

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.

**LOCAL WORKFORCE DEVELOPMENT BOARD
ATTESTATION FOR REVIEW OF BY-LAWS**

The following form must be completed and submitted to the Office of Workforce Development annually. The purpose of the form is to assure that all certified members of the Local Workforce Development Board have reviewed and understand their current by-laws. The form must be signed and dated by at least a quorum of the membership. Please include the printed name of the member on the line below their signature. If additional signature/date lines are needed, please add them accordingly.

Name of Local Workforce Development Board: Jefferson/Franklin _____

The following local board members attest by their signatures that they have reviewed and understand the board's current by-laws:

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:

Signed by:
Andrew Held
8E1805E531CB4C1...

1/28/2026

Workforce Development Board Member Signature

Date

Andrew Held

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:

DocuSigned by:
Amanda Black
43E7B0C6303341D...

1/23/2026

Workforce Development Board Member Signature

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:

Signed by:
Annette Kendrick
ADA955E206F74AA...

1/23/2026

Workforce Development Board Member Signature

Date

Annette Kendrick

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:

Signed by:

DE5FA40ADB88423...

1/23/2026

Workforce Development Board Member Signature

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:

DocuSigned by:
Cathy Poole
22E4DE5E057B46D...

1/23/2026

Workforce Development Board Member Signature

Date

Cathy Poole

Printed Name

JEFFERSON/FRANKLIN COUNTIES
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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:

Signed by:
DAVID R. CRUMP
23E444E60766459...

1/23/2026

Workforce Development Board Member Signature

Date

DAVID R. CRUMP

Printed Name

JEFFERSON/FRANKLIN COUNTIES
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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:

DocuSigned by:
Debbie Durham
EAB787158D634AD...

1/23/2026

Workforce Development Board Member Signature

Date

Debbie Durham

Printed Name

JEFFERSON/FRANKLIN COUNTIES
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Signed by:

47C438FC897A4E8...

1/23/2026

Workforce Development Board Member Signature

Date

Donna Litton

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:

Signed by:
Jerri Bowles
90B61CEF83BA493...

1/23/2026

Workforce Development Board Member Signature

Date

Jerri Bowles

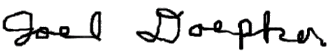
Printed Name

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DocuSigned by:

0465A4B767B247B...

1/23/2026

Workforce Development Board Member Signature

Date

Joel Doepker

Printed Name

JEFFERSON/FRANKLIN COUNTIES
WORKFORCE DEVELOPMENT BOARD

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DocuSigned by:

D8BE63C5EF534A8...

1/23/2026

Workforce Development Board Member Signature

Date

Julie Johns

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:

DocuSigned by:
Jeanie Ray
3CD2C2F42F1A420...

1/23/2026

Workforce Development Board Member Signature

Date

Jeanie Ray

Printed Name

JEFFERSON/FRANKLIN COUNTIES
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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:

Signed by:

D6EF6FB8B9A54F1...

1/23/2026

Workforce Development Board Member Signature

Date

Julie Scannell

Printed Name

JEFFERSON/FRANKLIN COUNTIES
WORKFORCE DEVELOPMENT BOARD

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Signed by:
DAVID R. CRUMP
23E444E60766459...

1/23/2026

Workforce Development Board Member Signature

Date

DAVID R. CRUMP

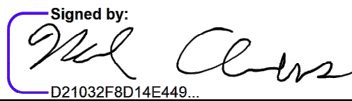
Printed Name

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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:

Signed by:

D21032F8D14E449...

1/23/2026

Workforce Development Board Member Signature

Date

Mark Arens

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:

Signed by:
Mary Moriarity
214E7C39207C438...

1/23/2026

Workforce Development Board Member Signature

Date

Mary Moriarity


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:

DocuSigned by:

F7A84CF322AB442...

1/26/2026

Workforce Development Board Member Signature

Date

Nicole Hillemeyer

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:

DocuSigned by:
Robert Francis
617E9CA5D8DB4C1...

1/23/2026

Workforce Development Board Member Signature

Date

Robert 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:

Signed by:
Steve Markus
8B4E9E6128AC497...

1/29/2026

Workforce Development Board Member Signature

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:

DocuSigned by:
Scott Pagel
0EA5AC55BF434EB...

1/28/2026

Workforce Development Board Member Signature

Date

Scott Pagel


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:

DocuSigned by:

564FFDDFB4FC409...

2/18/2026

Workforce Development Board Member Signature

Date

Chris Vansickle

Printed Name