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John Bel Edwards, Governor
Ava Cates, Secretary

Workforce Investment Council

BYLAWS OF THE WORKFORCE INVESTMENT COUNCIL

Article I

Name and Mission

Section 1. Name. The name of the organization is the "Workforce Investment Council" (WIC).

Section 2. Authorization. The WIC is established in accordance with Section 101 of the Workforce Innovation and Opportunity Act, Pub. L. 133-128, enacted July 22, 2014, and under Louisiana Law, LSA-R.S. 23:2042-2056.

Section 3. Mission. The Louisiana Workforce Investment Council supports the development of an employer-led, demand-driven workforce development system based on occupational forecasts in which training, education, and services for job seekers prepare Louisiana residents for high-wage, high demand career opportunities in Louisiana.

The WIC achieves this mission by:

- a) Recommending policy actions to both public and private institutions and creating coalitions to achieve their implementation.
- b) Working with Workforce Development System partners to integrate workforce development into the decision making of business people, economic developers, educators, and human resource professionals.
- c) Raising public awareness of the importance of workforce development for Louisiana's economic future.
- d) Ensuring public accountability by evaluating the effectiveness of the overall workforce development system.

Section 4. Responsibilities. The responsibilities of the WIC include:

- a) Submit a strategic plan to meet current and forecasted workforce needs to the Governor and annually report plan progress.
- b) Hold stakeholders accountable for implementing agreed upon strategic goals that align workforce supply and demand.
- c) Evaluate the effectiveness of Workforce Development Boards in meeting workforce demand.
- d) Direct the activities of the Occupational Forecasting Conference Drive state and local policy to support the alignment of education and training with workforce demand.
- e) Oversee the Industry-Based Certification (IBC) Council, responsible for evaluating the alignment of credentials with state workforce demand for inclusion on the IBC State Focus List.
- f) Oversee, jointly with the Board of Regents, the evaluation of two-year and shorter-term programs for TOPs Tech eligibility in alignment with state workforce demand.
- g) Contribute to the evaluation of TOPs Tech Early Start training providers to ensure alignment with state and regional workforce needs.
- h) Support the alignment of Jump Start Pathways with statewide and regional workforce demand through the Graduation Pathway Review Panel.

Section 5. Board Staff and Address. The Louisiana Workforce Commission shall be responsible for providing staff to the WIC. The official office location and mailing address of the WIC shall be: Workforce Investment Council, P.O. Box 94094, Baton Rouge, Louisiana 70804-9094.

Article II

Powers

The powers of the WIC shall include:

- a) Performing all of the duties and responsibilities of the State Workforce Development Board as defined in Section 101 (d) of the Workforce Innovation and Opportunity Act.
- b) Directing the Occupational Forecasting Conference for projecting job growth and demand in the state of Louisiana.
- c) Approving the forecasts approved by the Occupational Forecast Conference.
- d) Approving the Star Jobs list of High-Demand, High-Wage jobs for the state.
- e) Advising the Governor and Legislature on the full range of issues related to workforce development.
- f) Approving Industry-Based Certification Applications presented by the Industry-Based Certification Committee.
- g) Approving of the TOPS Tech Eligibility List
- h) Approving the TOPS Tech Early Start program list and TOPS Tech Early Start Eligible Training Provider List.

Article III
Members of the WIC

Section 1. Appointment. Except for the two members of each chamber of the state legislature, the Louisiana Governor shall appoint all members of the WIC.

Section 2. Terms. Initially, the Governor may appoint members for two, three, or four year terms in order to stagger arrivals and departures. At the conclusion of the initial board members' terms, future gubernatorial appointments may be for terms of up to six years. Members are limited to two terms, whether consecutive or not.

Section 3. Representation. Members shall be appointed to include: All required partners and programs according to the Workforce Innovation and Opportunity Act, Title I, subtitle A, chapter 1, section 101 and LSA-R.S. 23: 2043. A majority of all WIC members shall represent the business community. Not less than 20 percent of the WIC membership shall be representatives from organized labor. The Governor may appoint as many members as are needed to fulfill the duties of the WIC, and to meet applicable federal and state laws. Members shall include:

- a) The Governor.
- b) The Secretary of the Louisiana Workforce Commission.
- c) The Secretary of the Department of Children and Family Services.
- d) The Secretary of Louisiana Economic Development.
- e) The State Superintendent of Education.
- f) The President of the Louisiana Community and Technical College System.
- g) The Commissioner of Higher Education.
- h) The Secretary of the Department of Public Safety and Corrections.
- i) Representatives of businesses.
- j) Representatives of organized labor, including at least one member of a labor organization or a training director from a joint labor management registered apprenticeship program within the state.
- k) Two members of each chamber of the state legislature.
- l) One member who is a chief executive officer of a community-based organization.
- m) Two chief elected officials representing either parish and/or city government.

Section 4. Officers. The Officers of the WIC shall be the Chair and the Vice Chair. The Governor shall select the Chair from among the WIC business representatives. The Vice Chair shall be selected by the WIC members from among the business representation. The Chair and Vice Chair will serve one-year terms, beginning July 1 and ending June 30 of the following calendar year. There is no limit to the number of terms the Chair and Vice Chair may serve within the limits of their appointments. The Chair shall preside at all meetings of the WIC and shall have other duties as assigned by the WIC or these bylaws. Should the Chair be absent, the Vice Chair shall act as Chair, and have such other duties as assigned by the Chair or the WIC. The Chair shall also appoint the Chairs of standing, special, and advisory committees.

Section 5. Resignations/Retirements. A Council member may resign by providing a written notice to the Governor, the WIC Chair, and the WIC Director. If a member resigns or retires from the position with the organization for which the member serves as a representative, that member must resign from the Council, through a written notice to the Governor, the WIC Chair, and the WIC Director.

Section 6. Removal. The Chair of the WIC, in consultation with the other WIC members, may recommend member removal to the Governor for cause including misconduct, incompetency, neglect of duty, or absence from two out of four consecutive meetings.

Section 7. Replacement. If a Board member resigns or must otherwise be replaced, the new appointment shall follow the same procedure as that described in Article III. The newly appointed member shall fill out the remainder of the departing member's term.

Article IV
Members of the WIC

Section 1. Attendance. WIC members are required to attend WIC meetings. If they are unable to attend in person, members may appoint a designee with voting privileges to serve in his or her stead. Each councilmember who desires to have a designee shall provide written notice of such to the WIC Chair and Director.

Section 2. Council Meetings. The WIC shall meet no less than four times each calendar year, and a time and location must be determined no later than the prior meeting. All meetings shall comply with Louisiana's Open Meetings Law. (Article XII, Section 3 of the Louisiana Constitution and LSA-R.S. 42:11-42:28). Votes by email, phone call, or web forum are prohibited except under emergency proclamation of governor and as directed by state law.

In an effort to encourage maximum participation of members and stakeholders, the chairman and director have taken and will continue to take the following actions:

- a. Send agendas out in advance of the meeting via electronic mail.
- b. Send meeting documents to members via electronic mail so as to accommodate pre-review prior to meetings.
- c. Post meeting minutes electronically to the state boards and commissions site as per state law so as to make approved meeting minutes available to the public.
- d. Meet non-member stakeholders via electronic means to solicit input from regional, local, and statewide stakeholders outside of board meetings.
- e. Survey stakeholders for input via electronic means.
- f. Allow meetings covered by a gubernatorial emergency declaration which cover emergency agenda items (as defined by state law) to be held via electronic means.

Section 3. Special meetings. Other special meetings may be called by the Chair.

Section 4. Minutes of the proceedings for each WIC meeting will be recorded and maintained by the Louisiana Workforce Commission, and be brought to the next public meeting for approval. Minutes shall document attendance and absences of WIC members. A summary of the recorded minutes will be distributed to each WIG member before the next scheduled meeting.

Section 5. Quorum. A quorum for taking action shall be 51 percent of appointed members.

Section 6. Decisions. Decisions shall be made by a vote of a majority of the total membership of the WIC.

Section 7. Procedural rules. Decision-making votes shall be conducted according to Robert's Rules of Order. Educational and informational portions of meetings shall be conducted according to the preference of the Chair.

Section 8. Participation of non-members. All WIC meetings and meetings of committees are open to the public. The Chair shall provide opportunities for non-WIC members to speak on issues of concern at each meeting, as each issue is discussed, according to the Chair's discretion. The Chair may appoint Louisiana residents to participate on council committees. Those appointees cannot vote or be counted towards a quorum. Appointment of Louisiana-resident members to committees by the WIC Chair will be for the period of his or her tenure.

Section 9. Conflict of interest. A conflict of interest arises when a Board member, any member of that individual's immediate family, or an organization which employs (or is about to employ) any of the above, has a financial or other interest in a firm or organization selected for an award, grant, or contract by the WIC. Members of the WIC shall not cast votes nor participate in any decision-making capacity on the provision of services by such a member (or any organization which that member represents), nor on any matter which would provide financial benefit to that member. Members shall take state-mandated ethics training annually. Failure to comply with this section is considered misconduct resulting in removal from the WIC.

Article V
Committees of the LWC

Section 1. Types. The WIC shall have an Executive Committee, an Occupational Forecasting Conference, and advisory and special committees. The nature of each is described below.

Section 2. Executive Committee. There shall be an Executive Committee comprised of the Chair, Vice Chair, heads or designees of state agencies represented on the WIC, at least one legislator, and at least two organized labor representatives. It shall be composed of a majority of business members. Duties include, but are not limited to overseeing the implementation of the strategic plan; tracking workgroup plans and progress; leading the alignment of workgroups; and driving provisions of critical workforce data.

Section 3. Occupational Forecasting Conference. There shall be an Occupational Forecasting Conference. The Occupational Forecasting Conference is a statutorily mandated WIC standing committee. The conference is charged with developing a method of forecasting the current and emerging statewide and regional workforce needs as a tool for workforce development system planning and resource allocation processes. Conference membership shall consist of the following:

- a) The Governor
- b) The Secretary of the Louisiana Workforce Commission.
- c) One person appointed by the Governor from a list of three nominees submitted by the Louisiana Association of Business and Industry.
- d) One member appointed by the Governor from a list of three nominees submitted by the Louisiana AFL-CIO.
- e) One member appointed by the Governor from a list of three nominees submitted by the Council; such nominees shall be three of the nonpublic council members serving on the Council.
- f) Two members, each of whom shall be a faculty member of a public or private university or college in Louisiana, who shall be econometricians and have occupational forecasting expertise or expertise in economic planning and industry/occupation matrix formulation, to be selected by the other five principals of the conference from a list of not less than three nor more than five nominees submitted by the Louisiana Board of Regents.
- g) The Secretary of the Department of Economic Development.
- h) The President of the Louisiana Community and Technical College System.
- i) One member of the Louisiana Minority Supplier Development Council.

- j) The Chairman of the conference shall be the principal appointed by the Governor from the WIC.

If members are unable to attend in person, members may appoint a designee to serve in his or her stead.

Section 4. Advisory and Special Committees. The Chair may establish Advisory and Special Committees. Advisory and Special Committees shall be composed of persons who represent the views and interests of the various workforce development stakeholders and who are known to be qualified to perform their duties. State and local agency personnel may serve on these committees as members or consultants.

Article VI

Bylaws

Section 1. Bylaw Changes. These bylaws shall be adopted and may be amended, repealed, or new bylaws may be enacted through affirmative vote of a majority of the WIC during any meeting at which a quorum is present.

Section 2. Bylaw Enactment. These bylaws were enacted by the WIC on the date set forth below.

APPROVED BY THE LOUISIANA WORKFORCE INVESTMENT COUNCIL

Chair: *B.A. Bussell*

Date: October 20, 2021