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ATTACHMENT A

BY-LAWS FOR THE

PHOENIX BUSINESS AND WORKFORCE DEVELOPMENT BOARD

OF THE CITY OF PHOENIX

~~As Amended and Approved by the Board September 8, 2016~~

Article I. NAME

The City of Phoenix Business and Workforce Development Board shall be named the PHOENIX BUSINESS AND WORKFORCE DEVELOPMENT BOARD, hereafter referred to as the “PBWDB” or the “Board.”

Article II. AUTHORITY

The PBWDB is established in accordance of the Workforce Innovation and Opportunity Act of 2014 – H.R. 803, hereinafter referred to as WIOA. WIOA is the statutory authority of the PBWDB.

Article III. SCOPE

The PBWDB, in partnership with the Mayor and Phoenix City Council, provides policy guidance and exercises oversight with respect to activities specific to the workforce investment programs for the Phoenix workforce development area in accordance with WIOA.

A. The PBWDB will enter into a written operating agreement with the Chief Elected Official and the Phoenix City Council that describes:

1. The City of Phoenix as a Local Area **and geographic region to be served by the PBWDB and the labor market areas contained therein;**
2. The City of Phoenix as the grant recipient and fiscal agent;
3. The methods and procedures for development and approval of a Local Workforce Development Plan that demonstrates continuous improvement for the Local Area;
4. The roles, responsibilities and rights of both the City and the PBWDB as partners in the local workforce development system; and
5. PBWDB Board Members Duties and Responsibilities include but are not limited to:

- a. Develop policy and oversight measures for workforce development programs;
- b. Establish a network that promotes collaboration among community programs whose goals support and supplement the Community and Economic Development Department;
- c. Understand goals and vision of how the Workforce Development Board should be involved in community initiatives and outreach;
- d. Have vocal/visible presence in the community by promoting and acting as a champion for workforce and economic development activities;
 - i. Come with a vested interest in community / workforce / economic development programs;
 - ii. Possess knowledge of community;
 - iii. Advocate for Workforce Board's mission;
 - iv. Share information/expertise of area you represent;
 - v. Serve on designated sub-committee or taskforce of the PBWDB;
 - vi. Regularly attend Full-Board and sub-committee meetings as assigned;
 - vii. Promote ARIZONA@WORK City of Phoenix by using services as a recruitment and training resource;
 - viii. Assist in the orientation of new Board members – (after two years, Board member will be expected to be a mentor for new members);
 - ix. Members shall abide by all Federal, State and City Laws, ordinances and regulations in the activities of the PBWDB.

b. Staff Roles and Responsibilities and Local Elected Official Oversight
~~and Staff Roles and Responsibilities:~~

- i. Work with PBWDB in drafting and implementing Local Workforce Development Plan;
- ii. Work with PBWDB, committees and taskforces to:
 - 1. Draft agenda and action items for regularly scheduled meetings;
 - 2. Represent Local Elected Official and PBWDB to negotiate local performance measures;
 - 3. With the PBWDB, ensure compliance and adherence to performance measures and outcomes;
 - 4. Oversee daily operations and program activities;
 - 5. Act as the local elected official representative in routine matters that impact daily operations and program oversight;
 - 6. Work with the PBWDB in the support of recommendations of candidates for membership on the PBWDB;

7. With the PBWDB, provide policy direction and recommendations relative to the implementation of programs, projects and initiatives;
8. Provide financial oversight and budgetary guidance for programs, projects and initiatives
9. Research, analyze, compile and prepare information for reports and/or presentations to aide in recommendations and policy guidance as appropriate.

Article IV. PURPOSE

A. In accordance with the requirements of WIOA, The PBWDB, in partnership with the Mayor and City Council of the City of Phoenix, shall perform those functions necessary and appropriate to implement the WIOA **including the areas responsible such as setting policy and direction, and oversight of employment and training programs.** In performing the functions listed below, the PBWDB shall submit its decisions to the Mayor and City Council for their approval. The functions to be performed as a part of this partnership are not limited to the following:

1. Develop a local plan for submission to the Governor;
2. Conduct workforce research and regional labor market analyses of the economic conditions in the region including the collection of research and data;
3. Convene, broker, and leverage workforce system stakeholders to assist in the development of the local plan;
4. Lead efforts to engage with a diverse range of employers and with entities in the region involved;
5. Lead efforts in the local area to develop and implement career pathways;
6. Identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers and jobseekers
7. Develop strategies for using technology to maximize the workforce system;
8. Conduct oversight for the local workforce system and ensure appropriate use and management of funds for workforce
9. activities;
10. Negotiate and reach agreement on local performance accountability measures;
11. Designate or certify one-stop operators and youth providers, and terminate for cause the eligibility of such operators;
12. Enhance coordination of education and training providers in the local area;
13. Develop a budget for the activities of the local area consistent with the local plan, subject to the approval of the chief elected official;

14. Annually assess the physical and programmatic accessibility of one-stop centers in accordance with applicable laws.

B. MISSION AND VISION – Developed by the PBWDB

MISSION – The PBWDB serves as the catalyst, identifying and addressing the evolving business needs of Greater Phoenix by convening partners to provide customer-centric solutions and resources which offer employers access to a skilled workforce.

VISION – Businesses will have access to world-class talent through a comprehensive, seamless system of partners that positions Phoenix as a global leader for economic growth.

Article V. NOMINATION AND ELECTION PROCEDURES

1) Board Member Recruitment

Within 30 days of a board member’s resignation or unscheduled vacancy, Business and Workforce Development Division (BWDD) staff shall notify the Board Chairperson and the Mayor’s Office of the current and upcoming vacancy(s). The information will also be forwarded to the Executive Leadership Committee for the following consideration:

- a. Identify where vacancies have occurred and ensure a broad range of representation from identified business and industry sectors, education, labor organizations, apprenticeships, community and faith based organizations, economic development agencies, and other members as outlined in the Workforce Innovation and Opportunity Act (WIOA). It will be determined if existing members are eligible for re-appointment or have served the maximum two full three year terms. (Filling an unexpired term does not count toward two full terms). BWDD staff will provide the information on the board membership to make these determinations.**
- b. Solicit new member recommendations from existing board members, former members, outgoing members, and credible business organizations. Applications and résumés are reviewed by the Executive Leadership Committee for consideration of appointment. BWDD staff may contact the recommended individual(s) for further information if needed.**
- c. The Executive Leadership Committee will review all résumés and applications and select the best candidate for the vacant position and make recommendations approval to move them forward to the Mayor’s Office for official appointment. The Executive Leadership Committee may reject all applications and direct staff to continue recruitment for the positions. If the Executive Leadership Committee**

is unable to meet, the Phoenix Business and Workforce Development Full Board may make recommendations.

- d. To remain in compliance with the State's local governance policy, board vacancies must be filled within 120 days. Reappointments must also be made within 120 days of the term expiration.
- e. BWDD staff will submit a memo of appointment with the names of approved candidates, applications, résumés through the appropriate chain of command and to the Mayor's Office for final approval and official appointment by the City. By law, the chief local elected official (The Mayor) is the membership appointing authority for the Phoenix Business and Workforce Development Board.

2) Ad-Hoc Member Recruitment

In compliance with WIOA Section 107 (B)(4)(A) Local Workforce Development Boards Standing Committees, the Board Chairman may appoint Ad-Hoc members to committees and task forces in order to provide technical, professional, and advisory expertise.

- a. Ad-Hoc members shall be at the supervisory/professional level and above in their organizations and shall have demonstrated expertise and be able to provide input pertaining to the committee they are appointed to.
- b. Ad-Hoc members shall serve without compensation and may be appointed to serve on a board task force or committee for a period of up to 24 months. Ad Hoc members demonstrating proven performance, engagement, participation and in good standing (attendance) may request to serve an additional term if recommended and approved by a Committee to the PBWDB for approval.
- c. Up to five Ad-Hoc members shall serve on each Task Force or Committee as determined by the Chair and Vice-Chair of the Task Force or Committee.
- d. Applications for Ad-Hoc membership must be reviewed and approved by the PBWDB or PBWD Executive Leadership Committee to recommend appointment. Applications shall also be approved by BWDD/CED Leadership. Applications shall include an individual statement as to why they wish to serve on the committee or task force, and a résumé.
- e. Ad Hoc members shall have no voting power at the PBWDB meetings. Ad Hoc membership will be managed by the Board Liaison.

3) Election of Officers

The Executive Leadership Committee will make recommendations for the election of the Phoenix Business and Workforce Development Board Chairperson and Vice Chairperson upon vacancy of the position or every two years.

- a. The Chairperson and Vice Chairperson must come from the business category on the board and be representatives of the Executive Leadership Committee. Candidates must be eligible to serve in office for at least two more years.**
- b. The Chairperson shall serve one, two-year term.**
- c. The PBWDB shall bi-annually elect a Vice Chairperson from the Board membership who must be a current or former member of the Executive Leadership Committee. The Vice Chairperson shall be elected by the Board to serve for a term of one, two-year term. The term of appointment shall be from July 1 through June 30, or until the Vice Chairperson's successor has been appointed. After this one, two-year term, the Vice Chairperson shall become the Chairperson who will serve a term of two years.**
- d. No one, whose eligibility expires prior to the end of a full two year term, may be a candidate for office. Board members may not have their term of office on the board extended to fill a Chairperson or Vice Chairperson Role.**
- e. The Executive Leadership Committee shall select at least one but no more than three persons who are current or former members of the Executive Leadership Committee to run for each office.**
- f. Recommendations for Board officers shall be presented to the full board for election. The election results will be forwarded to the Mayor and City Council for approval following the same process as for forwarding board member recommendations.**

Article VI. MEMBERSHIP

- A. Pursuant to WIOA, the membership appointment authority of the PBWDB shall be the Chief Elected Official of the City of Phoenix (the "Mayor").**
- B. The Mayor shall appoint members to serve on the PBWDB who represent organizations, agencies and businesses within the City of Phoenix as mandated in Section 107 of WIOA.**

C. The PBWDB membership shall consist of no more than twenty-five (25) members with a majority of those members being from the business community. The composition of the Board, as defined in WIOA Section 107 (b)(2)(A-C), shall consist of the following:

- a. Business Members - The majority, at least 51% of membership must be representatives of the business community in the local area. The business representatives shall include owners of businesses, chief executives or operating officers of business or other business executives, including small business, business organizations, or human resources executives with optimum-policy making or hiring authority that provide employment opportunities in in-demand sectors or occupations as defined in WIOA section 3(23). At a minimum, two (2) members must represent small business as defined by the U.S. Small Business Administration. Efforts will be made to include broad representation of businesses throughout the County, consisting of both large and small employers.**
- b. Local Education Entity – At least one eligible training provider administering adult education and literacy activities under WIOA Title II; and at least one (1) representative from an institution of higher education providing workforce activities, including community colleges.**
- c. Labor Organizations – At least twenty percent (20%) of PBWD Members must be representatives of labor organizations nominated by local labor federations, including joint-labor management registered apprenticeship program, or where they do not exist in the local area, employee representatives. At least two (2) members or more must represent labor organizations; and one (1) member or more must represent a joint labor management or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.**
- d. Community-Based Organization – At least one (1) member must represent a community-based organization that has demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities; and may include one or more 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.**

- e. **Economic and Community Development Entities – At least one (1) member must represent an economic development agency, including private sector economic development entities and/or Small Business Development Centers.**
 - f. **Wagner-Peyser – At least one (1) member must represent the State Employment Service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the Monterey County local workforce development area.**
 - g. **Rehabilitation – At least one (1) member must represent programs carried out under Title I of the Rehabilitation Act of 1973, other than sec. 112 or part C of that title.**
 - h. **The membership of the local PBWDB may include individuals or representatives of other appropriate entities in the local area that have optimum policy-making authority within the entities they represent, including:**
 - i. **Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment;**
 - ii. **Governmental and economic and community development entities who represent transportation, housing, and public assistance programs; and**
 - iii. **Philanthropic organizations serving the local area.**
- D. Appointments shall be for a fixed term of three years. Members may serve for two (2) consecutive three-year terms. **However, members appointed as Mandated Partners shall continue to serve until the agency/organization that appointed them identifies a replacement.** Membership terms shall be staggered to ensure only a portion of the membership terms expire in any given year.
- E. The term of a member shall expire on the last day of June of the member's third year, unless the member is reappointed for a second three year term.
- F. Members appointed to fill a vacancy shall serve until the expiration of the term of the vacant seat with the option to serve two full three-year terms, thereafter.
- G. Standing committees of the PBWDB may include other individuals known as Ad Hoc Committee Members who have demonstrated experience and expertise for various committee subjects and activities. Ad Hoc Committee Members shall be appointed by the PBWDB and shall have voting privileges in the Committee they are appointed to; however, they shall not be members of the PBWDB. Ad Hoc Committee Members shall

serve in periods of up to two years, subject to satisfactory engagement and participation in the committee **and may request to serve an additional term in compliance with Article V. (2.)(b.).** Ad Hoc Committee Members may attend all regular meetings of the **PBWDB as a member of the public**, but shall not have a vote for items requiring PBWDB approval **or discuss agenda items.**

- H. Board members may resign **at any time** ~~upon~~**by** written notice to the Board and the Mayor **with 30 days advance notice.**
- I. All members shall serve without compensation except for the reimbursement for travel and subsistence as provided by law for other City of Phoenix officers and employees (A.R. 3.41) while on approved City business and/or business travel.
- J. An Official membership list, attendance records, a record of the actions of the PBWDB and a statement on the composition, structure, membership, and nomination process for the PBWDB shall be maintained by the Business and Workforce Development Division of the City of Phoenix Community and Economic Development Department.
- K. Board members may be removed for cause. Cause for purposes of these Bylaws is either:
 - a. Failure to attend **two (2)** of the regularly scheduled meetings of the full Board in any given year, or failure to attend **two (2)** of the regularly scheduled meetings of a standing committee or an ad hoc committee during an assigned year of service (July 1 through June 30):
 - i. The Chairperson shall have the authority to determine whether or not a member's absence is excused **or not excused if notified prior to scheduled meeting;**
 - ii. The Executive Leadership Committee shall meet to consider actions against any member appearing to be in violation of this section and will submit a recommendation to the full Board. The member(s) in question shall be expected to attend the Executive Leadership Committee hearing;
 - b. Conviction of a felony or a misdemeanor involving moral turpitude;
or
 - c. A change of employment which alters the member's qualifications considered in making the initial appointment to the PBWDB.

Article VII. OFFICERS

- A. The presiding officers of the PBWDB shall be called Chairperson and Vice Chairperson. The Chairperson and Vice Chairperson will be elected in accordance with procedures approved by the Executive Leadership Committee. The term of appointment shall be from July 1st through June 30th or until the Vice Chairperson's successor has been appointed.
- B. The Chairperson and Vice Chairperson of the PBWDB shall be representatives of the business community and shall be elected by the Board members.
- C. The Chairperson **and Executive Director**, with **governance** staff assistance, shall have the responsibility of preparing the agenda for Board meetings and the management of Board business as mandated in WIOA.
- D. In the absence of the Board Chairperson, the Vice Chairperson shall serve as the presiding officer of the Board. In the absence of the Chairperson and the Vice Chairperson, the Board Chairperson may designate a business Representative Chairperson Pro-Tem from the Executive Leadership Committee to serve as presiding officer of the meeting.
- E. The Chairperson of the PBWDB may appoint a Chairperson and Vice Chairperson for each Standing Committee.
- F. The Executive Leadership Committee shall be composed of the Chairperson and Vice Chairperson of each Standing Committee and the Board Chairperson and Vice Chairperson.

Article VIII. FULL BOARD MEETINGS AND QUORUMS

- A. The PBWDB shall have at least four (4) regularly scheduled meetings per year (July 1st through June 30th).
- B. Special meetings of the PBWDB may be called by the Chairperson or any member of the Executive Leadership Committee.
- C. All meetings of the PBWDB will be conducted and noticed in conformance with Arizona's Open Meeting Law (Arizona Revised Statutes 38-431 to 431.09).
- D. A quorum to conduct business of the PBWDB shall be constituted by a majority of the appointed members.
- E. The PBWDB **and Committees** may include the use of technology such as phone or web-based meetings to promote member participation and voting at its discretion, if available **under certain extraneous circumstances. However, at least one (1) PBWDB Member must be present at the public location posted on the Public Meeting Notice**

and the public must be made aware of the options to listen and/or view the public meeting.

- F. All actions and meetings of the PBWDB shall be governed by Robert's Rules of Order, Newly Revised, in all cases to which they are applicable and to the extent in which they are not inconsistent with, or in conflict with, these Bylaws. Exception: Though Robert's Rules of Order generally prohibits a chairperson from voting on a motion, consistent with City practice, the PBWDB Chairperson will be permitted to vote on all motions that do not involve a conflict of interest.
- G. A Board member shall avoid conflicts of interest, actual or perceived. A Board member shall recuse himself/herself from voting on: i) matters under consideration by the Board regarding the provision of services by such member (or an entity that such member represents); or ii) matters that would provide direct financial benefit to such member or the immediate family of such member.
- H. Members of the PBWDB shall not be permitted to delegate any duties to proxies or alternates.
- I. The PBWDB and its members shall abide by all Federal, State and City Laws, ordinances and regulations in the activities of the PBWDB.
- J. At the discretion of the Chair, public comment shall be allowed during the discussion of any agenda item of the PBWDB or any standing or ad hoc committee of the PBWDB. Public comment will be permitted at all regularly scheduled meetings of the PBWDB or standing committee meetings **and will be limited to two minutes per public member.**

Article ~~IX~~^{VIII}. CONFLICT RESOLUTION

The PBWDB is committed to reaching a prompt and fair resolution of any disputes, conflicts, or disagreements that may arise from time to time, and that may threaten the functioning of the Board.

1. BOARD MEMBERS;

Conflicts between board members will be resolved by action(s) of the PBWDB in the following manner:

- a. In case of a conflict between Board Members, the matter will be resolved by a meeting of the interested parties with the Executive Leadership Committee of the PBWDB.
- b. If the matter is not resolved at the Board level, the conflict may be elevated to the City of Phoenix, Community and Economic Development Department Executive Officer.
- c. If the matter is not resolved at the City of Phoenix, Community and Economic Development Department Executive Officer's level, the conflict may be elevated to the City of Phoenix, City Manager's Office.

2. SERVICE DELIVERY PARTNERS;

Conflicts with Service Delivery Partners will be resolved in the following manner:

- a. The parties shall first attempt to resolve all disputes informally through the ARIZONA@WORK City of Phoenix, Memorandum of Understanding Conflict Resolution process. The matter will be resolved by a meeting of the interested parties with the City of Phoenix, Community and Economic Development Department Executive Officer of the local board, hereinafter referred to as "Executive Officer".
- b. The Executive Officer will attempt to resolve the issues at the lowest possible levels of the organization involved.
- c. If the informal resolution doesn't work, the matter will be referred to the Board for appropriate designation and/or recommendation. The Chair of the PBWDB may place the matter on the agenda of an executive session of the Executive Leadership Committee to mediate and issue a written recommendation.
- d. If the matter fails to be resolved at the Board level, the matter will be referred to the City of Phoenix, Community and Economic Development Director.

Article IX. COMMITTEES

The committees listed below have been identified to effectively manage the operations and performance of the One-Stop System. Board members as well as **approved** members of the public (ad hoc) may serve on the PBWDB committees.

A. Executive Leadership Committee

1. Report with staff to City Council on behalf of the Full Board
2. Review and approve actions as necessary
3. Lead collaborative and regional efforts
4. Position the Board to focus on strategic talent issues
5. Diversify resources to innovate and sustain effective practices
6. Make recommendations on board membership and engagement
7. Serve as communication function to keep Board Chairperson and committee / taskforce Chairpersons engaged and connected to the larger objectives (link to strategic goals and plan)

B. Service Delivery Committee

1. One-Stop delivery system
2. Integrated Service Delivery
3. Providing services to individuals with disabilities
4. Lead strategic collaboration among partners
5. Professional development opportunities
6. Oversee development, integration and implementation of local plan

- C. Continuous Improvement Committee
 - 1. Local workforce system process and practice improvement
 - 2. Continually evaluate programs and services for effectiveness
 - 3. Coordinate consistent internal and external communication strategies
 - 4. Position the Board as the community's talent development voice
- D. Business Engagement Committee
 - 1. Enhance and engage partnerships with employers
 - 2. Sector Strategies
 - 3. Develop an inclusive talent pool
 - 4. Leveraging resources with the business community
 - 5. Effectively engage the business community with the One-Stop system
- E. Advancing Youth Workforce Committee
 - 1. Youth program development and service delivery
 - 2. Serving at risk youth
 - 3. Youth advocacy and engagement strategies
- F. The Chairperson of the PBWDB shall appoint Committee Chairpersons and may rescind the appointment at any time.
- G. The Chairperson may also create and appoint other committees, technical work-groups, and/or business or community advisory groups as may be determined to be required by the PBWDB.
- H. Action may be taken by a Board Committee by a simple majority of those present and voting including Ad Hoc Committee members, provided that a committee quorum is present.
- I. All actions of the PBWDB Committees shall be recommendations or information to the PBWDB Executive Leadership Committee or the full Board.

Article XI. CONFLICT OF INTEREST

- A. All persons acting on behalf of ARIZONA@WORK City of Phoenix, including, but not limited to, Board members, committee members, and paid and volunteer staff must:
 - 1. Serve the ARIZONA@WORK City of Phoenix as a whole;
 - 2. Maintain independence and objectivity and do what a sense of fairness, ethics and personal integrity dictate, even though not necessarily obliged to do so by law, regulation or custom;
 - 3. Avoid any activity, investment, interest or association which interferes with or appears to interfere with the independent exercise of one's judgment when dealing with third parties, making recommendations with respect to such dealings, or passing judgment on such dealings;

4. Disclose any possible conflicts to the Board of Directors in a timely fashion.
- B. No officer, employee or agent (including Board members) will:
1. Solicit or accept gratuities, favors, or anything of monetary value from suppliers or potential suppliers, including subcontractor's contracts.
 2. Participate in the selection, award or administration of a procurement supported by WIOA funds where, to the individual's knowledge, any of the following has a financial or other interest in any organization which may be considered for the procurement award:
 - a. The officer, employer or agent;
 - b. Any member of his or her immediate family;
 - c. His or her partner; or
 - d. A person or organization which employs, or is about to employ, any of the persons identified in subsections (a)-(c) above.
- C. The conflict of interest policy in this Article IX (Conflict of Interest Policy) will be disseminated on an annual basis to all PBWDB members.
- D. All persons acting on behalf of ARIZONA@WORK City of Phoenix must agree to abide by this Conflict of Interest Policy annually and in writing.

Article XII. AMENDMENTS

Amendments to these Bylaws may be approved by a majority affirmative vote of the PBWDB, at any regular meeting or special meeting of the Board. The proposed amendment shall have been read by members of the Board prior to or at the meeting in which they are being approved and shall be in conformity with applicable Federal, State and local law.

Article XIII. EFFECT

- A. These Bylaws shall become effective upon adoption by a majority of the PBWDB. They shall remain in effect until amended or until the dissolution of the PBWDB.
- B. The PBWDB shall operate in accordance with applicable Federal, State, and local laws and regulations including without limitation WIOA and related regulations, including any future amendments and guidance which may be issued.
- C. In case of a conflict between these Bylaws and the provisions of WIOA, or any regulations implementing WIOA, the legal provisions of WIOA and the implementing regulations shall prevail.

Article XIV. STAFFING AND SUPPORT

A. GOVERNANCE STAFF

- 1) Staffing and support of the PBWDB shall be provided by the City of Phoenix, Community and Economic Development Department, Business Workforce Development Division Governance staff as designated by the CEO.
- 2) PBWDB Governance staff shall include an Executive Director, Board Liaison (PBWD staff) and such staff as is necessary to support the activities of the PBWDB. The PBWDB Executive Director shall serve as a non-voting member of the PBWDB and Executive Committee and will regularly attend meetings of the PBWDB and its committees.
- 3) Under the direction of the PBWDB Executive Director, the PBWDB staff will work on implementation of the policies, goals and activities of the PBWDB. Under the direction of the PBWDB Executive Director, PBWDB staff shall make regular reports to the PBWDB on WIOA and other PBWDB programs. Under the direction of the PBWDB Executive Director, PBWDB staff shall be responsible for preparing and distributing agendas for all public meetings.
- 4) Under the direction of the PBWDB Executive Director, the PBWDB staff shall maintain an official PBWDB membership list, attendance records, a record of all actions of the PBWDB, and minutes of all PBWDB public meetings and other documents pertaining to the PBWDB and its committees.
- 5) PBWDB staff shall ensure the PBWDB and its committees operate in a transparent manner, in accordance with WIOA section 107(e).

B. EXECUTIVE DIRECTOR DUTIES

Per H.R. 803-41 Section 101(f)(1) the local board has the authority to hire a director and/or other staff to assist in carrying out the functions of the Board. The duties of the Executive Director of the Board include the following:

1. Coordinate workforce development planning and implementation consistent with the PBWDB's mission and vision.
2. Develop and lead staff to ensure effective implementation of the local area's workforce development programs.
3. Develop and implement plans and programs related to the PBWDB Strategic Plan.
4. Collaborate closely with community, county, regional, state, and other organizations to ensure workforce development efforts are successful in addressing the economic priorities of the city and local workforce area.
5. In tandem with the Board delegated Fiscal Agent, oversee development of the annual budget and audit, efficient operation of financial and record management reporting systems ensuring performance, fiscal outcomes, and programmatic integrity.

6. Develop relationships with external workforce development entities and industry representatives to address current and emerging workforce training needs within the local workforce area.
7. Integrate requirements of the Memorandum of Understanding with the ARIZONA@WORK system partners with the PBWDB, the PBWDB Bylaws and policies, in development of the PBWDB and its committee members that fulfills federal, WIOA legislation and state requirements, and grant funding commitments.
8. Review and maintain compliance with legislative mandates of grant funds received to ensure allowable use of available funds.
9. Identify funding and grant opportunities that develops partnerships in response to solicitations from the federal and state government agencies as well as other funding providers. This may be completed in collaboration with regional workforce boards, partners and community leaders related to workforce.
10. Represent the PBWDB at federal, state and local speaking engagements regarding workforce development.
11. Draft policies for the approval of the PWBDB and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the PBWDB as appropriate.
12. Foster effective communication and collaboration between the PBWDB, the CEO and City Managers and Leaders as it related to workforce development activities.
13. Conduct official correspondence on behalf of the PBWDB as appropriate and jointly with the PBWDB and City Managers and Leaders when appropriate.
14. Determine staffing requirements for organizational management and program delivery and recruit staff that have the abilities to help further the program and PBWDB's mission and goals through the City's Human Resources Hiring Policies and Practices.
15. Other duties as requested by the PWBDB through its Chairperson and the CEO.