Board will be meeting in closed session to review and discuss the Board Priorities.

Next Meeting: December 7, 2026  
12:00 PM – 2:00 PM  
Self-Help Credit Union

## Board Meeting Minutes

Monday, June 1, 2026

Self-Help Credit Union

Community Room

900 Crows Landing Rd., Modesto, CA

95351 12:00 PM – 2:00 PM

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Members in attendance: Erika Angel, Margarita Cabalbag, Dean Fadeff, Supervisor Mani Grewal, Kris Helton, Jessica Hill, Doug Murdock, Bill O'Brien, Cecil Russell, Steve Stevenson

Members Absent: Will Kelly, Kari Knutson Miller, Scott Kuykendall, Mary Machado, Sam Romeo, Chris Savage, Jennifer Shipman, Doug Van Diepen

Staff in attendance:

Doris Foster, Sara Redd, Kris Ixta, Donya Nunez (County Counsel)

(\*Unexcused)

5 additional guests were present

No quorum was established. The Board continued with the non-action items on the agenda.

### Introductions

Everyone introduced themselves.

### Committee Report

Doris Foster gave an overview of the May 7<sup>th</sup> Strategy & Innovation Committee meeting.

### Presentations

Board Member Steve Stevenson gave a presentation on how labor and education are working together to create more career pathways.

At 12:35 PM a quorum was established, at that time Bill O'Brien, Workforce Development Board Chair, called the meeting to order.

### Conflict of Interest

Chairman O'Brien outlined the Conflict of Interest Policy.

### Public Comment Period

There were no public comments.

### Consent Items

- Approve the Minutes of the March 2, 2026 Stanislaus County Workforce Development Board Meeting
- Approval of Stanislaus County Workforce Development to Submit a Request to the State to Transfer \$100,000 of Workforce Innovation and Opportunity Act Dislocated Worker 2025-2026 Program Year Funds to the Workforce Innovation and

### **Discussion and Action Items**

- Approval of the 2026–2027 In-Demand Sectors and Occupations, Including Committee-Recommended Additions  
D. Fadeff / K. Helton
- Workforce Development Board Priorities: Review and Determination of Next Steps  
A motion was made by K. Helton, seconded by C. Russell, to approve meeting on September 14th from 2:00 – 4:00 PM to review and discuss possible revisions to the Board Priorities
- Approval of Updated Supplemental Application and Board Fact Sheet and Authorize the Clerk of the Workforce Development Board to Make Updates as Necessary  
A motion to continue this item until staff can collect additional information from the State was made by M. Grewal and seconded by D. Fadeff
- Approval to Request the Board of Supervisors Proclaim September 2026 as Workforce Development Month in Stanislaus County  
C. Russell / S. Stevenson
- Acceptance of the New Workforce Committee Formation Update  
K. Helton / C. Russell

### **Presentation**

“Workforce Wins” video presentation

### **Committee Reports**

- Youth Development Committee – Assistant Director Sara Redd provided an overview of the Youth Development Committee’s April 7<sup>th</sup> meeting. She highlighted the upcoming StandOUT event scheduled for July 31 and outlined the planned activities for the youth attending.
- Director/Board Chair Committee – Chairman O’Brien gave an in-depth overview of the February CCWC Director & Chair meeting.

### **Department Report**

Director Foster provided the following updates:

- It was noted that individuals who did not attend the last meeting have been provided with a copy of the Brown Act.
- The 12th Street location will be downsized. The Job Center will remain, but Youth Unit staff will relocate to the Hackett Road location. Partners will continue to operate at the 12th Street location.
- The High Performing Board designation was received again.
- A handout was distributed to the Board which served as an update to the CEDS document.

Executive Assistant, Kris Ixta, provided an overview of Senate Bill 827 (SB 827) and new requirements for board members.

### **Future Topic(s), Discussion, Announcements**

- As board member Cecil Russell’s term will be ending on June 30<sup>th</sup>, Chairman O’Brien gave his gratitude and appreciation for Cecil’s years of contributions to the Workforce Development Board.
- Doris Foster confirmed Kris Helton’s request to bring the Bylaws to the next meeting for discussion.

Meeting adjourned: 1:24 PM

**STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD  
AGENDA ITEM**

BOARD AGENDA: 8.B.

AGENDA DATE: September 14, 2026

DISCUSSION AND ACTION: ☒

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**SUBJECT:**

Approval of Nomination and Appointment of Workforce Development Board Officer  
Position of Vice-Chair

**STAFF RECOMMENDATION:**

1. Approve the nomination and appointment of Workforce Development Board Officer  
position of Vice Chair.

**DISCUSSION:**

There is currently a vacancy in the Vice-Chair position on the Workforce Development Board. In accordance with the Bylaws, the Board is required to elect a Chair, Vice Chair, and Secretary. Each Officer must be elected by a majority of the members present.

As outlined in Article V – Officers of the Bylaws:

“The Officers of the Board shall be a Chair, a Vice Chair, and a Secretary. Only members of the Board may be Officers. Each Office shall have a term of two (2) years. Officers shall be elected at a regular meeting of the Board. The Chair of the Board shall, if present, preside at meetings of the Board and exercise and perform such other powers and duties as may be from time to time assigned to the Chair by the Board or prescribed by these Bylaws.

In the absence or disability of the Chair, the Vice Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the Chair. The Vice Chair shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or these Bylaws.”

In order to fulfil the Bylaws, a Vice-Chair must be elected. The newly elected Vice-Chair will serve in this role until December 31, 2027.

**POLICY ISSUE:**

The Stanislaus County Workforce Development Board (WDB) is governed by Workforce Innovation and Opportunity Act (WIOA). Per WIOA law § 107, paragraph (3) “CHAIRPERSON - The members of the local board shall elect a chairperson for the local board from among the representatives described in paragraph (2) (A).” WIOA law also

states in § 679.310 “The CEO must establish by-laws, consistent with State policy for Local WDB membership.” The current WDB bylaws, approved by the Stanislaus County Board of Supervisors on November 24, 2020, state in article V “The Officers of the Board shall be a Chair, a Vice Chair, and a Secretary. Only members of the Board may be Officers. Each Office shall have a term of two years. Officers shall be elected at a regular meeting of the Board.

**FISCAL IMPACT:**

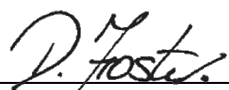
No fiscal impact is associated with this Agenda Item.

**WORKFORCE DEVELOPMENT BOARD PRIORITY:**

Electing the Vice-Chair most directly aligns with the “*Effective Relationships*” priority. The election of officers ensures clear and effective leadership roles, which supports strengthening and maintaining effective relationships across the workforce development system. These officers serve as key connectors, with the in-demand business community and other workforce partners and help coordinate the Board’s work—so the process supports building and sustaining those relationships.

**STAFFING IMPACT:**

There is no staffing impact associated with this agenda item.

  
\_\_\_\_\_  
Doris Foster, Director

**STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD  
AGENDA ITEM**

BOARD AGENDA: 8.C.

AGENDA DATE: September 14, 2026

DISCUSSION AND ACTION: ☒

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**SUBJECT:**

Approval of Updated Supplemental Application and Board Fact Sheet and Authorize the Clerk of the Workforce Development Board to Make Updates as Necessary

**STAFF RECOMMENDATION:**

1. Approve the updated Supplemental Application and Board Fact Sheet and authorize Clerk of the Workforce Development Board to make updates as necessary.

**DISCUSSION:**

On June 1, 2026, the Workforce Development Board was presented an Agenda Item to approve the updated Supplemental Application and Board Fact Sheet and to authorize the Clerk of the Workforce Development Board to make updates as necessary. The Supplemental Application is used with the application when members of the public are interested in applying to serve on the Workforce Development Board. At the June 1<sup>st</sup> meeting, the Board requested that the item be continued and brought back at the next meeting in order for staff to obtain additional information from the State.

The Board's requests were as follows:

1. What if a sitting board member no longer qualifies for their position but still adds value to the board, are they required to be removed?
2. The Board believes that more community members who add value and contribute should be able to serve on the board and that members should not be limited strictly by regulatory requirements. Can the regulations be changed?

The State of California Employment Development Department Regional Advisor was present at the meeting and later followed up with staff with the following response:

Response to Question #1:

"If the current board member no longer qualifies, however, adds value to the board, that person can be appointed as a "special consultant" however, should NOT be a voting board member. (Stanislaus does NOT have to remove the board member and may appoint them as a "special consultant" if Stanislaus feels that this board member adds value).

Under WIOA regulations and local board bylaws, only appointed board members count toward quorum, and consultants are not considered board members—unless an official amendment is made.”

Response to Question #2:

“These are Federal regulations from WIOA. Workforce Innovation and Opportunity Act (WIOA) regulations can be changed. While the underlying federal legislation requires a formal act of Congress to be officially reauthorized, policies and operations can be altered through three primary methods:

- Legislative Overhaul: Congress can update the law itself. For instance, the House has advanced the A Stronger Workforce for America Act (ASWA) to reauthorize and modify WIOA programs.
- State Plan Modifications: States are federally required to submit and periodically update their strategic workforce plans. Through this modification process, states can redirect local funding allocations, change strategic focuses, or adjust performance measures.
- Federal Waivers: Governors can submit waiver requests directly to the U.S. Secretary of Labor. These waivers allow states to bypass specific statutory or regulatory requirements to test innovative service delivery methods.

Because WIOA requires states to review and update their strategies, there is regular built-in flexibility for local workforce boards to adjust programming.”

In addition to providing the requested information from the State, staff are returning the Supplemental Board Member Questionnaire and Board Fact Sheet for the Board’s continued consideration. Staff are recommending updates to both documents to ensure they fully reflect current Workforce Innovation and Opportunity Act (WIOA) regulatory requirements and provide greater clarity for prospective applicants.

When individuals are interested in serving on the Workforce Development Board they begin the process by accessing the application on the Stanislaus County Board of Supervisors website. Applicants complete the County’s Application for Appointment to Boards, Commissions, and Special Districts, along with the required Workforce Development Board Supplemental Questionnaire. The Supplemental Questionnaire is necessary to identify the specific board seat under which the applicant is applying.

Once submitted to the Clerk of the Board of Supervisors if there are any questions regarding member seats, the application is forwarded to the Clerk of the Workforce Development Board for review. This review ensures the applicant meets all eligibility requirements and verifies that a vacancy exists within the category selected. If the applicant meets the qualifications and an appropriate vacancy is available, the application is submitted to the Board of Supervisors for consideration. Upon approval, the applicant is formally appointed to the Workforce Development Board at a Board of Supervisors meeting.

### **Current Supplemental Questionnaire (Attachment 1)**

The purpose of the Supplemental Application is to identify the specific board seat under which the applicant is applying. The current Questionnaire, (Attachment 1), offers a summary of each seat's requirements and does not define the requirements by regulation for Business and Labor seats. This has often led to confusion when applicants are later told that they do not meet the required qualifications.

### **New Supplemental Application (Attachment 2)**

To address better understanding of the seat requirements, the document has been transformed from a questionnaire into a supplemental application. The new redesigned is more visually organized and clearly identifies the requirements for each seat, specifically for Business representation. The goal is to create understanding early in the process and help applicants accurately assess whether they meet the qualifications for the seat they are seeking.

### **Current Fact Sheet (Attachment 3)**

Similar to the current Supplemental Questionnaire, the existing Fact Sheet provides only a brief overview of each seat's regulatory requirements and board member duties. Because the Fact Sheet serves as a key reference document, outlining term lengths, seat-specific qualifications, and the duties expected of Workforce Development Board members, it is important that it contain clear and detailed information. Applicants often rely on it when completing the Supplemental Questionnaire.

### **New Fact Sheet (Attachment 4)**

On the new Supplemental Application under "Category of Representation," applicants would be directed to the revised Fact Sheet. The revised Board Fact Sheet will give applicants a clearer breakdown of the governmental regulations tied to the specific seat they're seeking, outline the term limits of those seats, and offer a more detailed description of board member duties.

If approval, these updated materials will replace the versions currently posted on the Board of Supervisors' "Boards, Commissions, and Special Districts" webpage.

By consolidating all necessary regulatory information and prompting applicants to supply the required details upfront, the Supplemental Application and Fact Sheet help applicants self-identify whether or not they qualify prior to submitting an application. This improvement also supports Workforce Development's obligation to comply with regulations requiring that board members meet the qualification standards for the seats they hold. While staff remain available to assist applicants, these updates should make initial conversations more efficient by ensuring applicants have accurate and complete documentation to reference.

To maintain accuracy over time, staff are also requesting to authorize the Clerk of the Workforce Development Board to make minor updates to the Supplemental Application and Fact Sheet as needed. This includes changes in regulations or adjustments to Board approved in-demand sectors. Any significant changes will be brought back to the Workforce Development Board for approval.

**POLICY ISSUE:**

Federal regulation 20 CFR 679.320 requires that every Local Workforce Development Board be composed of members selected by the Chief Elected Official in accordance with the criteria outlined in WIOA Section 107(b)(1). The regulation further mandates that the composition of the board must meet all requirements set forth in WIOA Section 107(b)(2), ensuring that each Local Board is properly structured and representative of key workforce, business, and community stakeholders.

**FISCAL IMPACT:**

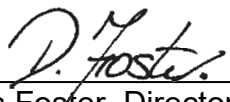
No fiscal impact is associated with this agenda item.

**WORKFORCE DEVELOPMENT BOARD PRIORITY:**

The actions recommended within this agenda item align with all the Board's priorities include: being *Data Driven* in decision making, communication and thoughtful leadership; inclusively strengthening and maintaining effective relationships across the Workforce Development system, focusing on the in-demand business community and other workforce partners by forming *Effective Relationships*; *Development of a Skilled Workforce* by collaborating with, and building a skilled workforce responsive to the needs of the in-demand business community; Increasing awareness of, and engagement with Stanislaus County Workforce Development throughout the community and among business partners by performing *Outreach & Engagement*; *System Alignment and Collective Impact* by informing and being informed by broad efforts and initiatives across Stanislaus County that are aligned with the mission; and attracting and pursuing funding that fosters innovation and aligns with community needs for *Diverse and Strategic Funding*. These actions align with the Board's priorities since establishing and approving next year's meeting dates ensures the Board can plan, coordinate, and monitor progress on each of these strategic areas in a timely and organized manner. Regularly scheduled meetings enable consistent data review, collaborative discussion, and informed decision-making—key elements that support the Board's commitment to effective leadership and impact across the workforce development system.

**STAFFING IMPACT:**

There is no staffing impact associated with this agenda item.

  
\_\_\_\_\_  
Doris Foster, Director

**STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD SUPPLEMENTAL QUESTIONNAIRE**  
Submit this Questionnaire along with the Application for Boards & Commissions located online at  
<http://www.stancounty.com/bos/b&c/on-line-application.pdf>

Name \_\_\_\_\_ Email \_\_\_\_\_

Please select all of the following categories that you represent as outlined in Workforce Innovation and Opportunity Act:

- |                                                                                                           |                                                                                |
|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Business</b>                                                                  | <input type="checkbox"/> <b>Economic &amp; Community Development</b>           |
| <input type="checkbox"/> <b>Labor Organization</b>                                                        | <input type="checkbox"/> <b>Wagner-Peyser- Employment Services Office</b>      |
| <input type="checkbox"/> <b>Higher Education</b>                                                          | <input type="checkbox"/> <b>Rehabilitation Act</b>                             |
| <input type="checkbox"/> <b>Community Based Organization</b>                                              | <input type="checkbox"/> <b>Organization Serving Individuals With Barriers</b> |
| <input type="checkbox"/> <b>Youth Organization</b>                                                        | <input type="checkbox"/> <b>Governmental</b>                                   |
| <input type="checkbox"/> <b>Adult Education &amp; Literacy WIOA Title II</b>                              | <input type="checkbox"/> <b>Philanthropic Organizations</b>                    |
| <input type="checkbox"/> <b>Joint Labor Management, Union Affiliated, or other Apprenticeship Program</b> | <input type="checkbox"/> <b>Other: _____</b>                                   |

**Business Representatives**

Representative who is the Owner, Chief Executive Officer, Chief Operating Officer, or other individual with optimum policymaking or hiring authority; representative of business, including small business, or organizations representing businesses that provide employment opportunities in in-demand industry sectors or occupations and provide high-quality, work-relevant training and development opportunities to its workforce or the workforce of others; and representatives nominated by local business organizations and business trade associations.

**Workforce Representatives**

**Labor Organizations:** Representative of a labor organization nominated by local labor federations, or other representatives of employees and a representative of a labor organization or training director from a joint labor-management apprenticeship program, or if no such joint program exists within Stanislaus County, a representative of an apprenticeship program within Stanislaus County

**Community Based Organizations:** Representative with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities

**Youth Organizations:** Representative with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth

**Education and Training Representatives**

**Adult Education & Literacy WIOA Title II:** Representative of a provider administering adult education and literacy activities under the Workforce Innovation and Opportunity Act Title II

**Higher Education:** Representative of institutions of higher education providing workforce investment activities, including community colleges

**Organization Serving Individuals With Barriers:** Representative of local educational agencies or community-based organizations with demonstrated experience and expertise in addressing the education or training needs for individuals with barriers to employment (as described on the Fact Sheet)

**Economic/Community Development Representatives**

**Economic & Community Development:** Representative of economic and community development activities

**Wagner-Peyser- Employment Services Office:** Representative from the State employment service office under the Wagner-Peyser Act serving Stanislaus County

**Rehabilitation Act:** Representative of the programs carried out under Title I of the Rehabilitation Act of 1973 serving Stanislaus County, other than section 112 or Part C of that title

**Governmental:** Representative agencies or entities administering programs serving Stanislaus County relating to transportation, housing, and public assistance

**Philanthropic Organizations:** Representative of a philanthropic organization serving Stanislaus County

**Other Representatives**

Representatives of entities that the Board of Supervisors determines to be appropriate and consistent with the Workforce Innovation and Opportunity Act

# STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD

## *Supplemental Application Form*

**Instructions:**

Please complete this Supplemental Application Form and submit it along with the *Application for Boards & Commissions*, available online at:

<http://www.stancounty.com/bos/b&c/on-line-application.pdf>

**Applicant Information**

Full Name: \_\_\_\_\_

**Organizational Affiliation / Business Information**

Title: \_\_\_\_\_

Primary Job Function: \_\_\_\_\_

Name of Business or Agency: \_\_\_\_\_

Function of Business/Agency: \_\_\_\_\_

**Category of Representation**

Please select the category of representation for which you are applying. For detailed position descriptions, refer to the Board Fact Sheet linked below.

<https://www.stancounty.com/bos/b&c/pdf/sc-workforce-development-fact-sheet.pdf>

- ☐ Business
- ☐ Small Business
- ☐ Representative of a Labor Organization
- ☐ Joint Labor-Management Apprenticeship program
- ☐ Community-Based Organization (CBO) (serving individuals with barriers to employment)
- ☐ Youth (serving eligible youth, including out-of-school youth)
- ☐ Adult Education and Literacy
- ☐ Institution of Higher Education
- ☐ Organization Serving Individuals with Barriers
- ☐ Economic/Community Development Representative
- ☐ Wagner-Peyser Employment Service Office
- ☐ Department of Rehabilitation

### **For Business Applicants**

**Business must provide employment opportunities that include high-quality, work-relevant training and development within one of the approved in-demand sectors below. Please select the sector that is represented:**

- |                                                            |                                                                      |
|------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Health Care and Social Assistance | <input type="checkbox"/> Transportation and Warehousing              |
| <input type="checkbox"/> Manufacturing                     | <input type="checkbox"/> Agriculture, Forestry, Fishing, and Hunting |
| <input type="checkbox"/> Construction                      | <input type="checkbox"/> Educational Services                        |

Approximate Number of Employees Who Meet the Criteria Listed Above: \_\_\_\_\_

Business Address: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **For Labor Applicants**

#### **Nominating Agency Information**

*Attach a copy of the Board or other nominating action, if applicable.*

**Name of Nominating Agency:** \_\_\_\_\_

**Representative Name (Print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### **Additional Information (optional)**

List any other relevant organizational affiliations, experience, or qualifications:

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## COMMITTEE FACT SHEET

**NAME:** STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD  
**ESTABLISHED:** July 1, 2016

**COMPENSATION:** None

**Members of this board are required to file Conflict of Interest Disclosure Statements**

**LEGAL AUTHORITY:** Workforce Innovation and Opportunity Act of July 2014  
Board of Supervisors Resolution #2016-171.

**MEMBERSHIP:** The Board consists of no more than 28 members appointed by Board of Supervisors, as outlined in Workforce Innovation and Opportunity Act (20 CFR 679.320)

### QUALIFICATIONS:

#### **Business Representatives (at least 51% of members, 4 year terms)**

Representative who is the Owner, Chief Executive Officer, Chief Operating Officer, or other individual with optimum policymaking or hiring authority; representative of business, including small business, or organizations representing businesses that provide employment opportunities in in-demand industry sectors or occupations and provide high-quality, work-relevant training and development opportunities to its workforce or the workforce of others; and representatives nominated by local business organizations and business trade associations.

#### **Workforce Representatives (20% of the members, 4 year terms)**

**Labor Organizations: (2 or more members)** Representative of a labor organization nominated by local labor federations, or other representatives of employees and **(1 or more members)** representative of a labor organization or training director from a joint labor-management apprenticeship program, or if no such joint program exists within Stanislaus County, a representative of an apprenticeship program within Stanislaus County

#### **Community Based Organizations: (1 or more members, 4 year terms)**

Representative with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities

**Youth Organizations: (1 or more members, 4 year terms)** Representative with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth

#### **Education and Training Representatives (1 or more members)**

**Adult Education & Literacy WIOA Title II: (4 year terms)** Representative of a provider administering adult education and literacy activities under the Workforce Innovation and Opportunity Act Title II

**Higher Education: (1 or more members, 4 year terms)** Representative of institutions of higher education providing workforce investment activities, including community colleges

**Organization Serving Individuals With Barriers: (1 or more members, 4 year terms)** Representative of local educational agencies or community-based organizations with demonstrated experience and expertise in addressing the education or training needs for individuals with barriers to employment

**Economic/Community Development Representatives (1 or more members)**

**Economic & Community Development (4 year terms):** Representative of economic and community development activities

**Wagner-Peyser- Employment Services Office: (1 or more members, 4 year terms)** Representative from the State employment service office under the Wagner-Peyser Act serving Stanislaus County

**Rehabilitation Act: (1 or more members, 4 year terms)** Representative of the programs carried out under Title I of the Rehabilitation Act of 1973 serving Stanislaus County, other than section 112 or Part C of that title

**Governmental: (1 or more members, 4 year terms)** Representative agencies or entities administering programs serving Stanislaus County relating to transportation, housing, and public assistance

**Philanthropic Organizations: (1 or more members, 4 year terms)** Representative of a philanthropic organization serving Stanislaus County

**Other Representatives: (At the Discretion of the Board, 2 year terms)**

Representatives of entities that the Board of Supervisors determines to be appropriate and consistent with the Workforce Innovation and Opportunity Act

TERM: 2 or 4 year period depending on the seat.

DUTIES: The purpose of the Board shall be to carry out job training and employment programs, and to set policy for the workforce development system in the local Workforce Development Area of Stanislaus County, in coordination with statewide workforce development efforts and consistent with the federal WIOA, as amended, in order to: (i) attract greater employer participation in all aspects of local employment and training activities; (ii) increase the employment, retention, and earnings of customers/participants; (iii) increase the occupational skill attainment by customers/participants; (iv) improve the quality of the workforce, reduce dependency on social services, and enhance the productivity and competitiveness of the local Workforce Development Area ; and (v) to accept donations and to otherwise actively apply for, seek, and accept funding, including from local, state, and federal sources, for this purpose.

MEETINGS: Board meets quarterly

CONTACT: Kris Ixta  
Stanislaus County Workforce Development  
251 E. Hackett Rd. C-2  
Modesto, CA 95358  
Phone: 209-595-0556  
Fax:  
Email: [IxtaK@stanworkforce.com](mailto:IxtaK@stanworkforce.com)  
Website: <https://www.stanworkforce.com/workforce-board/>

FILE #: **BD88**  
BYLAWS: 5/15/2018, 11/24/2020  
VERIFICATION REQUESTED: 4/10/2025  
VERIFICATION DATE: 4/10/2025 Kris Ixta

## BOARD FACT SHEET

NAME: STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD

ESTABLISHED: July 1, 2016

COMPENSATION: None

LEGAL AUTHORITY: Workforce Innovation and Opportunity Act of July 2014 (Public Law 113-128).  
Board of Supervisors Resolution #2016-171.

MEMBERSHIP: The Board consists of no more than 28 members appointed by the Board of Supervisors.

QUALIFICATIONS: California Unemployment Insurance Code (CUIC).  
Division 7. California Workforce Innovation and Opportunity Act [14000-14531]. Chapter 4. Local Service Delivery [14200-14246].  
Article 1. Local Workforce Development Board [14200-14211].

### **Business Representatives (4-year term)**

**Business:** CUIC 14202(a) A majority of the members of each local board shall be representatives of business in the local area, who:

- (1) Are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority.
- (2) Represent businesses, including small businesses, or organizations representing businesses described in this subdivision, 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.
- (3) Are appointed from among individuals nominated by local business organizations and business trade associations.

**Small Business:** Federal code CFR 679.320(b) further requires: At a minimum, two members must represent small business as defined by the U.S. Small Business Administration.

### **Workforce Representatives (4-year term)**

**Labor:** CUIC 14202(b) Not less than 20 percent of the members of each local board shall be representatives of the workforce within the local area, who:

- (1) Shall include representatives of labor organizations, for a local area in which employees are represented by labor organizations, who have been nominated by local labor federations and these representatives shall amount to not less than 15 percent of local board membership, and be subject to the following:
  - (A) For a local area in which no employees are represented by such organizations, other representatives of employees shall be appointed to the board but any local board that appoints representatives of employees that are not nominated by local labor federations shall demonstrate that no employees are represented by such organizations in the local area.

## BOARD FACT SHEET

(B) Shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of a state-approved apprenticeship program in the area, if such a program exists.

### **Community Based Organizations (4-year term)**

CUIC 14202(b)(2) may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities.

### **Youth Organizations (4-year term)**

CUIC 14202(b)(3) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

### **Education and Training Representatives (4-year term)**

CUIC 14202(c) Each local board shall include representatives of entities administering education and training activities in the local area, who:

#### **Adult Education & Literacy WIOA Title II**

CUIC 14202(c)(1) Shall include a representative of eligible providers administering adult education and literacy activities under Title II of the Workforce Innovation and Opportunity Act.

#### **Institution of Higher Education**

CUIC 14202(c)(2) Shall include a representative of institutions of higher education providing workforce investment activities, including community colleges.

#### **Organization Serving Individuals with Barriers**

CUIC 14202(c)(2)(3) May include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

### **Economic/Community Development Representative (4-year term)**

CUIC 14202(d) Each local board shall include representatives of governmental and economic and community development entities serving the local area, who:

- (1) Shall include a representative of economic and community development entities.

## BOARD FACT SHEET

### **Wagner-Peyser Employment Service Office**

(1) Shall include an appropriate representative from the state employment service office under the Wagner-Peyser Act (29 U.S.C. Sec. 49 et seq.) serving the local area.

### **Rehabilitation Act**

(1) Shall include an appropriate representative of the programs carried out under Title I of the Rehabilitation Act of 1973 (29 U.S.C. Sec. 720 et seq.), other than Section 112 or Part C of that Title (29 U.S.C. Sec. 732, 741), serving the local area.

### **Philanthropic Organizations**

(1) May include representatives of philanthropic organizations serving the local area.

### **Other Representatives (At the Discretion of the Board, 2-year term)**

CUIC 14202(e) Each local board may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.

DUTIES: California Unemployment Insurance Code (CUIC) 14206  
[Summarized]

- (1) Develop and Submit Local and Regional Plan.
- (2) Workforce Research and Regional Labor Market Analysis.
- (3) Convene, Broker, Leverage local workforce development system stakeholders to assist in the development of the local plan and in identifying non-Federal expertise and resources to leverage support for workforce development activities.
- (4) Lead Business Engagement efforts to engage with a diverse range of employers and with entities in the region (A) to promote business representation (particularly representatives with optimal policymaking or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the local board; (B) to develop effective linkages (including the use of intermediaries) with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities; (C) to ensure that workforce investment activities meet the needs of employers and support economic growth in the region, by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and (D) to develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships), that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations.
- (5) Develop and Implement Career Pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.

## BOARD FACT SHEET

- (6) Lead efforts in the local area to: (A) identify and promote Proven and Promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers (including individuals with barriers to employment) in the local workforce development system, including providing physical and programmatic accessibility, in accordance with section 188, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), to the one-stop delivery system; and (B) identify and disseminate information on Proven and Promising Practices carried out in other local areas for meeting such needs.
- (7) Develop strategies for using Technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers.
- (8) Provide Program Oversight.
- (9) Participate in Negotiations of Local Performance Accountability Measures.
- (10) Selection of Operators and Providers - (A) The local board, with the agreement of the CEO for the local area, (i) shall designate or certify one-stop operators as described in section 3151(d)(2)(A) of Title 29 of the United States Code; and (ii) may terminate for cause the eligibility of such operators. (B) The local board (i) shall identify eligible providers of youth workforce investment activities in the local area by awarding grants or contracts on a competitive basis (except as provided in Section 3153(b) of Title 29 of the United States Code; and (ii) may terminate for cause the eligibility of such providers. (C) The local board shall identify eligible providers of training services in the local area. (D) The local board shall work with the State to ensure there are sufficient numbers and types of providers of career services and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities) serving the local area and providing the services involved in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities.
- (11) Coordinate activities with education and training providers in the local area, including those offering adult education and literacy services, workforce development programs, and career and technical education.

**TERMS:** Terms are 2 or 4 years depending on seat as outlined in Fact Sheet.

**REQUIREMENTS:** Board members are required to submit a to file a Conflict-of-Interest Disclosure statement upon appointment. Form 700-Statement of Economic interest is required annually.

**MEETINGS:** Board meets quarterly

**CONTACT:** Kris Ixta, Clerk to the Workforce Development Board  
Stanislaus County Workforce Development  
251 E. Hackett Rd., C-2 Modesto CA 95358  
Phone: (209) 595-0556  
Email: [ixtak@stanworkforce.com](mailto:ixtak@stanworkforce.com)

**STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD  
AGENDA ITEM**

BOARD AGENDA: 8.D.

AGENDA DATE: September 14, 2026

DISCUSSION AND ACTION: ☒

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**SUBJECT:**

Approval to Start the Process to Amend the Stanislaus County Workforce Development Board Bylaws

**STAFF RECOMMENDATION:**

1. Approve staff to start the process of amending the Stanislaus County Workforce Development Board Bylaws.

**DISCUSSION:**

Upon request from the Workforce Development Board at the June 1, 2026 meeting, this Agenda Item serves as the first process to review current Bylaws.

**History**

On April 5, 2016, the Stanislaus County Board of Supervisors approved Agenda Item B-9 which included the formation of the Stanislaus County Workforce Development Board (SCWDB) and bylaws which satisfied requirements of Workforce Innovation and Opportunity Act (WIOA). The bylaws allowed the SCWDB to be fully functional as of July 1, 2016.

On June 7, 2016, the Stanislaus County Board of Supervisors approved Agenda Item B-1 to amend the Stanislaus Workforce Development Board Bylaws to change the maximum number of members from 25 to 28, add attendance requirement (member cannot miss three or more meetings), and allow the Board of Supervisors to appoint an Interim Chair until Workforce Development Board Officer elections are conducted.

On May 15, 2018 the Stanislaus County Board of Supervisors approved agenda Item 6.B.1 to amend the Stanislaus Workforce Development Board Bylaws adding member term limits, extending officer terms from one year to two years, clarifying that members may not miss more than three consecutive "unexcused" meetings, and allowing teleconference participation provided all teleconferencing requirements are met.

On November 24, 2020 the Stanislaus County Board of Supervisors approved Agenda Item 6.B.7 to amend the Stanislaus Workforce Development Board Bylaws adding purpose of the Board, updated membership language, updated language regarding use

of technology if unable to attend meeting, added language that the Board may delegate Committee Chair to add/remove and replace committee members and amended language that stated the Board may not permit absentee or proxy voting.

## **Process**

Per current bylaws:

“These Bylaws may be amended, repealed, or altered, in whole or in part, by the approval of the Stanislaus County Board of Supervisors. A recommendation to amend, repeal, or alter these Bylaws, in whole or in part, may be made by a majority vote of the Board members present at any duly held meeting of the Board, provided that a copy of any amendment proposed for consideration shall be provided to each member of the Board at least thirty (30) days prior to the date of the meeting at which such vote shall be held. These Bylaws, and any amendments to these Bylaws, shall take effect only upon approval by the Stanislaus County Board of Supervisors.”

During this meeting, staff will take recommended changes to the Bylaws and present these to the Workforce Development Board 30 days before the next meeting on December 7, 2026

## **Recommended Changes**

Staff’s suggested changes are below. These changes are detailed in the attached red line version of the proposed amended Bylaws.

### **Add Stanislaus County Workforce Development Logo**

**Article IV – Membership;** Add: “Board members are responsible for notifying the Director and Clerk of the Workforce Development Board, upon change of status, which could lead to lack of representation as defined in Article IV of these Bylaws.”

**Article V – Officers;** Add: “In accordance with 20 CFR § 679.330, the Board shall elect its Chairperson only from among its members who are designated as business representatives on the Board.”

**Article VI – Meetings;** The current attendance provision states:

“A member with three (3) consecutive unexcused absences from meetings is considered resigned from the Board.”

Staff recommends updating this to:

“A member with two (2) consecutive absences from meetings is considered resigned from the Board.”

This change reduces the number of absences from three to two due to the Board’s infrequent meeting schedule and removes the term “excused.”

**Article VII – Committees;** Add: Attendance requirements for committee members. “A member with two (2) consecutive absences from meetings is considered resigned from the Committee.”

**Article VII - Quorum and Voting;** Add that majority is considered “more than half”.

Revise the sentence to read: “The meetings of the Board shall be conducted in accordance with Robert’s Rules of Order and the Brown Act. A majority, (***more than half***), of the current membership of the Board shall constitute a quorum for the transaction of any and all business duly presented at a meeting of the Board.”

**Article X - Conflict of Interest;** Add: “Additionally, Board members shall complete ethics training, as well as fiscal and financial training every two years in accordance with California Assembly Bill 1234 and must submit a signed certificate of completion to SCWD staff for recordkeeping.”

Staff will send the final draft 30 days prior to the Workforce Development Board meeting on December 7, 2026. If approved by the Workforce Development Board, an Agenda Item to update the Bylaws will be presented for approval by the Board of Supervisors.

**POLICY ISSUE:**

The Stanislaus County Workforce Development Board (SCSCWDB) is governed by Workforce Innovation and Opportunity Act (WIOA). Per WIOA law § 679.310 “The CEO must establish by-laws, consistent with State policy for Local Workforce Development Board membership.” Per the current established Stanislaus County SCWDB bylaws, “These bylaws may be amended, repealed, or altered, in whole or in part, by the approval of the Stanislaus County Board of Supervisors. A recommendation to amend, repeal, or alter these bylaws, in whole or in part, may be made by a majority vote of the Board members present at any duly held meeting of the Board.”

**FISCAL IMPACT:**

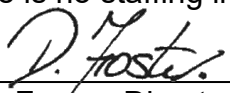
There is no fiscal impact associated with this agenda item.

**WORKFORCE DEVELOPMENT BOARD PRIORITY:**

The actions recommended within this agenda item align with all the Board’s priorities. These include: being Data Driven in decision making, communication and thoughtful leadership; inclusively strengthening and maintaining effective relationships across the Workforce Development system, focusing on the in-demand business community and other workforce partners by forming Effective Relationships; Development of a Skilled Workforce by collaborating with, and building a skilled workforce responsive to the needs of the in-demand business community; Increasing awareness of, and engagement with Stanislaus County Workforce Development throughout the community and among business partners by performing Outreach & Engagement; System Alignment and Collective Impact by informing and being informed by broad efforts and initiatives across Stanislaus County that are aligned with the mission; and attracting and pursuing funding that fosters innovation and aligns with community needs for Diverse and Strategic Funding.

**STAFFING IMPACT:**

There is no staffing impact associated with this agenda item.

  
\_\_\_\_\_  
Doris Foster, Director



**STANISLAUS COUNTY  
WORKFORCE DEVELOPMENT BOARD**

**BYLAWS**

**ARTICLE I  
NAME**

The name of this body shall be the Stanislaus County Workforce Development Board. Whenever the term "Board" is used in these Bylaws, it shall mean the Stanislaus County Workforce Development Board.

**ARTICLE II  
AUTHORITY**

Stanislaus County's authority to form this Board is based in the federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 ("WIOA"), and the state California Workforce Innovation and Opportunity Act, California Unemployment Insurance Code section 14000 et seq.

**ARTICLE III  
PURPOSE**

The purpose of the Board shall be to carry out job training and employment programs, and to set policy for the workforce development system in the local Workforce Development Area of Stanislaus County, in coordination with statewide workforce development efforts and consistent with the federal WIOA, as amended, in order to: (i) attract greater employer participation in all aspects of local employment and training activities; (ii) increase the employment, retention, and earnings of customers/participants; (iii) increase the occupational skill attainment by customers/participants; (iv) improve the quality of the workforce, reduce dependency on social services, and enhance the productivity and competitiveness of the local Workforce Development Area; (v) actively participate in convening workforce development system stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities; and (vi) to accept donations and to otherwise actively apply for, seek, and accept funding, including from local, state, and federal sources, for this purpose.



## **STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD**

### **BYLAWS**

#### **ARTICLE IV MEMBERSHIP**

The County Board of Supervisors, as the chief local elected official in Stanislaus County, is authorized to appoint the members of the Board. Members of the Board shall serve without compensation but shall receive reimbursement for their actual expenses consistent with the policies of Stanislaus County. Members of the Board that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority within the organizations, agencies, or entities. The members of the Board shall represent diverse geographic areas within Stanislaus County. The Board shall consist of no more than twenty-eight (28) members with no limit on number of terms served, be consistent with Workforce Innovation and Opportunity Act (WIOA) regulations, as it may be amended from time to time, and meet the following requirements:

**1. Business Representatives. (4 year term)** A majority (i.e., at least 51%) of the members of the Board, including the Board Chair, shall consist of representatives of Stanislaus County's private business sector and:

- A. Be an owner, chief executive officer, chief operating officer, or other individual with optimum policy-making or hiring authority; and
- B. Provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in WIOA sec. 3(23).

**2. Workforce Representatives. (4 year term)** No less than twenty percent (20%) of the members of the Board shall consist of the workforce within the local area, who shall be:

- A. Representatives of labor organizations, who have been nominated by local labor federations, and a Representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program. If no such joint program exists in the area, such a representative may be from a state-approved



## **STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD**

### **BYLAWS**

apprenticeship program in the area, if such a program exists. These representatives shall amount to not less than 15 percent of local board membership;

- B. May be representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities;
- C. May be representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

**3. Education/Training Representatives. (4 year term)** The Board shall include members who are representatives of entities administering education and training activities in Stanislaus County, which:

- A. Shall include a representative of eligible providers administering adult education and literacy activities under title II of WIOA ("Adult Education Representatives");
- B. Shall include a representative of institutions of higher education, including community colleges, providing workforce investment activities;
- C. May include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment

**4. Economic/Community Development Representatives. (4 year term)** The Board shall include members who are representatives of governmental and economic and community development entities serving Stanislaus County who:



## **STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD**

### **BYLAWS**

- A. Shall include a representative of economic and community development entities;
- B. Shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act serving Stanislaus County;
- C. Shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 serving Stanislaus County;
- D. May include representatives of philanthropic organizations serving Stanislaus County.

**5. Other Representatives. (2 year term)** The Board may include such other individuals or representatives of entities that the Stanislaus Board of Supervisors, as the local chief elected official in Stanislaus County, determines to be appropriate and as is consistent with WIOA.

Board members are responsible for notifying the Director and Clerk of the Workforce Development Board, upon change of status, which could lead to lack of representation as defined in Article IV of these Bylaws.

### **ARTICLE V OFFICERS**

The Officers of the Board shall be a Chair, a Vice Chair, and a Secretary. Only members of the Board may be Officers. Each Office shall have a term of two (2) years. Officers shall be elected at a regular meeting of the Board. The Chair of the Board shall, if present, preside at meetings of the Board and exercise and perform such other powers and duties as may be from time to time assigned to the Chair by the Board or prescribed by these Bylaws. In accordance with 20 CFR § 679.330, the Board shall elect its Chairperson only from among its members who are designated as business representatives on the Board.

In the absence or disability of the Chair, the Vice Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be



## **STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD**

### **BYLAWS**

subject to all the restrictions upon, the Chair. The Vice Chair shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or these Bylaws.

The Secretary shall keep or cause to be kept a book of minutes of all meetings and actions of the Board. The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board. At the Board's discretion, the Secretary may delegate the responsibilities contained in this paragraph to Stanislaus County Workforce Development staff.

### **ARTICLE VI MEETINGS**

The Board shall establish a regular meeting time and place. The Board may, through public notification, call for special meetings it deems necessary.

At all meetings of the Board, the Board shall comply with the provisions of the Ralph M. Brown Act (Gov. Code § 54950 et seq.), and the provisions of the California Public Records Act (Gov. Code § 6250 et seq.), as either or both may be amended from time to time.

~~A member with three (3) consecutive unexcused absences from meetings is considered resigned from the Board.~~ A member with two (2) consecutive absences from meetings is considered resigned from the Board.

A member may participate in Board meetings via other technologies if he or she is unable to attend the meeting physically. Such technologies may include teleconference and/or web-based meeting tools, that must be used to promote Board member participation.

### **ARTICLE VII COMMITTEES**

The Board may designate and direct the activities of standing advisory



## **STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD**

### **BYLAWS**

committees to provide information and to assist the Board in carrying out workforce development activities. Such standing advisory committees shall be chaired by a member of the Board, may include other members of the Board, and shall include other individuals appointed by the Board who are not members of the Board and who the Board determines have appropriate experience and expertise. The Board may delegate the Committee Chair to add and/or remove committee members as necessary. This will relieve the Board of the administrative burden should members miss multiple meetings or choose to leave the committee, and allow the committee to replace members as needed. At a minimum, the Board may designate each of the following:

**1. One-Stop Operations.** A standing advisory committee to provide information and assist with operational and other issues relating to the One-Stop Delivery System, which may include as members representatives of the One-Stop Partners.

**2. Youth Services.** A standing advisory committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.

**3. Individuals with Disabilities.** A standing advisory committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues regarding providing programmatic and physical access to the services, programs, and activities of the One-Stop Delivery System, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

**4. Other Committees.** The Board may designate other standing advisory committees in addition to the standing committees specified above.



## **STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD**

### **BYLAWS**

A member with two (2) consecutive absences from meetings is considered resigned from the Committee.

### **ARTICLE VIII QUORUM AND VOTING**

The meetings of the Board shall be conducted in accordance with Robert's Rules of Order and the Brown Act. A majority, (more than half), of the current membership of the Board shall constitute a quorum for the transaction of any and all business duly presented at a meeting of the Board. Every action taken or decision made by a majority of the members present at a duly held meeting at which a quorum is present shall be the act of the Board. The Board shall not permit absentee or proxy voting at any of its meetings.

### **ARTICLE IX VACANCIES**

Vacancies on the Board shall exist upon the death, resignation, or removal of any member, and whenever the number of authorized members is increased. Any member may resign from the Board by giving written notice to the Chair of the Board or to the Stanislaus County Board of Supervisors. Vacancies on the Board shall be filled by the Stanislaus County Board of Supervisors.

### **ARTICLE X CONFLICT OF INTEREST**

Members of the Board are deemed to be Public Officials pursuant to the Political Reform Act, and are subject to the provisions of that Act, the regulations of the Fair Political Practices Commission, and Government Code section 1090 et seq., as any or all may be amended from time to time. Furthermore, members of the Board shall be subject to the Stanislaus County Workforce Development's Conflict of Interest Policy and Code of Conduct, and annually shall file a Statement of Economic Interest as required under that



**STANISLAUS COUNTY  
WORKFORCE DEVELOPMENT BOARD**

**BYLAWS**

Code. Additionally, Board members shall complete ethics training, as well as fiscal and financial training every two years in accordance with California Assembly Bill 1234 and must submit a signed certificate of completion to SCWD staff for recordkeeping.

**ARTICLE XI  
AMENDMENTS**

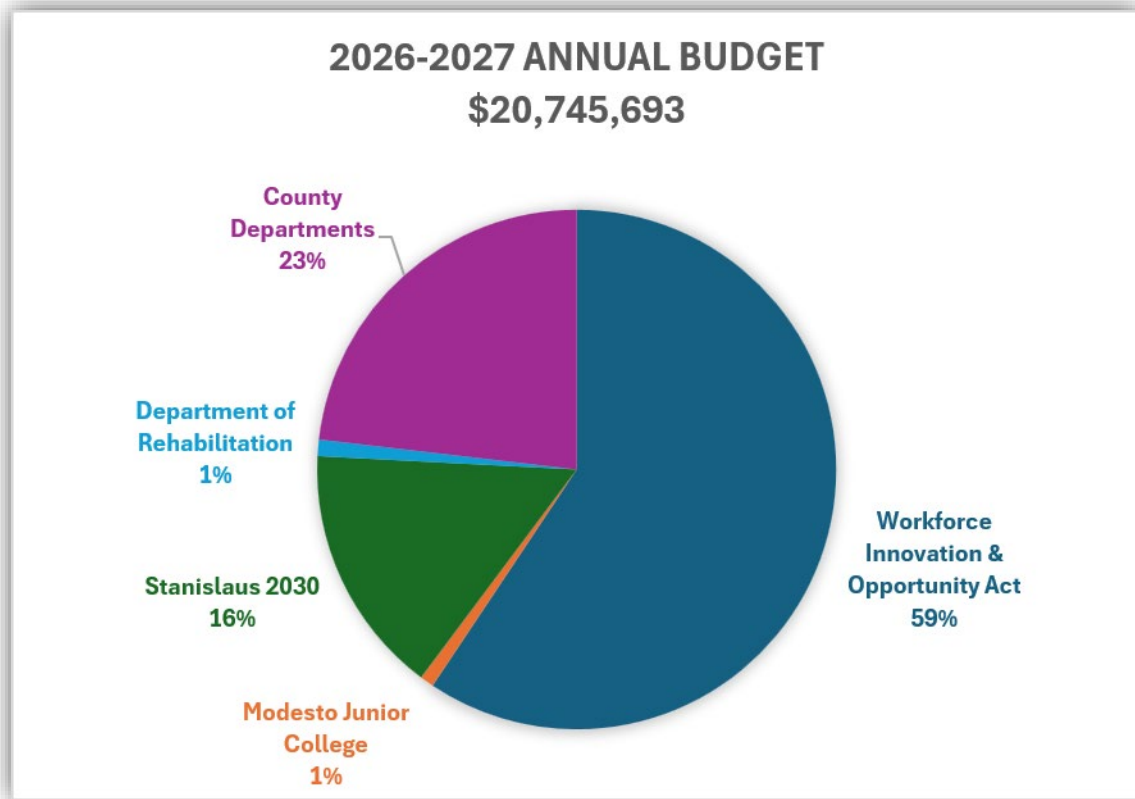
These Bylaws may be amended, repealed, or altered, in whole or in part, by the approval of the Stanislaus County Board of Supervisors. A recommendation to amend, repeal, or alter these Bylaws, in whole or in part, may be made by a majority vote of the Board members present at any duly held meeting of the Board, provided that a copy of any amendment proposed for consideration shall be provided to each member of the Board at least thirty (30) days prior to the date of the meeting at which such vote shall be held. These Bylaws, and any amendments to these Bylaws, shall take effect only upon approval by the Stanislaus County Board of Supervisors.

Revised: November 24, 2020

Revised: May 15, 2018

Revised: June 7, 2016

Created: April 5, 2016



| Funding Source                                                                                             | Salaries & Operation | Training            | Contract            | Total Budget         |
|------------------------------------------------------------------------------------------------------------|----------------------|---------------------|---------------------|----------------------|
| WIOA - Adult                                                                                               | \$ 2,299,967         | \$ 748,353          | \$ 31,085           | \$ 3,079,405         |
| WIOA - Dislocated Worker                                                                                   | \$ 2,499,052         | \$ 909,690          | \$ 31,085           | \$ 3,439,826         |
| WIOA - Youth                                                                                               | \$ 2,166,190         | \$ 887,089          | \$ 116,490          | \$ 3,169,769         |
| WIOA - Layoff Aversion                                                                                     | \$ 227,639           |                     |                     | \$ 227,639           |
| WIOA - Rapid Response                                                                                      | \$ -                 |                     | \$ 802,257          | \$ 802,257           |
| MJC RN Externships                                                                                         | \$ 5,644             | \$ 172,548          |                     | \$ 178,192           |
| Stan 2030 - Small Business                                                                                 | \$ 128,850           |                     | \$ 2,434,887        | \$ 2,563,737         |
| Stan 2030 - Talent Development                                                                             | \$ 42,740            |                     | \$ 629,555          | \$ 672,295           |
| DOR - Student Employment Program (STEP)                                                                    | \$ 49,124            | \$ 162,633          |                     | \$ 211,757           |
| WIOA - Regional Equity Recover Partnership (RERP)                                                          | \$ 97,692            |                     | \$ 1,500,000        | \$ 1,597,692         |
| County - Probation                                                                                         | \$ 138,000           | \$ 12,000           |                     | \$ 150,000           |
| County - The Hub (Sheriff)                                                                                 | \$ 150,000           |                     |                     | \$ 150,000           |
| County - Department of Child Support                                                                       | \$ 100,000           |                     |                     | \$ 100,000           |
| County - Welfare to Work                                                                                   | \$ 2,837,252         | \$ 1,060,752        | \$ 505,120          | \$ 4,403,124         |
| <b>Total</b>                                                                                               | <b>\$ 10,742,150</b> | <b>\$ 3,953,065</b> | <b>\$ 6,050,478</b> | <b>\$ 20,745,693</b> |
| 2026-2027 County Adopted Budget for Stanislaus County Workforce Development is \$23,096,651 due to timing. |                      |                     |                     |                      |