

SECTION 10



BYLAWS

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Heartland Workforce Investment Board, Inc.
d/b/a CareerSource Heartland
Local Workforce Development Area 19 Serving
DeSoto, Hardee, Highlands, and Okeechobee Counties

www.careersourceheartland.com



ARTICLE I
NAME, SERVICE DELIVERY AREA, GOVERNANCE,
CAREER CENTER OPERATION, SOURCES OF FUNDING

SECTION 1. Name

The name of the organization is the Heartland Workforce Investment Board, Inc., d/b/a – and hereinafter referred to as – CareerSource Heartland (CSH).

SECTION 2. Service Delivery Area

The workforce service delivery area of CSH has been designated by the Governor as Local Workforce Development Area (LWDA) 19 and encompasses the counties of DeSoto, Hardee, Highlands, and Okeechobee, within Florida’s Heartland.

SECTION 3. Governance - Local Elected Officials

In accordance with guidance established in the Heartland Workforce Investment Consortium *Inter-local Agreement*, one Local Elected Official (LEO) from each Board of County Commissioners (BOCC) of the member counties will be appointed to serve as that BOCC’s representative on the CSH Executive Board. The Executive Board shall be the vehicle through which elected officials in the member counties shall participate in the planning, approval and operation of the local workforce investment board’s employment and training assistance programs, as mandated by law. The Executive Board is the means by which elected officials in each of the member counties provide input for the purpose of reaching a consensus on critical decisions that impact the local workforce system. Each member of the Executive Board is eligible to cast one vote on any business presented (unless a conflict of interest exists). All matters considered by the Executive Board shall be determined by a majority vote of Executive Board members present at the meeting where a quorum of that Board has been established. The decision of the majority is binding.

A Chair and Vice-Chair will be selected from among the LEOs that comprise the Executive Board. The Executive Board Chair will be designated as the LWDA’s Chief Elected Official, for authentication purposes.

Under the Workforce Innovation and Opportunity Act (WIOA), Local Elected Officials are liable for misspent funds, disallowed costs, and potential sanctions for non-performance. The Local Elected Officials of each LWDA 19 member county have agreed that each county’s responsibility for sanctions, disallowed costs, and/or misspent funds will be prorated and assigned according to the respective counties’ population percentages within the LWDA.

SECTION 4. Career Center Operation

CareerSource Florida (CSF) is the statewide workforce investment board that provides policy oversight to the Local Workforce Development Boards (LWDB). As authorized by the CSH Executive Board and approved by CSF, CSH serves as the Administrative Entity, Fiscal Agent, Direct Service Provider, and One-Stop Operator for LWDA 19.

SECTION 5. Sources of Funding

The sources of revenue for CSH consist of any and all funds received under the federal Workforce Innovation and Opportunity Act (WIOA), Wagner-Peyser Act, (WP) and Temporary Assistance for Needy Families (TANF) programs, as well as any other federal, state, local, public, or private funds legally received by CSH in accordance with the *Inter-local Agreement* and all applicable laws.

ARTICLE II STATEMENT OF PURPOSE
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CSH shall be governed by a Board of Directors, in partnership with the Executive Board. The purpose of the Board, in addition to those duties and functions outlined in the *Inter-local Agreement* and existing law, shall be to:

1. Design and implement workforce related strategies that facilitate cooperation throughout the local area to “*connect employers with skilled talent to promote and enhance career development opportunities to achieve economic prosperity in our community*”.
2. Provide policy and program guidance, along with Career Center System oversight, for all employment and training related activities within the local workforce service delivery area, to include those authorized under the following federal and state programs:
 - Workforce Innovation and Opportunity Act (WIOA)
 - Welfare Transition Services (TANF)
 - Wagner-Peyser (WP – including Migrant and Seasonal Farm Workers)
 - Trade Adjustment Assistance (TAA)
 - Veterans Employment & Training
 - Other legislatively mandated workforce programs, in accordance with guidance received from within the Florida Workforce System
3. Develop and submit the *Local Plan of Service* to the designated state agency.
4. Seek ways to market workforce services to the community at large by collaborating with county and local area Economic Development Organizations, Educational Institutions, Chambers of Commerce, and other business agencies, groups, committees and partners.
5. The Board provides strategic and operational oversight, assists in achievement of local and state strategic and operational vision and goals, and maximizes and continues to improve customer satisfaction and the quality and effectiveness of services provided. Roles, responsibilities and requirements of the Executive Board/Chief Local Elected Official, Local Workforce Development Board, Local Workforce Development Board of Directors Chair, CareerSource Heartland President/Chief Executive Officer, and designated Fiscal Agent are outlined in the Local Workforce Development Area Board Governance policy.

ARTICLE III MEMBERSHIP

SECTION 1. Representation

The membership of the CSH Board of Directors shall be consistent with the requirements of federal and state law. A majority of the Board's members must be representatives from the Business (private sector) category.

SECTION 2. Composition of Board of Directors

In accordance with guidance as outlined in WIOA law and s. 445.007, Florida Statutes, the CSH Board is comprised of members from the following categories:

a. Business (Private-Sector): 51% majority [WIOA § 107(b)(2)(A)]

A majority of members must be representatives from businesses in the local area who are owners of a business, chief executives, or other individuals with optimum policy-making or hiring authority. Business members must have employment opportunities that include high-quality work relevant training and development in in-demand industry sectors or occupations available in the local area. At least two representatives of small businesses should be included. Individuals must be nominated by local business organizations and/or business trade associations.

b. Labor/Apprenticeships – Workforce Representatives: 20% minimum

A minimum of twenty percent of members must be "workforce representatives," defined as follows: [WIOA § 107(b)(2)(B)]

- At least two representatives must represent labor organizations nominated by local labor federations. For a local area in which no employees are represented by such organizations, at least two representatives of employees will be included. (WOLO)
- At least one representative of a labor organization or a training director from a joint labor-management apprenticeship program. If no such joint program exists in the area, at least one representative of an apprenticeship program in the area, if such a program exists. (WOLO, WOJ)
- 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 provide/support competitive integrated employment for individuals with disabilities. (WOV, WOD)
- May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives or organizations that serve out-of-school youth. (WOY)

c. Education

Representatives of entities administering education and training activities in the local area, including: [WIOA § 107(b)(2)(C); Fla. Statutes § 445.007(1)]

- A representative of eligible providers administering Adult Education and Literacy activities under Title II of WIOA (ETPA). Locally, in order to maintain the broadest and most equitable membership possible, a designee from the local providers of these services may seat on a rotational basis, each for a one-year term.
- A representative of institutions of higher education providing workforce investment activities (including community/state colleges). (ETPC)
- A representative of secondary education. Locally, in order to maintain the broadest and most equitable membership possible, the District Superintendent or his/her designee from each School District within the local area will seat on a rotational basis, each for a one-year term. (ETPO)
- A private education provider (may be waived by CareerSource Florida upon request if representatives do not exist locally). (ETPO)
- May include representatives of local educational agencies, and/or community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment. (ETPO)

When more than one institution exists in each type of educational entity listed above, nominations may be solicited from each of these entities.

d. Economic/Community Development and Other Entities

Representatives of governmental and economic and community development entities serving the local areas, including: [WIOA § 107(b)(2)(D)&(E); § 3(17)]

- Two representatives of economic and community development entities serving the local area (defined as including a local planning or zoning commission or board, a community development agency, or another local agency or institution responsible for regulating, promoting, or assisting in local economic development). No more than two representatives from all Economic Development Organizations operating within the local area may serve as a board member at any given time. Locally, seating will be on a rotational basis for a one-year term each, in order to maintain the broadest and most equitable membership possible. (GRED)
- A representative of Vocational Rehabilitation serving the local area. (GRVTD)
- May include representatives of agencies or entities serving the local area relating to transportation, housing, and public assistance. (GRO)
- May include other representatives that the Chief Elected Official determines appropriate.

Individuals may be appointed to represent more than one entity or category provided they meet the required criteria for each.

SECTION 3. Appointment to CSH Board of Directors

Members of the Board of Directors must be appointed by majority vote of the CSH Executive Board.

- a. Nominations to fill vacancies in the Business category shall be solicited from local Chambers of Commerce, Economic Development Organizations, or other business support-related organizations within LWDA 19. Nominations to fill vacancies in non-Business categories shall be solicited from the required organizations and institutions.

SECTION 4. Membership Terms

- a. Pursuant to federal and state law, and except as indicated in Article III, Sections 2 and 6, members shall serve staggered terms and may not serve for more than 8 consecutive years, unless otherwise indicated by federal or state law/policy. No member's term that began prior to July 1, 2021 will be counted toward this limitation.
- b. Board members are nominated as required by law or as needed to fill vacancies and may be re-appointed, if necessary, within regulatory standards.

SECTION 5. Vacancies

- a. New members must be appointed to fill the same category of membership in which the vacancy occurred in order to maintain the balance of membership. There is no requirement for new members to be from the same organization, institution, or company as the member being replaced.
- b. All appointments to vacant memberships shall initially be for the duration of the unexpired term of the member(s) being replaced. Members appointed to a full term should serve the full term. Members are eligible for reappointment in accordance with standard reappointment procedures.
- c. The process for soliciting and vetting nominations is outlined in the Heartland Workforce Investment Consortium Interlocal Agreement.

SECTION 6. Termination of Membership

- a. Although membership on the CSH Board of Directors is voluntary, members are expected to give due consideration to the impact of their absences at scheduled meetings. If a board member has a valid reason for not participating in a scheduled Board or Committee/Council meeting, they should notify the President/CEO, or designated CSH staff, and request an excused absence from the Board Chair. The Chair shall have authority to grant excused absences at their discretion. Unexcused absences from three (3) consecutive board and/or committee meetings, results in de facto resignation and automatic removal as a board member.
- b. If a member chooses to voluntarily resign their membership, they are encouraged to provide a minimum of thirty (30) days written notice before the effective date of resignation.

**ARTICLE IV
OFFICERS, ELIGIBILITY, TERMS,
DUTIES, VACANCIES, AND ELECTIONS**

SECTION 1. Officers

Three Officers are selected from the membership to represent the CSH Board of Directors: **Chair, Chair-Elect, and Secretary/Treasurer.**

SECTION 2. Eligibility as Officers

- a. The **Chair** must be selected from among members representing the Business category and must have served as a member of the Board for a minimum of one (1) year.
- b. The **Chair-Elect** must also be selected from among the Business category members and shall have served as a member for a minimum of six (6) months.
- c. The **Secretary/Treasurer** must be a current board member, in good standing, from any membership category.

SECTION 3. Terms of Office

- a. Term of Office is defined as two (2) years, beginning July 1 of the first year and ending June 30 of year two.
- b. Officers may serve for no more than two (2) terms, in any one capacity, although they may continue as members of the Board of Directors. A vote of approval from two-thirds (2/3) of the board is required to extend any term.

SECTION 4. Duties of Officers

a. Chair

- i. In accordance with the authority and power normally vested in the Chair of an organization, the Board Chair shall have the authority and power to preside over all meetings, and in general, perform all duties relating to the Office of Chair and sign applicable reports, letters, or fiscal documents on behalf of the Board of Directors.
- ii. The Chair shall be an ex-officio member of all Standing Committees/Councils and/or Ad Hoc Committees.
- iii. The Board Chair shall appoint the Chair for Committees/Councils, with the exception of the Chair of the Finance and Operations Committee, which shall be filled by the Secretary/Treasurer.

b. Chair-Elect

- i. The Chair-Elect shall perform all duties of the Chair, at the request, or in the absence, of the Chair.
- ii. The Chair-Elect shall assist the Chair in conducting activities of the Board of Directors and may serve as the Chair of any Standing or Ad Hoc Committee/Council, if so assigned by the Chair.

c. Secretary/Treasurer

- i. The Secretary/Treasurer provides general oversight and guidance to the President/CEO in all matters regarding maintenance and custody of the Board's official minutes and records.
- ii. The President/CEO, or their designee, maintains custody of all fiscal and programmatic records as required by law and provides reports to the Secretary/Treasurer, as necessary, for full disclosure to the Board.
- iii. The Secretary/Treasurer serves as Chair of the Finance and Operations Committee.

SECTION 5. Vacancies

- a. In the event of a vacancy in the office of the Chair, the Chair-Elect shall assume the duties of the Chair.
- b. In the event of a vacancy in the office of the Chair-Elect, a new Chair-Elect shall be elected at the next regularly scheduled Board meeting.
- c. In the event of a vacancy in the office of the Secretary/Treasurer, a new Secretary/Treasurer shall be elected at the next regularly scheduled board meeting.
- d. The term of office for the Chair, Chair-Elect, or Secretary/Treasurer elected due to a vacancy shall be for the remainder of the existing term of the superseded office holder.

SECTION 6. Election of Officers

- a. Elections shall be held in June of the year that elections are necessary. An Ad Hoc Nominating Committee shall be appointed by the Chair at the April board meeting of that year.
- b. The Ad Hoc Nominating Committee shall present a slate of candidates for each office being filled, not to preclude the nomination of other candidates from the general membership (floor). Such nominations must receive a second to be considered.
- c. All officers shall be elected by a majority vote of members present at the meeting, provided a quorum is established.

- d. In the event that an election cannot be held at the June Board meeting, either the former officers shall continue to serve, or interim officers may be elected by a majority vote of the Board members present. The former Chair, Chair-Elect, or Secretary/Treasurer shall preside over such elections. If neither of those officers is present, the CSH Board of Directors shall select a member to preside over the election of interim officers by a majority vote of the members present, provided a quorum was established at the beginning of the meeting.

ARTICLE V MEETINGS

SECTION 1. Meeting Frequency, Day, Time and Place

- a. The CSH Board of Directors shall meet no less than four (4) times per year, at a time and place to be determined by the Board Chair. Regular Board meeting locations may be rotated among each of the member counties, provided that an appropriate location can be identified.
- b. A special board meeting, in addition to the quarterly meetings, may be scheduled as deemed necessary by the Board Chair.

SECTION 2. Notice of Meetings

Notice of meetings shall be sent to each member at least five (5) calendar days prior to the scheduled meeting date. The notice shall indicate the time, date, and place of the meeting. All meetings shall be open to the public and shall be publicly noticed. It is highly desirable that board members attend all meetings in person; however, members may participate virtually if extenuating circumstances prevail. Board members desiring to participate in a meeting virtually should make necessary arrangements with the President/CEO or his designee at least five (5) working days prior to the scheduled meeting. All meetings are publicly noticed. Virtual conferencing information is posted on the agenda and is available for board member and public participation.

SECTION 3. Quorum

There shall be a quorum of any regular or called board meeting if fifty-one percent (51%) of the current voting membership is present at the beginning of the meeting. Whenever the attendance at the Board meetings is less than fifty-one percent (51%) of the current voting membership, inclusive of the Board Chair, the meeting's business shall be restricted to those agenda items involving reports or information only. In the absence of a quorum, no official action shall be taken on any items before the Board. (As an exception, to handle an action item required to meet an emergency need, See Article VII, Section 1 – Executive Committee.)

SECTION 4. Agenda

- a. All items of business to be considered by the CSH Board of Directors shall be placed on the agenda by the President/CEO, with approval from the Board Chair, at least seven (7) days prior to the scheduled date of the meeting. A copy of the agenda shall be distributed to the membership, with the meeting notice, at least five (5) days before the meeting date.
- b. A majority vote of the membership present at the meeting shall be required to waive Article V, Section 4(a), of these Bylaws to amend the agenda to include items to be considered and acted on by the Board of Directors. Items not requiring official action

by the Board may be added to the agenda with the consent of the Board Chair, or their designee, at any time prior to, or during, a regularly scheduled or called meeting.

SECTION 5. Order of Business

The official order of business at each Board meeting shall be similar to the following:

- I. Call to Order
- II. Introductions
- III. Set/Amend Agenda
- IV. Consent Items (to include minutes of all Board and Committee meetings)
- V. Chief Elected Official / Board Chair Actions or Comments
- VI. Committee Reports
- VII. President/CEO Report
 - A. Programs Report
 - B. Financial Report
- VIII. Time for LEOs/Board Members/Others
- IX. Next Meeting Date
- X. Adjourn

SECTION 6. Minutes

- a. Minutes of all meetings shall be kept by the President/CEO or his/her designee. These minutes shall be reviewed, amended or corrected, and considered for approval at the next regularly scheduled meeting.
- b. Upon approval by the Board, the minutes shall serve as the official record of the business transacted at the meeting to which they pertain.
- c. Copies of the minutes shall be provided to each member of the Board of Directors and Executive Board with the next meeting agenda packet.
- d. Copies of the minutes shall be provided to other interested parties and/or the general public upon request.
- e. Meeting minutes are made available publicly on CSH's website. CSH will post and keep CSH Board and Committee meeting minutes on the website for one year from the date of approval. After one year, once removed, the minutes will be archived and made available for review upon request.

SECTION 7. Participation in Meetings

- a. Participation in meetings shall be limited to members of the Board of Directors and Executive Board, the CSH President/CEO, and invited guests. The President/CEO may require members of their staff to assist and participate, as they deem necessary. Others may participate based upon:

- Agenda items requiring participation from individuals, organizations, or other interested parties having an official or vested interest in the item being considered by the Board.
 - Agenda items considered by the Board, as deemed by the Board Chair to be relevant material or of significant enough interest to the public to warrant comment and/or input from any member of the public present.
- b. Any unscheduled speakers or individuals may address the Board of Directors at the discretion of the Board Chair by completing a “citizens not on the agenda” form. The Board Chair may impose time limits or other restrictions, as deemed necessary for proper decorum.

ARTICLE VI VOTING RIGHTS

SECTION 1. Eligibility

Each member of the CSH Board of Directors, duly appointed by the Executive Board, shall be eligible to cast one vote on any business of the Board, the Standing Committee/Council or the Ad Hoc Committee to which assigned, unless a conflict of interest or the appearance thereof exists, as outlined in Section 2 below.

SECTION 2. Voting

- a. All matters to be considered by the Board shall be determined by a majority vote of Board members present at the meeting with a quorum established, with the exception of amendments to the Bylaws and related party transactions, as follows:
 - Changes to the Bylaws must be approved by two-thirds (2/3) of the Board's total membership
 - Related party transactions must be approved by two-thirds (2/3) of Board members present at a meeting with a quorum established
- b. Whenever a conflict of interest exists, or is thought to exist, same shall be declared in an open meeting to the entire Board or Committee/Council of the Board, by the member having such conflict, and the member shall abstain from voting as is provided herein.

SECTION 3. Tie Votes

- a. **CSH Board:** The Board Chair or Chair-Elect, or Secretary/Treasurer, if presiding, shall cast a vote only when it is necessary to resolve a tie vote.
- b. **Committee/Council:** The presiding Chair of a Standing Committee/Council or Ad Hoc Committee shall cast a vote only when it is necessary to resolve a tie vote.

SECTION 4. Conflict of Interest

- a. No member of the CSH Board of Directors shall discuss any matter before the Board or its Committees/Councils that would financially benefit the member or their company or any organization they are affiliated with without first declaring a conflict of interest. Any member of the Board of Directors, who has a real or perceived conflict of interest as defined by Florida law and/or guidance from the state workforce board CareerSource Florida, must complete a conflict of interest form. It is the intention of the Board of Directors that all members will comply with any guidance outlining conflicts of interest, as prescribed by federal and state law.
- b. Each Board member shall be responsible for assuring there is no conflict of interest, or appearance thereof, in all matters voted on and shall be personally responsible for declaring any conflict of interest, or perception thereof, of which the member is aware.

- c. No member of the Board shall make or second a motion or cast a vote on any matter under deliberation by the Board or its Committees/Councils which has a direct bearing on services to be provided by the member or any organization with which the member is associated.
- d. No member of the Board shall make or second a motion or cast a vote on any matter before the Board or its Committees/Councils which would financially benefit the member or his/her organization or company.
- e. All members of the Board may vote on the *Local Plan* of Service.

SECTION 5. Abstentions

- a. Any member with a conflict of interest, or appearance thereof, shall abstain from voting on such matters.
- b. All abstentions due to a conflict of interest shall be publicly acknowledged and recorded in the minutes.

SECTION 6. Proxy and Alternates

Board members shall not vote at any meeting by proxy, nor shall alternates be permitted to sit as voting members at any meetings. Alternate representatives may be required by a member to attend and participate in meetings on their behalf for information and discussion purposes only.

ARTICLE VII COMMITTEES/COUNCILS
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SECTION 1. Committee/Council Names and Responsibilities

Standing Committees/Councils

CSH has specific Standing Committees/Councils to enhance workforce development within the local area and provide guidance that best reflects business demands, best practices, strategic imperatives, and new initiatives funded by the Florida Legislature and the federal government, as follows:

- Executive Committee
- Business Enhancement Committee
- Finance & Operations Committee
- Youth Council
- Joint Administrative Review Committee

a. Executive Committee

1. The Executive Committee is comprised of:

- Executive Board Chair (Chief Elected Official)
- Board Chair
- Board Chair-Elect
- Chair of each Standing Committee/Council
- An “at large” board member from a member county that is not already represented on the Executive Committee; and
- The past Board Chair (if applicable)

The Chief Elected Official serves as the Chair of the Executive Committee.

2. The Executive Committee has the authority to act on behalf of the Board of Directors and is responsible for the following:

- To handle emergency items and formulate executive and administrative policy
- To determine the necessity and/or priority of all actions taken by the committees to be brought before the Board for approval or ratification
- To resolve all administrative and/or policy-related problems coming before the Board
- To approve recommendations of any Standing Committee/Council, Ad Hoc Committee, or staff member, in cases where it would be a detriment to the program to wait for the full Board to meet

3. The Executive Committee may make emergency decisions on behalf of the Board of Directors if a quorum of the Executive Committee is present at a regular Board meeting and if eminent decisions must be made and a full Board quorum is not present.

4. Any decision made by the Executive Committee in such an emergency that would normally be a matter considered by the full Board, will be presented to the full

Board at the next regularly scheduled Board meeting, for affirmation. Any Board member has the right to disagree with any such decision; however, the decision of the Executive Committee is binding.

5. The Executive Committee reviews the activities, reports and recommendations of all other Committees/Councils and the overall operations of the CSH Board, as needed.
6. The Executive Committee provides recommendations to the Board of Directors of any necessary actions regarding the hiring and continued employment of the President/CEO.

b. **Business Enhancement Committee**

1. The Business Enhancement Committee (BEC) serves as a catalyst between industry, economic development organizations, educators, and training providers, to identify skills needed to fill critical jobs necessary for business retention, expansion, and recruitment activities. This committee also assists in defining local goals and objectives that help underemployed workers improve their skills to enhance their economic self-sufficiency. Strategies embrace the concept of lifelong learning.

The committee is comprised of a majority of Board members representing private sector businesses. Committee members are appointed by the Committee Chair. Membership is extended to other individuals with appropriate related business experience and expertise. These individuals are designated "Community" members and are voting members of the BEC and non-voting members of the Board of Directors.

At a minimum, composition of the BEC will include the following non-private sector partners:

- A representative of Economic Development Organizations within the local area
 - The President, or designee, of any state/community college within the service delivery area
 - A representative of District School Superintendents, or designees
2. The Committee considers workforce related opportunities to assist with business and industry retention and expansion and makes recommendations to the Board regarding activities which would assist in enhancing the local business climate.
 3. The Committee also considers methods to serve targeted groups within the community – disabled workers, the homeless, veterans, mature workers, current or former recipients of welfare assistance – that might face unique challenges that the workforce system can address. A special emphasis is placed on efforts to support training and development of the local area's talent pipeline.
 4. The Committee assists the CSH President/CEO in developing marketing and outreach strategies and taking advantage of all opportunities to disseminate information regarding the Board's mission and relevant strategic imperatives.

5. The Committee reviews local area labor market trends and needs regarding available jobs in the local area. Training programs are reviewed to ensure consistency with placement of clients into jobs that lead to economic self-sufficiency and the long-term economic health of the region. The Committee is also responsible for identifying and validating local input for inclusion of valued occupations on the annual renewal of the Regional Targeted Occupation List (TOL).
6. The Committee is responsible for overseeing all fundraising efforts on behalf of the Board. As such, duties would include:
 - Seeking corporate donations
 - Planning and conducting fundraising events and identifying sponsorships
 - Collecting donor valuations and providing to the CSH President/CEO, or the Chief Financial Officer, in their absence
7. In cooperation with the Finance & Operations Committee Chair, the BEC Chair will jointly present to the CSH Board of Directors a summary of fundraising efforts and Money Market account activity at each quarterly Board meeting, as applicable.

Note: Donor Privacy

CSH respects the privacy of its donors and also recognizes that donors wish to be connected to the organization. CSH uses donor information to notify them of information, plans and activities. Donor information is shared with staff, board members, volunteers, and consultants on a “need-to-know” basis.

CSH does not share its donor list with any third party unless donor permission has been granted. Requests to remain anonymous will be honored.

c. Finance & Operations Committee

1. The members of the Finance & Operations (F&O) Committee are appointed by the F&O Committee Chair and must include at least three (3) members from the Business (private sector) category. Responsibilities of the Committee include:
 - Provide assistance and guidance in formulating the CSH Bylaws for review and approval by the CSH Board of Directors
 - Analyze all budgetary and/or fiscal-related matters, including review of the annual budget. Provide recommendations to the CSH Board of Directors for appropriate action
 - Review all auditing and monitoring reports regarding CSH fiscal and programmatic operations and make recommendations to the Board of Directors regarding program or operations revisions
 - Monitor the performance of service providers and provide recommendations to the Board of Directors regarding necessary remedial actions, to include extending or terminating contracts
 - Responsible for directing the implementation of the *Local Plan of Service* and for reviewing, analyzing and recommending approval or disapproval

of all training, support services, or related program activities to be provided.

- Review the goals and objectives outlined in local policy and procedure to ensure the respective programs are being operated within the scope of existing federal and state law
- Review Request for Proposals (RFPs) that are outside the jurisdiction of other CSH Committees/Councils. The review will ensure consistency with the plan of operations and dissemination for bid. Make recommendations to the Board of Directors regarding the addition, deletion, or revision of service providers and/or funding amounts, as applicable.

Other responsibilities of the Committee include the review of any necessary operational plan and/or budgetary amendment – as might be needed to obtain state approval – to ensure encumbrances and/or expenditures are within budget.

2. With regard to fundraising activities, and in cooperation with the BEC:
 - Funds collected from fundraising events and/or corporate donations will be deposited into the CSH “Money Market” Bank Account. The bank statement for the Money Market Account will be provided to the F&O Committee Chair
 - The F&O Committee Chair:
 - ✓ will review the Money Market Account bank statement, comparing the receipt/deposit documents to the statement, noting any discrepancies
 - ✓ will sign to acknowledge review of the documents and forward the bank statement and all related documents to the CSH President/CEO
 - ✓ in cooperation with the BEC Chair, and as applicable, will jointly present to the CSH Board of Directors, a summary of fundraising efforts and Money Market Account activity, at each quarterly Board meeting

d. Youth Council

1. The Youth Council provides assistance and guidance with promoting successful entry into the workforce through education and workplace experience that leads to self-sufficiency and career advancement. Key components of the strategy include efforts that enlist business, education, and community support for students to achieve long-term career goals – ensuring that young people entering the workplace for the first time have the academic and occupational skills required to succeed in the workplace.
2. Members of the Youth Council will be appointed by the Council Chair and may include:
 - Members of the CSH Board of Directors with special interest or expertise in youth policy

- Representatives of youth service agencies, including Juvenile Justice and local law enforcement agencies
 - Representatives of local Public Housing Authorities
 - Representatives of organizations, that have experience relating to youth activities
 - May include such other individuals as the Council Chair determines to be appropriate.
3. Youth Council membership is extended to other individuals with appropriate expertise and experience serving youth. These individuals are designated “Community” members and are voting members of the Youth Council and non-voting members of the Board of Directors.
4. The duties of the Youth Council include:
- Assistance with developing strategies that expand basic workplace skills and the experience of youth
 - Assistance with developing the portions of the *Local Plan* relating to preparing young workers for entry-level employment reform, as consistent with appropriate sections of the Workforce Investment Act
 - Recommending eligible providers of youth activities to be awarded grants or contracts on a competitive basis by the CSH Board of Directors to carry out workforce-related youth activities
 - Assistance in conducting oversight with respect to the eligible providers of youth activities in the local area
 - Other duties, as determined to be appropriate by the Council Chair, to include:
 - Strengthening Youth Partnerships
 - Outreach to Youth with Disabilities
 - Juvenile Justice Outreach
 - Mentoring efforts
 - Youth Aging out of Foster Care
 - Choice/Career Academies

e. **Joint Administrative Review Committee**

1. The Committee consists of four (4) members:
 - The CSH Board Chair and Chair-Elect
 - The CSH Executive Board Chair and Vice-Chair
2. The purpose of the Committee is to act as the final step of the grievance process for all administrative procedures of the Board. All decisions of the Committee are final, with no further appeal process except as stipulated by law.
3. Areas of Committee involvement include:
 - Resolving grievances from staff; Service Providers and/or Training Vendors; clients; Board members
 - Simplify processes for settling disputes and grievances by writing or rewriting procedures
 - Assist in staffing recommendations as requested

- Other actions as determined by the Joint Administrative Review Committee and approved by the Board of Directors and Executive Board.

SECTION 2. Committee/Council Membership

- a. Each Board member is expected to serve on at least one Standing Committee/Council and may be appointed to one or more Ad Hoc Committee(s) by the Board Chair.
- b. Members are appointed to Committees/Councils based on their interest or desire to serve on a particular Committee/Council, unless otherwise determined to be in the best interest of the Board by the Board Chair.
- c. Members interested in serving on a Committee/Council other than the one to which they were appointed, are requested to provide a legitimate reason for not accepting the appointment.
- d. Membership on a respective Committee/Council is not limited only to members of the CSH Board of Directors; however, Board members must comprise at least fifty percent (50%) of a Committee/Council's membership structure.

SECTION 3. Committee/Council Membership Terms

- a. The term of membership on Standing Committees/Councils shall be the same as the member's general membership on the Board, unless reassigned by the Chair, through coordination with the respective Committee/Council Chair.
- b. The term of membership on Ad Hoc Committees shall be until the abolishment of the Committee/Council by the Board Chair.

SECTION 4. Committee/Council Meetings

- a. To the greatest extent possible, or as determined necessary by the Committee/Council Chair, all Standing Committees/Councils will meet as needed in order to carry out the Committee/Council's responsibilities. At the discretion of the Committee/Council Chair, meetings may be held by electronic means.
- b. All Committees/Councils, with items of business requiring official action by the Board at its next regularly scheduled meeting, should plan to meet prior to the scheduled Board meeting.
- c. All Committee/Council meetings shall be publicly noticed and open to the general public. In those instances when the Committee/Council is to meet by electronic means, the President/CEO will accommodate the general public at a location within the Board's administrative office, or similar location.
- d.

- e. To the greatest extent possible, notice of all Committee/Council meetings shall be given to all Board and Committee/Council members at least five (5) days in advance. Notice of emergency or called meetings shall be provided to members as soon as possible.

SECTION 5. Committee/Council Quorum

- a. A Committee/Council quorum must be established by the Committee/Council Chair at each meeting in order for official business to be conducted.
- b. A majority of the members of the Committee/Council shall constitute a quorum.
- c. A motion shall be passed or defeated by a majority vote of the members voting at a meeting where a quorum has been established, exclusive of any abstentions.

SECTION 6. Committee/Council Agendas

- a. In keeping with the spirit of the State of Florida's Sunshine Law, all Committee/Council meetings shall have a written meeting agenda.
- b. An agenda, as approved by the Committee/Council Chair, shall be provided to members in advance of the meeting and made available to the public upon request.

SECTION 7. Committee/Council Decisions and Recommendations

- a. All Committee/Council decisions and recommendations are to be included on the next regularly scheduled Board meeting agenda by the President/CEO, to be reviewed and considered for approval by the Board.
- b. It shall be the responsibility of the Committee/Council Chair to explain and validate all recommendations to the CSH Board of Directors at a regularly scheduled meeting.

SECTION 8. Committee/Council Interaction and Coordination

- a. As warranted, it may be necessary for two or more Committees/Councils to interact on matters regarding mutual assignments and interests. Such interaction should be arranged in cooperation with the respective Committee/Council Chairs, and may occur as a joint meeting or other form of bilateral communication. Separate or joint decisions and recommendations may be communicated to the Executive Committee and/or Board of Directors, jointly, or individually, by Committee/Council Chairs.
- b. Upon reaching a joint decision, the Committee/Council Chairs will determine a spokesperson, and communicate the recommendation to the Executive Committee and/or Board of Directors. All conflicts and/or duplications are to be resolved prior to communication to the Executive Committee or Board of Directors.
- c. Conflicting recommendations will be decided by a vote of members of the Board of Directors who are not members of either Committee/Council.

**ARTICLE VIII
STAFF SUPPORT AND PROFESSIONAL ASSISTANCE**

SECTION 1. Staff Support

The CSH Board of Directors and/or its Committees/Councils shall be provided administrative, clerical and technical support by CSH staff at the direction of the President/CEO.

SECTION 2. Professional Assistance

The Board may hire subject matter experts, consultants, or other professionals, as necessary, to assist in carrying out its mission and responsibilities.

**ARTICLE IX
RULES OF ORDER**

When parliamentary matters are not covered by these Bylaws, Roberts Rules of Order (as revised), shall be used as guidelines, except where in conflict with any provisions of federal or state law, or guidance provided by the state workforce board.

**ARTICLE X
AMENDMENTS**

These Bylaws shall only be amended or repealed by an affirmative vote of two-thirds of the membership voting thereon, after written information specifying and summarizing the proposed change(s) has been given to the entire membership. Such written notice shall be made no less than five (5) days prior to the meeting at which such amendment or repeal is placed on the agenda to be acted upon.


**ARTICLE XI
RESOLUTION OF DISAGREEMENTS
WITH THE EXECUTIVE BOARD**

In the event of a disagreement between the CSH Board of Directors and the Executive Board, the Joint Administrative Review Committee shall be empowered to negotiate the matter to agreement on behalf of both Boards.

**ARTICLE XII
ENACTMENT PROVISION**

These Bylaws shall become effective upon approval by the CSH Board of Directors and the Executive Board.

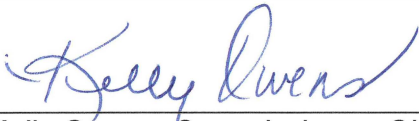
Approved by the CareerSource Heartland Board of Directors:



David Royal
Board Chair

April 21, 2021
Date

Approved by the CareerSource Heartland Executive Board:



Kelly Owens, Commissioner, Okeechobee County BOCC
Executive Board Chair (Chief Elected Official)

April 21, 2021
Date

**Heartland Workforce Investment Board, Inc. d/b/a
CareerSource Heartland (CSH)**

Education and Industry Consortium Strategic Policy

Senate Bill 240, an act relating to education, and amending Florida Statutes Section 445.007, was signed into law May 15, 2023. This law requires Local Workforce Development Boards (LWDB) to create education and industry consortiums to provide independent information from stakeholders in the local area. LWDBs shall consider the information provided when creating strategies and local plans that describe efforts to provide educational and workforce opportunities to businesses and job seekers. The goal is to align educational programming with industry needs at the local level.

Education and industry consortiums act as independent advisory groups. Members do not have any direct or implied authority over or within LWDBs. The LWDB Chair shall appoint consortium members, who cannot be Board members. Consortium members shall be appointed for two-year terms beginning on Jan. 1 of the year of the appointment. Vacancies must be filled for the remainder of the unexpired term in the same manner as the original appointment. There is currently no limit to the number of terms a consortium member may serve.

Membership

Although there is no minimum or maximum number of consortium members, the membership of the education and industry consortium must meet the following requirements:

Industry Representative Requirements:

- Chief Executive Officers, Presidents, or other executive level staff from top public and private employers in the local area.
- Industry representatives should reflect the priority industries in the local area.

Education Representative Requirements:

- Superintendents, Presidents, or other leadership staff from education institutions in the local area that represent both public and private education entities in:
 - o K-12 Education
 - o District Technical Colleges
 - o State Colleges
 - o Universities
 - o Other degree or credential granting institutions in the local area

If a member of the education and industry consortium is unable to attend a meeting, a designee from the members' executive team may attend.

Meetings

Each consortium must meet quarterly. The LWDB must ensure administrative support is available. The LWDB is responsible for:

- Maintaining a roster of consortium members.

- Posting the current roster on the LWDB website.
- Posting scheduled consortium meetings on the LWDB website.
- Posting the quarterly reports from each meeting on the LWDB website.

It is not required that Consortium meetings be separately conducted from existing, similar meetings in the local area. Consortium meetings' discussions need only focus on the local labor market needs including:

- Industry representatives sharing their specific talent development needs or observations on talent in the local area; and
- Education representatives sharing what specific education offerings are available in the local area.

Reports

The local area Consortium(s) shall provide quarterly reports to the LWDB. These reports shall provide community-based information related to educational programs and industry needs to inform LWDB concerning programs, services, needs, and partnerships in the service delivery area.

Quarterly reports shall include:

- A record of the consortium members in attendance.
- A summary analysis of the local labor market based on industry representative needs and education offerings.
- Information on priority industry sectors and occupations for the local area.
- Information on the status of existing talent pipelines for in-demand occupations and the need to expand or leverage existing and/or new resources.

LWDBs are encouraged to consider information obtained from the education and industry consortium to determine effective ways to grow, retain and attract talent to the service delivery area. Quarterly education and industry consortium reports shall be published on the LWDB's website. Links to education and industry consortium reports and rosters shall be included in the LWDB's Workforce Innovation and Opportunity Act Local Plan.