

# **Northeast Iowa Workforce Development Board Bylaws**



**Approved 2/5/2026**

**Equal Opportunity Programs/Employer  
Auxiliary aids and services are available upon request for individuals with disabilities**

## ARTICLE I: NAME AND PURPOSE

1. **Name:** The name of this organization shall be the Northeast Iowa Workforce Development Board hereafter referred to as the “NEIWDB”.
  2. **Location:** The office location of the NEIWDB shall be located in the twenty-county local area.
  3. **Geographic Scope:** The Northeast Iowa Workforce Development Area comprises the following counties: Allamakee, Black Hawk, Bremer, Buchanan, Butler, Cerro Gordo, Chickasaw, Clayton, Delaware, Dubuque, Fayette, Floyd, Franklin, Grundy, Hancock, Howard, Mitchell, Winnebago, Winneshiek, and Worth.
  4. **Purpose:** The NEIWDB provides strategic leadership, oversight, coordination, and accountability for the public workforce development system. The Board establishes policy direction for service delivery, ensures effective one-stop operations, oversees the selection and performance of service providers and the one-stop operator, promotes alignment among core and required partners, ensures compliance with federal and state requirements, supports sector partnerships and career pathways, advances equitable access to services, drives continuous improvement, and guides development and implementation of the Local Plan in alignment with WIOA Section 101(d).
  5. **Statement of Authority:** The NEIWDB is established pursuant to the Workforce Innovation and Opportunity Act (WIOA) and Iowa state policy.
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## ARTICLE II: DEFINITIONS

The following definitions apply throughout these bylaws and are intended to ensure clarity and alignment with the Workforce Innovation and Opportunity Act (WIOA) and State of Iowa policy.

### 1. Chief Elected Officials (CEOs):

The County Boards of Supervisors from the following twenty (20) counties within the Northeast Iowa Local Workforce Development Area (LWDA): Allamakee, Black Hawk, Bremer, Buchanan, Butler, Cerro Gordo, Chickasaw, Clayton, Delaware, Dubuque, Fayette, Floyd, Franklin, Grundy, Hancock, Howard, Mitchell, Winnebago, Winneshiek, and Worth. The CEOs jointly provide governance and oversight consistent with WIOA and state requirements.

### 2. Chief Lead Elected Official (CLEO):

The CEO designated by the CEO Board to serve as its chair. The CLEO acts on behalf of the

CEOs in matters requiring signature, coordination with the LWDB, and submission of required documentation to Iowa Workforce Development (IWD), unless otherwise determined by the CEOs.

- *Selection and Term:* The CLEO and Vice Chief Lead Elected Officials shall be selected by majority vote of the Chief Elected Officials at the first regular meeting of each calendar year, typically held in January, and shall serve one-year terms.

### **3. Vice Chief Lead Elected Officials (CLEOs):**

The CEO Board may designate two Vice Chief Lead Elected Officials to support the Chief Lead Elected Official. Vice CLEOs may act on behalf of the CLEO when authorized or in the absence of the CLEO, consistent with CEO Board direction, WIOA, Iowa law, and these bylaws. The designation of Vice CLEOs does not supersede the authority of the CLEO unless such authority is expressly delegated.

### **4. Local Workforce Development Board (LWDB) / NEIWDB ("the Board"):**

The Northeast Iowa Workforce Development Board established under WIOA Section 107 to provide strategic and operational oversight of the local workforce development system. "LWDB" and "NEIWDB" refer to the same entity throughout these bylaws.

### **5. Local Workforce Development Area (LWDA):**

The twenty-county geographic region designated by the State of Iowa for the administration of WIOA Title I, Wagner-Peyser, Adult Education, Vocational Rehabilitation, and related workforce development services.

### **6. One-Stop Delivery System:**

The network of workforce development services, programs, and partner agencies operating collaboratively under WIOA to provide access to employment, training, education, and supportive services. This includes physical American Job Centers and virtual access points.

### **7. One-Stop Operator:**

The entity or consortium of entities competitively selected by the NEIWDB to coordinate the delivery of services within the one-stop system, as required under WIOA Section 121(d).

### **8. Service Providers:**

Organizations selected or designated to deliver WIOA Title I services (Adult, Dislocated Worker, Youth) and other workforce programs as directed by the Board.

**9. In-Demand Industry Sector or Occupation:**

An industry or occupation meeting the criteria defined in WIOA Section 3(23) and State policy, indicating strong current or projected employment opportunities within the LWDA.

**10. Standing Committees:**

Committees established by the NEIWDB to support required functions under WIOA, including Youth, Disability Access, Executive, Finance, and Planning and Operations approved by the Board.

**11. Advisory Subcommittees:**

Non-standing committees created to support specific populations, program areas, or emerging priorities (e.g., the Justice-Involved Youth Subcommittee). These groups provide recommendations but do not carry the authority of standing committees.

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**ARTICLE III: VISION**

The Local Workforce Development Board (LWDB) will serve as a strategic leader and convener of local workforce development system stakeholders. The LWDB will partner with employers and the local workforce development system to develop policies and investments that support public workforce system strategies that support:

- The local economy;
- The development of effective approaches including local and regional sector partnerships and career pathways; and
- High quality, customer centered service delivery and service delivery approaches.

In partnership with the CEO Board, the LWDB will set policy for the portion of the statewide workforce development system within the Area and consistent with State policies.

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**ARTICLE IV: GOALS**

The LWDB will work to achieve the following goals:

- The Area’s employers will have access to advanced, skilled, diverse, and Future Ready workers.
  - All lowans in the Area will be provided access to a continuum of high-quality education, training, and career opportunities.
  - The Area’s one-stop delivery system will align all programs and services in an accessible, seamless, and integrated manner.
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## **ARTICLE V: MEMBERSHIP**

### **1. Composition:**

- Membership must comply with the requirements of WIOA Section 107(b) and State policy.
- The NEIWDB shall consist of a 25-member board, which shall serve as the established membership size for the NEIWDB unless modified by the CEOs.
  1. Composed of 13 business representatives, 5 workforce representatives, and additional required representatives from education, economic development, government, and WIOA core programs.

### **2. Appointment Authority:**

- The CEOs have the exclusive responsibility to appoint members to the NEIWDB from nominees submitted by each membership category.

### **3. Business Representation (Minimum 51%):**

- At least 51% of the NEIWDB membership shall be representatives of business, including business owners, executives with hiring authority, and leaders from in-demand industry sectors. At least two business representatives must be from small businesses.

### **4. Workforce Representation (Minimum 20%):**

- Not less than 20% of membership shall be workforce representatives, including labor organizations, joint-labor-management apprenticeship programs, or employee representatives. Additional positions may include community-based organizations with expertise in serving veterans, individuals with disabilities, and eligible youth.

### **5. Education and Training Representation:**

- The NEIWDB shall include:
  1. One representative of an institution of higher education providing workforce investment activities; and
  2. One representative of an eligible provider of adult education and literacy activities (AEFLA). Additional representatives may include education agencies or organizations serving individuals with barriers to employment.

## **6. Government, Economic, and Community Development Representation:**

- Membership shall include:
  1. One representative of economic and community development entities;
  2. One representative of the state employment service under the Wagner-Peyser Act; and
  3. One representative of Vocational Rehabilitation under Title IV of WIOA.
  4. Additional positions may include entities that support workforce development, including but not limited to:
    - Local educational agencies and organizations with administering education or training activities;
    - Community-based organizations with demonstrated experience serving individuals with barriers to employment;
    - Governmental or community development organizations representing transportation, housing, public assistance programs, or similar services; and
    - Philanthropic organizations that support workforce, education, or community development initiatives within the local area.

## **7. Political Balance:**

- To comply with state requirements and excluding mandatory Wagner-Peyser and Vocational Rehabilitation representatives, no more than one-half plus one of remaining NEIWDB members may belong to the same political party.

## **8. Residency and County Representation:**

- CEOs or their designees shall appoint private sector representatives from within their county. Cross-county appointments may be made with CEO approval.

## **9. Multi-Category Representation**

- A member may represent more than one required category if they fully meet criteria for each. Membership must comply with WIOA Section 107(b) and State policy.

#### **10. Appointment**

- Members are appointed by the Chief Elected Official (CEO) Board.

#### **11. Terms of Service:**

- After the initial establishment of two- and four-year terms to create staggering, private sector board members shall subsequently be appointed to four-year terms, with no limit on the number of terms they may serve. Terms shall be staggered so that no more than one-half plus one of all NEIWDB member terms expire within the same two-year period.
- All nominations shall be submitted to the CLEO for review. Following CLEO review, nominations must be approved by a majority vote of the CEOs prior to appointment.
- The CLEO shall formally appoint members only after CEO approval. No appointment becomes effective until the CLEO has received written confirmation from Iowa Workforce Development (IWD).
- The CLEO is responsible for processing all reappointments and ensuring required documentation is submitted for CEO approval and IWD confirmation.

#### **12. Vacancies:**

- The CLEO will ensure that NEIWDB vacancies are filled within 60 business days from the time the vacancy was created, or a written request for a waiver has been completed and submitted to IWD.
  - LWDB's requesting a waiver for vacancies must submit a formal request to IWD electronically at: [wioagovernance@iwd.iowa.gov](mailto:wioagovernance@iwd.iowa.gov)
  - Approved waivers will allow for 40 additional business days from the date the waiver was approved to fill a vacancy.

#### **13. Member Removal:**

- Mandatory Removal by the CLEO

The CLEO shall remove an LWDB member upon any of the following occurrences:

- Documented violation of the conflict-of-interest policy.
  - Failure to maintain eligibility within the membership category under which the member was appointed.
  - Documented proof of fraud, abuse, or misuse of funds.
  - Conduct or behavior in violation of these bylaws.
  - Failure to attend (3) consecutive regular LWDB meetings, unless absences are protected under FMLW or otherwise excused by the CLEO.
- Removal Directed by the CEO Board  
At the direction of the CEO Board, the CLEO shall remove a member for conduct detrimental to the LWDB.
  - Definition of Conduct Detrimental to the LWDB  
Detrimental conduct shall be determined on a case-by-case basis and may include, but is not limited to:
    - Criminal behavior
    - Misuse of LWDB or grant funds
    - Acceptance of gifts or items of value in exchange for official action
    - Repeated or intentional violations of the conflict-of-interest policy
    - Intentional violation of the Iowa Open Meetings Act
    - Interference with official duties of the LWDB or staff
  - Investigation  
The CEO Board may appoint an independent entity to investigate allegations and provide findings prior to removal action.
  - LWDB Recommendation for Removal  
The LWDB may recommend removal of a Board member by a two-thirds (2/3) vote of voting members present at an open meeting. The reason for the recommendation shall be documented in the minutes.
  - CEO Board Removal Authority  
The CEO Board may remove a member by two-thirds (2/3) vote in open session. The reason for removal must be included in the minutes.
  - Notification Requirements  
Within ten (10) days of a CEO Board vote to remove a member, the CLEO shall notify the affected LWDB member and Iowa Workforce Development (IWD) in writing.

#### **14. Member Resignation**

- Voluntary Resignation

To resign from the LWDB, a member must submit a written letter or email of resignation that is signed and dated by the member and includes:

- The member's full name;
  - Job title;
  - Organization represented;
  - Membership category represented (business, workforce, education, etc.);
  - An affirmation statement of resignation from the LWDB; and
  - The effective date of resignation.
- Submission Requirements
- The member must send the resignation electronically or by U.S. Mail to both:
- The LWDB Chairperson, and
  - The Chief Lead Elected Official (CLEO).
- Public Record
- A LWDB member's letter of resignation shall be a public record under the Iowa Open Records Act, Iowa Code Chapter 22.
- Resignation by Operation of Law (Iowa Code §69.15)
- A LWDB member may also be deemed to have resigned as a matter of law if either of the following events occurs, as provided by Iowa Code §69.15:
- The member misses three (3) or more consecutive regular meetings of the LWDB or assigned committee without written notification to the Board; or
  - The member attends less than one-half of the regular meetings of the LWDB or assigned committee within any period of twelve (12) consecutive regular months beginning January 1 or July 1, provided the LWDB or committee held at least four (4) regular meetings during that period.
    - Exception: If a member received no notice and had no knowledge of a regular meeting and provides the CLEO and IWD a sworn statement to that effect within ten (10) days of learning of the meeting, the meeting shall not be counted for purposes of determining resignation under Iowa Code §69.15.
- CEO Board Determination
- The CEO Board may accept or reject a resignation- voluntary or by operation of law- consistent with Iowa Code §69.15. The CEO Board shall vote in open session.

If the CEO Board accepts the resignation, the CLEO shall notify:

- The LWDB member, and
- Iowa Workforce Development (IWD)

In writing within ten (10) business days, stating that the resignation has been accepted pursuant to Iowa Code §69.15.

○ Effective Date

A resignation becomes effective when:

- The CEO Board votes to accept the resignation, and
- The CLEO acknowledges acceptance, and
- Notice is sent to IWD.

○ Reporting Requirement

All accepted resignations must be reported to IWD within ten (10) business days of the effective date.

**15. Mid-Term Appointment**

- LWDB members appointed mid-term shall serve the remainder of the outgoing member's term. Mid-term appointments must follow the same nomination, CEO approval, CLEO appointment, and IWD confirmation requirements as regular appointments.

**16. Change in Status**

○ Circumstances Under Which a Member May Continue to Serve

LWDB members may continue to serve on the LWDB until the earliest of the following:

- Their term expires; however a member may continue to serve until the replacement nominee's required documents are approved by IWD.
- The category or status under which they were appointed changes and they no longer qualify.
- The CEO's votes to remove the member.
- The member becomes incapacitated or is otherwise unable to complete their term.
- The member resigns, and the resignation is accepted by the CLEO following CEO Board approval.

○ Immediate Removal if Status Changes

- If a LWDB member no longer meets the criteria for the membership category under which they were appointed, they must immediately resign or will be removed by the CLEO.

○ Reporting Requirements

Any changes to the membership of the LWDB must be reported to IWD within 10 business days from the date of the change. Notifications of change must be

submitted electronically to: [WIOAgovernance@iwd.iowa.gov](mailto:WIOAgovernance@iwd.iowa.gov). Notification shall include:

- The name of the LWDB member.
- The nature of the change (addition, resignation, removal, etc.).
- The organization represented.
- Job title.
- Category of inclusion (business, workforce, education & training, government/economic and/or community development, etc.).
- Appointments Must Comply with Iowa Code and County Representation

Nominations and appointments for the Northeast Iowa Workforce Development Board shall be made in compliance with Iowa Code section 84A.4(1). To the extent practicable, the CEOs will strive to ensure representation across all twenty counties the LWDA.

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## **ARTICLE VI: OFFICERS**

### **1. Executive Officers:**

- The LWDB shall have Executive Officers consisting of a Chairperson and a Vice Chairperson. Officers must be representatives of business in accordance with WIOA and State of Iowa policy.

### **2. Chairperson:**

- Nomination and Approval
  - The LWDB shall nominate a Chairperson from among its business representatives at its annual January meeting or at a meeting held following a vacancy. The nominated Chairperson must be approved by a majority vote of the CEO Board prior to taking office.
- Terms of Office
  - The Chairperson shall serve a one-year term and may serve additional terms if re-nominated by the LWDB and approved by the CEO Board.
- Duties
  - The Chairperson shall:
    - Preside over all meetings of the LWDB;
    - Provide leadership in carrying out all the LWDB's functions;
    - Work with the CLEO, CEOs, and LWDB staff to set meeting agendas; and

- Communicate in writing the receipt of any LWDB member's resignation to the full LWDB and CEO Board.

**3. Vice Chairperson:**

- Nomination and Approval
  - The LWDB shall nominate a Vice Chairperson from among its business representatives at its annual January meeting, or at a meeting held following a vacancy. The nominated Vice Chairperson must be approved by a majority vote of the CEO Board.
- Term of Office
  - The Vice Chairperson shall serve a one-year term and may serve additional terms if re-nominated by the LWDB and approved by the CEO Board.
- Duties
  - The Vice Chairperson shall:
    - Preside over LWDB meetings in the absence of the Chairperson;
    - Support the Chairperson in fulfilling LWDB leadership duties; and
    - Carry out additional responsibilities as assigned by the LWDB.

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**ARTICLE VII: MEETINGS**

**1. Meetings:**

- Compliance with Law
  - All LWDB and committee meetings shall comply with the Sunshine Provisions under WIOA and the Iowa Open Meetings Act (Iowa Code Chapter 21), including all subsequent amendments.
- Public Access and Minutes
  - All LWDB, standing committee, and ad hoc committee meetings are open to the public unless a lawful closed session is held under Iowa Code §21.5.
  - Minutes shall be kept for all LWDB and committee meetings and made available upon request.
  - Minutes shall include at a minimum:
    - Date, time, and location of the meeting;
    - Members present and absent;

- Summary of discussion on all matters proposed, deliberated, or decided;
  - Record of any votes taken;
  - Motions and actions approved.
- Meeting Definition
  - Any formal or informal gathering of a majority of the voting LWDB members constitutes a meeting under Iowa Code Chapter 21.
- Regular Meetings:
  - The LWDB shall meet no less than quarterly.
  - Meetings shall be held at such times and places as determined by the LWDB Chairperson.
  - Committee meetings shall be conducted with the same formality and shall also occur no less than quarterly.
- Special Meetings:
  - Special meetings may be called by the LWDB Chair, the Executive Committee, or upon written request of at least one-third of the voting LWDB members.
  - All LWDB members must be notified in writing at least forty-eight (48) hours in advance.
  - Notice must include the purpose(s) for which the special meeting is called.
- Quorum Requirements
  - A quorum consists of a majority of voting LWDB members who have completed the appointment and IWD confirmation process.
  - Vacant seats do not count toward quorum calculations.
  - No formal action may be taken without a quorum.
  - The LWDB may not take action via email vote.
- Voting
  - When a quorum is established, a majority vote of members present—whether in person, by telephone, or through online participation—shall decide any question or elect officers.
  - Each voting member shall have one vote.
- Use of Technology and Accessibility
 

To ensure broad participation and public accessibility;

  - All LWDB meetings must offer a telephone conference option for members and the public.
  - LWDB meetings may include an online video or web conference option.

- The LWDB must provide at least one accessible physical location where the public may use technology to access the meeting.
- Meeting notices and agendas must include clear instructions for how members of the public may access the meeting via technology.
- Closed Sessions
 

Meetings or portions of meetings may be closed to the public only in strict compliance with Iowa Code §21.5. The Chair must state the lawful reason for closure and record it in the minutes.
- Parliamentary Authority
 

Where procedures are not otherwise specified in these bylaws, meetings shall be conducted in accordance with *Robert's Rules of Order, Revised*.
- Alternate Designee
  - No Proxy or Alternate Voting
    - LWDB members may not appoint alternates or proxies to attend meetings or vote on their behalf. Only duly appointed and IWD-confirmed LWDB members may participate as voting members.
  - Participation Without Voting Rights
    - Individuals may attend LWDB meetings in place of a member for informational or support purposes only, but such individuals:
      - Do not count toward quorum,
      - May not vote, and
      - May not participate in closed sessions.
  - Committee-Level Participation
    - For standing or ad hoc committees, the LWDB may authorize non-board members to serve as committee participants or advisors. These individuals may assist with work but do not represent or vote on behalf of the LWDB member.
  - Attendance Requirements Still Apply to the Member
    - If a member sends a non-voting individual to observe or provide information, the LWDB member is still considered absent for attendance-tracking purposes, including the rules under Iowa Code §69.15 regarding resignation by operation of law.

## **ARTICLE VIII: COMMITTEES**

### **1. Standing and Advisory Committees:**

The LWDB utilizes standing committees and advisory subcommittees to support the work of the Board and to fulfill requirements under the Workforce Innovation and Opportunity Act (WIOA). The following committees and subcommittees are authorized by the LWDB:

- Executive Committee
- Finance Committee
- Business Engagement & Strategy Committee
- Performance and Monitoring Committee
- One-Stop Operations Committee
- Youth Standing Committee
- Disability Access Committee

### **2. Establishment and Purpose:**

Standing committees may be designated by the LWDB to provide information, develop recommendations, and assist the LWDB in fulfilling its statutory duties, responsibilities, and oversight functions.

### **3. Advisory Subcommittees:**

Advisory subcommittees are not standing committees and do not carry formal governance authority. They may be established by the LWDB to support targeted populations, initiatives, or emerging program needs. Advisory subcommittees may be created or dissolved by the LWDB at any time based on regional priorities.

Examples of advisory subcommittees may include, but are not limited to:

- Justice-Involved Youth Subcommittee
- Opportunity Youth Subcommittee

### **4. Committee Chairperson:**

Each standing committee shall have a Chairperson who is a current voting member of the LWDB.

### **5. Committee Membership:**

Standing committees may include:

- Additional LWDB members; and
- Individuals who are not LWDB members but who possess demonstrated experience, expertise, or stakeholder relevance, as determined by the LWDB.

**6. Appointment Authority:**

The LWDB may appoint standing committee members. A standing committee may recommend additional members for appointment, subject to LWDB approval.

**7. Existing Entities:**

The LWDB may designate an existing entity (e.g., a youth council or other advisory body) to serve as a standing committee if it meets the criteria established in this Article.

**8. Reporting Requirements:**

Standing committees shall report to the LWDB on a schedule and in a format determined by the LWDB. Reports may include recommendations, issue briefs, performance updates, and compliance findings.

**9. Work Groups:**

Standing committees may create work groups as needed to address specific tasks, projects, or initiatives. Work groups report back to the standing committee.

**10. Executive Committee:**

The Executive Committee provides strategic leadership and operational guidance between LWDB meetings. Responsibilities include:

- Acting on behalf of the LWDB between meetings as needed and designated.
- Providing input on agendas for LWDB meetings.
- Reviewing monthly reports, committee activities, and recommendations.
- Recommending the appointment or dissolution of committees.
- Reviewing, developing, and recommending policies and procedures.
- Reviewing, approving, and recommending contracts as directed by the LWDB.
- Coordinating local plan development and stakeholder engagement.
- Making recommendations to the LWDB regarding legislative issues.

Any action taken by the Executive Committee on behalf of the LWDB shall be reported to the full Board at the next regularly scheduled meeting and documented in the meeting minutes. The Executive Committee shall not take action on matters reserved to the full LWDB or the Chief Elected Officials under WIOA, Iowa law, or these bylaws.

**11. Finance Committee:**

The Finance Committee provides oversight and stewardship of NEIWDB fiscal matters. Responsibilities include:

- Performing fiscal oversight and monitoring NEIWDB finances.

- Approving expenditures aligned with local area goals.
- Recommending operating and program budgets and modifications.
- Approving disbursement of funds per established policy.
- Enforcing financial policies and procedures.
- Reviewing monthly fiscal reports from One-Stop Operator, Fiscal Agent, and Service Providers.
- Tracking progress on program spending and performance.
- Supporting pursuit of grant opportunities.
- Assisting CEOs in procurement of Fiscal Agent services.
- Reviewing and commenting on all monitoring reports.

## **12. Business Engagement & Strategy Committee:**

The Business Engagement & Strategy Committee leads system-wide business engagement efforts and guides strategic workforce initiatives across the region.

Responsibilities include:

- Developing and implementing strategies to strengthen business engagement across all industry sectors.
- Reviewing labor market information and identifying current and emerging workforce needs.
- Advising on sector partnerships, career pathways, and industry-driven initiatives.
- Reviewing program performance and making recommendations for improvement.
- Supporting the development and alignment of training programs with employer needs.
- Providing oversight and guidance for business-facing services, including outreach, recruitment, incumbent worker training, and employer support.
- Reviewing and advising on policies, MOUs, and local/regional plan components that impact business services.
- Monitoring customer (employer) satisfaction and recommending improvements.
- Coordinating with economic development, education, and other partners to leverage resources.
- Promoting diversity, equity, inclusion, and accessibility in employer engagement efforts.

## **13. Performance and Monitoring Committee**

The LWDB shall maintain a Performance and Monitoring Standing Committee to support the Board's statutory oversight responsibilities under the Workforce

Innovation and Opportunity Act (WIOA), including WIOA §§ 107(d), 116, and 121, and applicable federal regulations at 20 CFR Parts 679, 680, and 683.

The Committee is responsible for ongoing review and evaluation of WIOA Title I program performance, compliance, fiscal and programmatic monitoring, and continuous improvement initiatives. Responsibilities include:

- Reviewing performance accountability indicators as required under WIOA §116 and 20 CFR 677.155;
- Overseeing local monitoring activities in alignment with 20 CFR 683.410–420;
- Reviewing monitoring reports, findings, observations, and required corrective actions issued to service providers, the One-Stop Operator, or other entities;
- Ensuring service delivery practices comply with Board policy, WIOA requirements, and applicable state guidance under WIOA §107(d)(8);
- Identifying opportunities for improvement, recommending corrective or enhancement strategies, and presenting findings and recommendations to the full LWDB to support accountability, transparency, and high-quality workforce services.

#### **14. One-Stop Operations Committee**

The One-Stop Operations Committee provides oversight of the American Job Center (AJC) system, ensuring partner coordination, service integration, and accountability of the One-Stop Operator. Responsibilities include:

- Receiving One-Stop Operator reports at every committee meeting.
- Reviewing system operations for efficiency and alignment with federal and state requirements.
- Coordinating partner responsibilities, including oversight of the MOU and Infrastructure Funding Agreement (IFA).
- Ensuring alignment of partner integration efforts and referral processes.
- Addressing customer flow issues and recommending service improvements.
- Monitoring accessibility and customer service standards across AJC locations.
- Coordinating and advancing cross-agency initiatives.
- Making recommendations to the Executive Committee or full LWDB on system operations, integration, or needed improvements.

#### **15. Youth Standing Committee**

The Youth Standing Committee supports planning, oversight, and enhancement of youth workforce initiatives. Responsibilities include:

- Reviewing youth programs and competency systems.

- Evaluating youth program performance.
- Identifying available youth services and recommending providers.
- Assisting with the Youth Strategic Plan.
- Developing strategies to meet youth needs.
- Ensuring compliance with WIOA youth requirements (50% OSY, 20% work experience).
- Overseeing youth program responsibilities.
- Participating in youth program procurement reviews.
- Supporting youth-related portions of local and regional plans.
- Enhancing coordination and improving quality of youth programs.

#### **16. Disability Access Committee**

The Disability Access Committee advances accessibility and support for individuals with disabilities. Responsibilities include:

- Overseeing provision of services to individuals with disabilities through the one-stop system.
- Ensuring staff receive training on accommodations and employment support.
- Providing disability-related training to employers across the region.
- Promoting universal design principles.
- Partnering with disability advocacy organizations.
- Developing informational materials for job seekers with disabilities.
- Monitoring and evaluating accessibility initiatives.
- Facilitating partnerships with IVRS, IDB, and other providers.

#### **17. Ad Hoc Committees:**

The LWDB may establish ad hoc committees as needed to support time-limited projects, special initiatives, or specific tasks. Ad hoc committees may be created or dissolved by the LWDB at any time.

### **ARTICLE IX: CONFLICT OF INTEREST**

#### **1. General Duty:**

Members of the Northeast Iowa Workforce Development Board (NEIWDB) and all committee members shall conduct themselves in a manner that upholds the integrity of the Board, complies with federal and state law (including WIOA Section 107 and 20 CFR 683.200(c)(5)), and avoids real, potential, or apparent conflicts of interest.

A conflict of interest exists when a member's personal, professional, or financial interests could improperly influence—or appear to influence—their judgment in matters before the Board.

## **2. Required Disclosures:**

- Annual Disclosure: All Board and committee members must complete and sign a Conflict of Interest Attestation annually, acknowledging receipt and understanding of the NEIWDB Conflict of Interest Policy.
- Meeting-Specific Disclosure: Prior to discussion or action on any matter, members must disclose any real, potential, or perceived conflict related to:
  - The provision of services by the member or the organization the member represents;
  - Any matter that would provide a direct financial benefit to the member or to an immediate family member;
  - Procurement, contracting, or selection processes.

## **3. Prohibited Actions:**

Consistent with federal and state requirements, members shall not:

- Vote on or participate in any decision-making capacity regarding any matter that would provide a direct financial benefit to the member or the organization they represent;
- Participate in the selection, award, or administration of any contract or agreement in which they, their employer, or an immediate family member has a financial interest;
- Use or disclose confidential information obtained as part of Board service for personal gain or the benefit of any outside party.

## **4. Recusal Requirements:**

When a conflict is disclosed:

- The member must verbally declare the conflict prior to discussion.
- The member must recuse themselves from discussion and voting.
- The recusal and the nature of the conflict must be recorded in the minutes.
- A quorum is determined before recusal; recusal does not void quorum.

## **5. Administrative Policies:**

The Board adopts and incorporates by reference the NEIWDB Local Conflict of Interest Policy and related standards of conduct. These policies provide detailed procedural requirements governing:

- Staff roles
- Title I service provider and One-Stop Operator firewalls
- Procurement-related standards
- Confidentiality requirements
- Multi-role entities and required internal firewalls
- Disciplinary consequences for violations

#### **6. Suspected Violations:**

If the NEIWDB identifies a possible violation by any member, the following steps apply:

- Board Recommendation for Investigation
  - The NEIWDB may vote to recommend that the Chief Elected Official (CEO) Board investigate a Board member for violation of the NEIWDB conflict of interest policy or related state requirements.
- Required Notification
  - When such a vote occurs, the NEIWDB must notify:
    - The Chief Lead Elected Official (CLEO), and
    - Iowa Workforce Development (IWD), in writing.
    - The notification must include:
      - The member's name; and
      - A summary of the conduct leading to the recommendation.

- CEO Board Investigation Procedure

The CEO Board may initiate an investigation if:

- There is reasonable cause to believe the member failed to disclose a conflict; or
  - The member engaged in conduct prohibited under the policy.  
The CEO Board shall follow the procedural steps outlined in the local Conflict of Interest Policy, including:
    - Written notice within five (5) days;
    - Written explanation opportunity for the member;
    - Review of evidence and additional investigation as needed;
    - Open-session roll-call vote on whether a violation occurred;
    - Open-session roll-call votes on any disciplinary or corrective action.
- Possible Actions by CEO Board

The CEO Board may take actions including:

- No finding of violation;
  - Corrective action;
  - Formal reprimand;
  - Removal of the member;
  - Rescission of actions tainted by the conflict.
- Notification of Outcomes
- Within five (5) days of CEO Board action, the CLEO shall notify the NEIWDB and IWD in writing of the findings and any actions taken.

## 7. **Complaints and Reporting**

All Board members, staff, and subrecipients must report suspected violations to the Board Chair or Executive Director. Whistleblower protections apply in accordance with NEIWDB policy and state law.

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## **ARTICLE X: AMENDMENTS OF BYLAWS**

### 1. **General Rule:**

These bylaws may be amended only in accordance with this Section.

### 2. **Amendments Adopted by the CEO Board:**

- The CEO Board may amend these Bylaws by a majority vote in open session of a public meeting.
- Any amendment adopted by the CEO Board shall take effect either:
  - On the date of the vote; or
  - On a later effective date set by the CEO Board.

### 3. **Amendments Initiated by the LWDB:**

The LWDB may initiate an amendment to these Bylaws under the following procedure:

- The LWDB must approve the proposed amendment by majority vote in open session of a public meeting and forward the amendment to the CEO Board for consideration.
- The CEO Board must adopt the amendment by majority vote in open session of a public meeting.
- An LWDB-initiated amendment becomes effective either:
  - On the date of the CEO Board's approval vote; or
  - On a later effective date set by the CEO Board.

## **ARTICLE XI: NON-DISCRIMINATION AND EQUAL OPPORTUNITY**

### **1. Purpose:**

The Northeast Iowa Workforce Development Board (NEIWDB) shall fully comply with all applicable nondiscrimination, equal opportunity, civil rights, and accessibility requirements under federal and state law.

### **2. Compliance Requirements:**

The NEIWDB, its officers, members, staff, contractors, subrecipients, service providers, and all entities carrying out WIOA-funded activities shall comply with, including but not limited to:

- Workforce Innovation and Opportunity Act (WIOA) Section 188
- 29 CFR Part 38
- Title VI and Title VII of the Civil Rights Act of 1964
- The Americans with Disabilities Act (ADA) and ADA Amendments Act
- Section 504 of the Rehabilitation Act
- Age Discrimination Act of 1975
- Iowa Civil Rights Act
- Any other federal or state nondiscrimination laws applicable to NEIWDB activities

### **3. Prohibited Discrimination:**

No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any NEIWDB-administered program or activity on the basis of:

- Race, color, or national origin
- Religion
- Sex, pregnancy, childbirth, or related medical conditions
- Gender identity, gender expression, or sexual orientation
- Age
- Disability
- Political affiliation or belief
- Citizenship or immigration status, as allowed under law
- Participation in a WIOA-funded activity
- Any other status protected by federal or state nondiscrimination requirements

### **4. Equal Opportunity Policy and Procedures:**

The NEIWDB adopts and incorporates by reference all Equal Opportunity, grievance,

complaint, and resolution procedures contained in the Northeast Iowa Local Policies and Procedures Manual, including designation of the EO Officer, notice requirements, reasonable accommodation processes, and the provision of auxiliary aids and services.

**5. Accessibility:**

The NEIWDB shall ensure programmatic and physical accessibility of all American Job Centers and Title I service delivery points. Accessibility standards shall follow federal and state law and are detailed in the Local Policies and Procedures Manual.

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**ARTICLE XII: BOARD STAFF**

**1. Purpose:**

Board Staff support the NEIWDB in fulfilling its statutory and operational responsibilities under WIOA and state policy. This article establishes the high-level governance structure for Board Staff.

**2. Role of Board Staff:**

Board Staff, including an Executive Director or equivalent position if designated, shall:

- Support the NEIWDB and its committees
- Coordinate policy development
- Maintain records, notices, and reporting requirements
- Facilitate compliance with federal and state laws
- Support monitoring, planning, and communication duties
- Coordinate stakeholder, partner, and public engagement

Operational responsibilities and detailed procedures are outlined in the Northeast Iowa Local Policies and Procedures Manual.

**3. Firewalls and Restrictions:**

To ensure objectivity and compliance with federal conflict-of-interest rules:

- Board Staff shall not be employed by the WIOA Title I Adult/Dislocated Worker or Youth service provider
- Board Staff shall not be employed by the One-Stop Operator
- Board Staff shall not serve as the Fiscal Agent
- Board Staff shall not participate in service delivery activities
- Board Staff shall maintain all required firewalls, reporting structures, and documentation as established in the Local Policies and Procedures Manual

**4. Hiring and Supervision:**

The NEIWDB may hire, contract with, or designate Board Staff as allowed under federal and state law. The NEIWDB Chairperson and Executive Committee shall provide oversight and direction to Board Staff in accordance with local policy.

**5. Confidentiality and Ethics:**

Board Staff shall adhere to all confidentiality, records, ethics, and conduct requirements contained in the Local Policies and Procedures Manual.

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**ARTICLE XIII: FINANCIAL MANAGEMENT**

**1. Purpose:**

This article establishes the NEIWDB's high-level fiscal responsibilities and commitments, while detailed procedures remain in the Local Policies and Procedures Manual.

**2. Fiscal Oversight:**

The NEIWDB, in partnership with the Chief Elected Officials (CEOs) and Fiscal Agent, is responsible for ensuring proper stewardship of all funds received under the Workforce Innovation and Opportunity Act and other grants.

**3. Fiscal Controls:**

The NEIWDB adopts the financial policies, internal controls, and procedures contained in the Local Policies and Procedures Manual, which govern:

- Fiscal agent duties
- Cash management
- Accounting and reporting requirements
- Procurement standards
- Allowable and unallowable costs
- Cost allocation
- Oversight of service provider and One-Stop Operator expenditures

**4. Budget Development:**

The NEIWDB shall approve an annual budget reflecting operational, programmatic, and administrative needs. The Finance Committee shall review financial reports and recommend budget modifications to the full Board as necessary.

5. **Audits and Monitoring:**

Annual independent audits shall be conducted in accordance with federal and state requirements. The NEIWDB shall participate in all state or federal monitoring activities and ensure corrective actions are implemented when required.

6. **Delegation:**

The NEIWDB may delegate fiscal oversight functions to the Fiscal Agent as allowed under WIOA and state policy. All delegation must comply with the Local Policies and Procedures Manual.

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**ARTICLE XIV: RIGHT OF POLICY AND SUPEREMACY OF LAW**

1. **Purpose:**

To ensure clarity in the event of conflict among governing documents.

2. **Supremacy of Law:**

Nothing in these bylaws shall supersede, replace, or conflict with federal law, the Workforce Innovation and Opportunity Act (WIOA), corresponding federal regulations, or Iowa state law and policy. In the event of a conflict, federal and state law shall govern.

3. **Relationship to Local Policy:**

Where these bylaws reference operational, procedural, or administrative processes, such processes shall be governed by the Northeast Iowa Local Policies and Procedures Manual. If a conflict exists between bylaws and local policy, the bylaws shall control unless superseded by state or federal requirements.

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**ARTICLE XV: DISSOLUTION AND TERMINATION**

1. **Purpose:**

To establish the governance process if the NEIWDB ceases to exist or is restructured.

2. **Conditions for Dissolution:**

The NEIWDB shall remain in existence unless one or more of the following occurs:

- The Workforce Innovation and Opportunity Act is repealed or replaced
- The Governor redesignates local workforce areas resulting in structural changes

- Federal or state authorities require dissolution for cause
- The CEO Board determines dissolution is required under reorganization or realignment

**3. Process:**

Upon notice that dissolution or reorganization is required:

- The NEIWDB shall coordinate with the CEOs, Iowa Workforce Development (IWD), and the Fiscal Agent to ensure an orderly transition
- All assets, records, and equipment purchased with federal or state funds shall be transferred or disposed of in accordance with applicable laws and the Local Policies and Procedures Manual
- All financial obligations, contracts, and open grants shall be closed out or reassigned consistent with federal and state requirements

**4. Record Retention:**

All records must be retained in accordance with federal and state law and as outlined in the Local Policies and Procedures Manual.

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**ARTICLE XVI: PUBLIC RECORDS AND RECORD RETENTION**

**1. Purpose:**

To affirm the NEIWDB's responsibilities regarding transparency, public access, and retention of records.

**2. Public Records:**

All NEIWDB records are public records subject to the Iowa Open Records Act, Iowa Code Chapter 22, unless an exemption applies under state or federal law. This includes:

- Meeting minutes
- Agendas and notices
- Contracts
- Policies
- Reports
- Communications subject to disclosure

Requests for public records shall be handled in accordance with the Local Policies and Procedures Manual.

### **3. Record Retention:**

The NEIWDB adopts and incorporates the record retention and destruction requirements contained in the Northeast Iowa Local Policies and Procedures Manual, which comply with:

- Federal record retention requirements
- State of Iowa retention schedules
- Grant-specific retention rules
- Board Staff shall serve as the custodian of records unless otherwise designated by the Board.