



POLICY #: A-04
Nomination and Membership Appointment

ISSUED: September 16, 2021

PURPOSE:

To establish the process and criteria Clackamas Workforce Partnership (CWP) uses when reviewing and recommending applicants for openings on the CWP Board.

REFERENCES:

- Workforce Innovation and Opportunity Act Public Law Sec. 107
- State of Oregon WIOA Title 1 Policy 107(b)

POLICY:

Board Composition and Appointment

In accordance with the Partnership Agreement with the Clackamas County Board of County Commissioners, members of Clackamas Workforce Partnership Board are appointed by the Clackamas County Board of Commissioners in accordance with the Workforce Innovation and Opportunity Act (WIOA) and State of Oregon guidance. Clackamas Workforce Partnership uses the Clackamas County Appointed Boards and Commissioners process to appoint all Clackamas Workforce Partnership Board members to be visionary drivers of workforce development in the local area.

CWP Board members shall have the qualifications for membership consistent with the requirements of WIOA as supplemented by any qualifications for board membership established by the governor in partnership with the State of Oregon Workforce and Talent Development Board. The composition and makeup of CWP Board should comply with federal and state regulations and directives under WIOA.

CWP Board members fall into four categories as defined in the WIOA: a representative of business; a representative of workforce (includes labor and community-based organizations); a representative of education and training; and a representative from relevant public agencies. Workforce Board members may be appointed as a representative of more than one entity if the individual meets all the criteria for representation, including the criteria described in WIOA for each entity. CWP Board members will be appointed as necessary to maintain the appropriate balance of membership as outlined in WIOA and State of Oregon policy.

The CWP Board shall have an Executive Committee. Membership is comprised of CWP Officers, the immediate past Chair and at least four Board members representing the private sector and/or Labor. This committee is delegated the power and authority by the Board of Directors for managing business responsibility of CWP between meetings of the full Board. This committee has decision – making authority for all actions that come before it.

One Clackamas County Commissioner will operate as ex-officio on the CWP Board and Executive Committee.

Nomination and Application Process

Prospective members are appointed as follows:

- Business representatives are appointed from among individuals nominated by business organizations and trade associations.
- Labor representatives are appointed from among individuals nominated by local labor organizations.
- Education representatives are appointed from nominations submitted by the institutions of higher education and secondary education organizations or districts within the workforce region.
- Public agency representation is appointed from nominations submitted by the partner organization.

This process for business and labor includes:

1. Public Notice/Press Release through Clackamas County and the CWP website stating the beginning of a 90-day open recruitment period, number of vacancies, and any specific sectors or criteria currently in need to fill.
2. Interested individuals submit Clackamas County' Application, CWP Application to CWP ABC (Appointment Boards and Commissioner) Staff Liaison/Administrative Coordinator, a current resume, along with letter(s) of nomination.
3. Applications are screened for eligibility criteria by the CWP Executive Director. Eligibility Criteria includes:
 - a. Representation from organizations in compliance with WIOA
 - b. Level of individual's responsibility within the company
 - c. Size of Business – number of employees to achieve diversity on the board
 - d. Within a targeted industry sector
 - e. Kinds of jobs within the company
 - f. Location within the County to achieve an urban/rural representation
 - g. Ability to commit time to be involved in Board Activities
4. CWP ABC (Appointment Boards and Commissioner) Staff Liaison recommends applicants to the Board of County Commissioners.
5. ABC Study Session packet (ABC Worksheet & ABC Matrix) is submitted to the Board of County Commissioners along with ABC Staff Report and re-appointment and the CWP Application.
6. Upon approval of re-appointment and appointment, CWP seats members on the Board.

The public and education sector process includes:

1. Interested individuals submit a letter of nomination from the applicant's public agency or the partner organization
2. Letters of Nomination are screened for eligibility criteria by the CWP Executive Director. Eligibility Criteria includes:
 - a. Representation from organizations in compliance with WIOA
 - b. Level of individual's responsibility within the organization or public entity
 - c. Ability to commit time to be involved in Board Activities

3. CWP ABC (Appointment Boards and Commissioner) Staff liaison recommends nominations to the Board of County Commissioners.
4. ABC Study Session packet (ABC worksheet & ABC Matrix) is submitted to the Board of County Commissioners along with the ABC Staff Report and re-appointment.
5. Upon approval of re-appointment and appointment, CWP seats members of the Board.

Board Member Terms, Removals, and Vacancies:

CWP Board members serve renewable three-year terms from the date of appointment. Three-year terms are staggered amongst board members. CWP Board members who no longer hold the position or status that made them eligible for CWP Board membership must resign with written letter or email to the CWP Executive Director or be removed immediately as a representative of that entity. CWP Board members must be removed if any of the following occurs:

- Documented violation of Code of Conduct;
- Documented proof of fraud and/or abuse; and
- Other factors as outlined in the CWP By-Laws

Any vacancy occurring during the terms shall be filled as soon as possible.

Approved:

Clackamas Workforce Partnership Board Chair

Date