



SAN BENITO COUNTY

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**San Benito County
Workforce Investment Board (WIB)
Bylaws Committee
September 3, 2009, 2:00-3:00 p.m.
Notes**

Present: Esequiel Arrizon, Todd Farr

Absent: Mimi Laurent, Sylvia Sanchez, Loree VanBebber

Staff: Enrique Arreola, Sylvia Jacquez

Agenda Items:

1. **Welcome:** Enrique Arreola called the meeting to order at 3:07 P.M.
2. **Bylaws Committee Roles:** Enrique Arreola stated that the last time the Bylaws were reviewed was July, 2000. He explained the roles and responsibilities of WIB committees were reviewed at the recent WIB orientation and that discussion sparked follow-up. Enrique distributed a PowerPoint outline of the Bylaws Committee Roles & Responsibilities and proceeded to give an overview for the members present so that they could better understand their role and responsibilities. The Bylaws state that they should be reviewed annually.
3. **Bylaws Committee Goals:** Planning Committee members discussed the committee roles, expectations, identified the goals for this year and determined how often to meet.
 - A. Federal & State legislation and regulations. Enrique Arreola will follow-up with Doug Orlando to see if there are any mandates not included in the existing bylaws and whether or not there is a web-site which posts any required updates.
 - B. Staff will clarify the adoption of an agreement between the WIB and Board of Supervisors based on a course of actions selected from the alternatives.
4. **Review Existing Bylaws:** Committee members reviewed the existing bylaws to see if there were any areas that need to be updated. Several items were annotated on the existing bylaws for staff to follow-up with. A meeting will be scheduled for final recommendations to the WIB.
 - A. **D Functions 7:** Should local performances measures be negotiated with the Governor or with EDD?

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- B. **D Functions 9:** Staff to check on assisting the “Governor” in developing a statewide employment statistics system.
 - C. **C Nominations:** Verify the nominations percentages.
 - D. **D Membership Categories 2.1b:** Should be 15%
 - E. **D Criteria for Membership:** Should be item E not D.
 - F. **E Authority of Board Members:** Should be F not E.
 - G. **F Term of Appointment:** Should be G not F. Staff will follow-up on term of membership.
 - H. **Article VI Conflict of interest:** This section will be updated by County Council.
 - I. **Add:** Add Required Ethics Training schedule.
 - J. **Article VII Officers A1:** Staff will verify information with Doug Orlando
 - K. **Article VIII Committees B1:** Discuss removing “except setting policy” from paragraph 1 line 4.
 - L. **Article VIII Committees B2g:** Remove or specify “on individual training accounts”. Such as: ITA, OJT, Youth, etc.
5. **Other Information:** None

The meeting adjourned at 3:45 P.M.