

BY-LAWS  
of  
JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD (WDB)

AUGUST 2021

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## ARTICLE I

### Name of Organization

Section 1 The name of this organization shall be “Jefferson/Franklin Counties Workforce Development Board”, hereinafter referred to as the “WDB” or the “Board”.

## ARTICLE II

### Purpose

Section 1 The purpose of the Board shall be consistent with the purposes which are identified for Workforce Development Boards under Workforce Innovation and Opportunity Act; Amendments thereof; and other purposes which are in accordance with WIOA sec. 107 (c) (4) (B) (i) that are bestowed upon the Board by the Governor of the State of Missouri.

## ARTICLE III

### Powers

Section 1 The powers of the Board shall be consistent with the purposes which are identified for Workforce Development Boards under Workforce Innovation and Opportunity Act; Amendments thereof; and other purposes which are in accordance with WIOA sec. 107 (c) (4) (B) (i) that are bestowed upon the Board by the Governor of the State of Missouri.

Section 2 The Board shall in accordance with the Workforce Innovation and Opportunity Act, carry out those duties and responsibilities as agreed to in the Multi-Jurisdictional Agreement between Jefferson and Franklin Counties and the Agreement between the WDB and Jefferson and Franklin Counties.

## ARTICLE IV

### Limitations on Powers

Section 1 The plans, powers and decisions of the Board shall be subject to limitations prescribed by the Act, as well as rules and regulations required by the Governor in accordance with the Act.

Section 2 The powers of the Board shall be subject to limitations prescribed by the Multi-Jurisdictional Agreement between Jefferson and Franklin Counties and the Agreement between the WDB and Jefferson and Franklin Counties.

## ARTICLE V

### Membership

Section 1 The Board membership shall be consistent with Section 107 of the Workforce Innovation and Opportunity Act.

Section 2 The members shall be appointed in accordance with Section 107 of the Workforce Innovation and Opportunity Act.

Section 3 The members shall serve ten-year terms, and/or until the member's replacement is nominated and approved. The Board observes staggered terms for board succession and continuity.

Section 4 The members shall be re-appointed by the Chief Elected Official's (CLEO) during every required recertification.

Section 5 The Chairperson may recommend to the Board that the Board replace certain members when it appears that such member is unable to fulfill his duties or when vacancies occur. The Board will notify the CLEOs of any Board vacancies during regularly scheduled CLEO meetings.

## ARTICLE VI

### Voting

Section 1 No member of the Board may cast a vote on any issue before the Board or its committees in which that member (or any organization which that member directly represents) would provide services or receive direct financial benefit as a result of Board/Committee action.

Section 2 A simple majority vote of those members who are present shall be sufficient for the approval of any motion brought before the Council or its committees, except as provided herein.

## ARTICLE VII

### Officers

Section 1 The officers of the Board shall be a Chairperson and Vice Chairperson. The Chairperson and Vice Chairperson must be elected from among

members of the Council who are representatives of the business sector.

## ARTICLE VIII

### Powers of the Officers

Section 1 The Chairperson shall preside at all meetings of the Board, shall call (or cause to be called) all meetings of the Board, shall establish (or cause to be established) agenda and matters of business, shall appoint members of all committees and act as coordinator of committees to prevent duplication of effort and shall assume other duties normally undertaken by the chairperson of an organization.

The Vice Chairperson shall fulfill all duties of the Chairperson in the absence or as assigned by the Chairperson.

## ARTICLE IX

### Length of Term of Officers

Section 1 There shall be an election of officers annually.

## ARTICLE X

### Meetings

Section 1 The Board shall meet at those places and times which are established by the Chairperson. All members of the Board shall be informed in advance.

Section 2 All meetings of the Board and its committees shall be open to the public. Meetings or segments of meetings may be closed to the general public by the Board Chairperson in compliance with exemptions granted by public law.

Section 3 All meetings of the Board shall be publicly announced.

Section 4 The Board will utilize technology, such as phone and Web-based meetings, to promote WDB member participation as deemed appropriate.

Section 5 If a member is unable to attend, a qualified proxy or alternative designee may attend in their place.

- If the alternative designee is a business representative, he or she must have optimum policymaking hiring authority.
- Other alternative designees must have demonstrated experience and expertise and optimum policy-making authority.

Proxy voting shall be permitted.

Section 6 Minutes of the Board’s meetings shall be taken (or recorded) by designated staff. Copies of the minutes shall be distributed to all Board members on or before the next regular meeting of the Board as deemed appropriate by the Chairperson. Minutes will also be posted on the Board’s website.

## ARTICLE XI

### Committees of the Board

Section 1 Special committees and their Chairpersons may be appointed by the Board Chairperson and shall perform those activities for which they are appointed.

## ARTICLE XII

### Amendments of the By-Laws

Section 1 The By-Laws will be reviewed annually but may be amended at any regular meeting of the Board with previous written notice having been given to all members at least thirty (30) days in advance. A simple majority vote of the members present is sufficient to approve any amendment.

JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

ATTESTATION FOR REVIEW OF BY-LAWS

The purpose of the form is to assure that all members of the local Workforce Development Board have reviewed and understand their current by-laws. The form must be signed and dated by the Board membership.

The following local committee member attests by his/her signature that they have reviewed and understand the committee's current by-laws:



Robert W Francis (Oct 29, 2021 10:07 CDT)

\_\_\_\_\_  
Workforce Development Board Member Signature

\_\_\_\_\_  
Date

**Bob Francis**

\_\_\_\_\_  
Printed Name

JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

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The following local committee member attests by his/her signature that they have reviewed and understand the committee's current by-laws:

Steve Markus  
Workforce Development Board Member Signature

2-13-2022  
Date

Steve Markus  
Printed Name

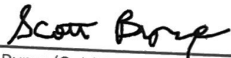


JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

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The following local committee member attests by his/her signature that they have reviewed and understand the committee's current by-laws:



Scott Byrne (Oct 29, 2021 08:19 CDT)

Workforce Development Board Member Signature

10/29/21

Date

Scott Byrne

Printed Name

JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

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The following local committee member attests by his/her signature that they have reviewed and understand the committee's current by-laws:

*Jennifer Wooldridge*

Jennifer Wooldridge (Oct 29, 2021 13:13 CDT)

Workforce Development Board Member Signature

10/29/2021

Date

Jennifer Wooldridge

Printed Name

JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

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The following local committee member attests by his/her signature that they have reviewed and understand the committee's current by-laws:

*Joel Doepker*

Joel Doepker (Oct 29, 2021 08:13 CDT)

Workforce Development Board Member Signature

10/29/21

Date

Joel Doepker

Printed Name

JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

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The following local committee member attests by his/her signature that they have reviewed and understand the committee's current by-laws:

  
\_\_\_\_\_  
Workforce Development Board Member Signature      Date 2.7.22

Jill Quaid  
Printed Name

JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

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The following local committee member attests by his/her signature that they have reviewed and understand the committee's current by-laws:

*Alice Whalen*

\_\_\_\_\_  
Workforce Development Board Member Signature

10/29/21

\_\_\_\_\_  
Date

**Alice Whalen**

\_\_\_\_\_  
Printed Name

JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

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The following local committee member attests by his/her signature that they have reviewed and understand the committee's current by-laws:



\_\_\_\_\_  
Workforce Development Board Member Signature

02/03/2022

\_\_\_\_\_  
Date

**Amanda Black**

\_\_\_\_\_  
Printed Name

JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

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The following local committee member attests by his/her signature that they have reviewed and understand the committee's current by-laws:

*Yvonne Wright*

Yvonne Wright (Oct 29, 2021 08:19 CDT)

\_\_\_\_\_  
Workforce Development Board Member Signature

\_\_\_\_\_  
Date


\_\_\_\_\_  
Printed Name

JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

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The following local committee member attests by his/her signature that they have reviewed and understand the committee's current by-laws:

  
Chris DeGeare (Oct 29, 2021 09:50 CDT)

Workforce Development Board Member Signature

10/29/2021

Date

Chris DeGeare

Printed Name

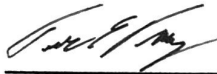


JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

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The following local committee member attests by his/her signature that they have reviewed and understand the committee's current by-laws:



\_\_\_\_\_  
Workforce Development Board Member Signature

10/29/2021

\_\_\_\_\_  
Date

**Todd E Tracy**

\_\_\_\_\_  
Printed Name

JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

ATTESTATION FOR REVIEW OF BY-LAWS

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The following local committee member attests by his/her signature that they have reviewed and understand the committee's current by-laws:

Emma-Jane E. Fox

Emma-Jane E. Fox (Nov 2, 2021 07:52 CDT)

Workforce Development Board Member Signature

11/2/2021

Date

Emma-Jane E. Fox

Printed Name

JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

ATTESTATION FOR REVIEW OF BY-LAWS

The purpose of the form is to assure that all members of the local Workforce Development Board have reviewed and understand their current by-laws. The form must be signed and dated by the Board membership.

The following local committee member attests by his/her signature that they have reviewed and understand the committee's current by-laws:

*Brenda Rosillo*

Brenda Rosillo (Nov 8, 2021 13:19 CST)

Workforce Development Board Member Signature

11/08/2021

Date

Brenda Rosillo

Printed Name

JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

ATTESTATION FOR REVIEW OF BY-LAWS

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The following local committee member attests by his/her signature that they have reviewed and understand the committee's current by-laws:

*Jeff Cartnal*

Jeff Cartnal (Oct 29, 2021 08:10 CDT)

Workforce Development Board Member Signature

October 29, 2021

Date

Jeff Cartnal

Printed Name

JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

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The following local committee member attests by his/her signature that they have reviewed and understand the committee's current by-laws:

David Crump

David Crump (Nov 8, 2021 16:45 CST)

Workforce Development Board Member Signature

11-8-2021

Date

David Crump


Printed Name

JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

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The following local committee member attests by his/her signature that they have reviewed and understand the committee's current by-laws:

  
\_\_\_\_\_  
Anna M. Boehm (Nov 8, 2021 14:22 CST)

Workforce Development Board Member Signature

11-08-2021

\_\_\_\_\_  
Date

**Anna M. Boehm**

\_\_\_\_\_  
Printed Name

JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

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The following local committee member attests by his/her signature that they have reviewed and understand the committee's current by-laws:

*Andrew Held*

Andrew Held (Oct 29, 2021 10:57 CDT)

Workforce Development Board Member Signature

10/29/2021

Date

Andrew Held

Printed Name

JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

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The following local committee member attests by his/her signature that they have reviewed and understand the committee's current by-laws:

*Debbie J. Durham*  
Debbie J. Durham (Oct 29, 2021 08:16 CDT)

Workforce Development Board Member Signature

10/29/21

Date

Debbie J. Durham

Printed Name



JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

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The following local committee member attests by his/her signature that they have reviewed and understand the committee's current by-laws:

  
\_\_\_\_\_  
Workforce Development Board Member Signature

2-3-2022  
\_\_\_\_\_  
Date


JULIE SCANNEU  
\_\_\_\_\_  
Printed Name

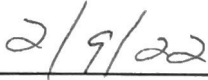
JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

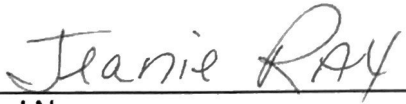
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\_\_\_\_\_  
Workforce Development Board Member Signature

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Printed Name

JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

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The following local committee member attests by his/her signature that they have reviewed and understand the committee's current by-laws:

Nicole Hillemeier

Nicole Hillemeier (Oct 29, 2021 09:40 CDT)

Workforce Development Board Member Signature

10/29/2021

Date

Nicole Hillemeier

Printed Name

JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

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The following local committee member attests by his/her signature that they have reviewed and understand the committee's current by-laws:

*L. Russell Jansen*

L. Russell Jansen (Oct 29, 2021 08:09 CDT)

Workforce Development Board Member Signature

10/29/2021

Date

L. Russell Jansen

Printed Name

JEFFERSON/FRANKLIN COUNTIES  
WORKFORCE DEVELOPMENT BOARD

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The following local committee member attests by his/her signature that they have reviewed and understand the committee's current by-laws:

Alissa Krueger  
Alissa Krueger (Nov 1, 2021 10:19 CDT)

Workforce Development Board Member Signature

11/01/2021

Date

Alissa Krueger

Printed Name