

CHIEF ELECTED OFFICIALS AGREEMENT

I. Purpose

WHEREAS, the counties of Bastrop, Burnet, Blanco, Caldwell, Fayette, Hays, Lee, Llano, and Williamson have been designated by the Governor of the State of Texas as the Rural Capital Workforce Development Area for the planning and delivery of workforce development programs; and

WHEREAS the parties subject to this Agreement have solicited the views of other stakeholders in the Rural Capital Workforce Development Area; and

WHEREAS, the purpose of this Agreement is to support and approve the creation of the Rural Capital Local Workforce Development Board, herein referred to as local workforce development board (LWDB), for the designated Rural Capital Workforce Development Area as provided through S.B. 642 and H.B. 1863;

NOW, THEREFORE, BE IT RESOLVED, THAT WE THE UNDERSIGNED DO HEREBY AGREE TO THE FOLLOWING:

II. Signatory Authority

The nine (9) county judges and mayor of the largest city within the Rural Capital Workforce Development Area will designate one chief elected official (CEO) to act on the behalf of the other CEO's and to serve as the designated signatory authority in matters related to the business of the LWDB. The CEO's may redesignate the lead CEO at any time and for any reason by a simple majority vote at any scheduled convening of the entire group in which a quorum has been established. A written record will be maintained reflecting the action taken per this agreement. The appropriate regulatory organizations/agencies and other appropriate organizations/agencies as determined by the CEOs at the time of redesignation will be notified in writing within three (3) working days when changes occur.

Upon the date of this agreement, The Honorable Brett Bray, Blanco County Judge, is hereby designated as the lead CEO for the Rural Capital Workforce Development Area.

III. Communication

The Chairperson of the LWDB will keep the CEOs informed of LWDB activities through:

- * Annual Reports
- * Board Meeting Minutes
- * Copies of all annual external audit reports
- * Copies of all annual monitoring reports
- * Agendas of all regular and special LWDB meetings
- * Quarterly written reports summarizing board and career center activities

* Upon request by any CEO at any time

IV. Board Composition

The LWDB will consist of between 25-35 members with each county receiving at least one representative. Consistent with the state criteria for establishing local workforce development boards, an effort will be made to maintain private sector membership that is reflective of the composition of the employer pool within the designated area. Private sector representatives must constitute a majority (51%) of the membership of the Board.

The CEO's reserve the right to decrease or expand the membership of the LWDB, as deemed necessary as long as the membership remains in compliance with applicable laws, rules and regulations. The LWDB may also continue to conduct business while vacancies exist as long as these requirements are met.

The LWDB will consist at a minimum the following number of members from each respective category:

* Private Sector	13 members
* Organized Labor & Community Based Organizations	4 members
* Educational Agencies	2 members
* Economic Development Agencies	1 member
* Public Assistance Agencies	1 member
* Vocational Rehabilitation Agencies	1 member
* Texas Workforce Commission	1 member
* Literacy	1 member
* Adult Basic/Continuing Education Agencies	1 member
* Child Care Workforce	1 member

V. Resource Distribution

Resources allocated to the LWDB will be distributed according to federal and state allocation formulas to the extent feasible. In the absence of required formulas, a formula for funds distribution will be developed by the LWDB which will consider such data as student populations, general populations, workforce training needs, literacy levels, minority levels, unemployment rates and educational needs.

To the extent feasible, these distribution formulas will be adhered to. It is not the intent of this section or of any resulting formulas for distribution, to determine an absolute distribution amount for each applicable area, as many factors such as the prevention of duplication of effort must be considered. The LWDB's annual service plans will, however, reflect the planned services for the region consistent with the distribution formulas. Minimally, each CEO will be presented an analysis of the goals for resource distribution for his/her respective region as well as the actual distribution for the area.

Responsibilities for disallowed costs will be shared by the CEO's respective jurisdictions as allowed by state and federal law, in relation to the benefits which those jurisdictions received.

VI. Appointments to the Board

A. **Nominations**

Board appointments are selected from qualified nominees. **Private sector representatives** appointed to the LWDB shall be selected from individuals nominated by general purpose business organizations. Private sector representatives must constitute a majority (51%) of the membership of the Board. The Chairperson and Vice-Chairperson of the LWDB shall be representatives of the private sector category.

The **educational representatives** on the LWDB shall be selected from regional or local education agencies, vocational education institutions, institutions of higher education or general organizations of such institutions.

Labor representatives on the LWDB shall be selected from individuals recommended by recognized State and local labor unions. Combined, labor representatives and community-based organization representatives shall constitute not less than 15 percent of the LWDB membership.

Economic development representatives shall be selected from nominees obtained from general purpose business organizations such as Chambers of Commerce or other economic development groups within the area.

B. **Appointments**

LWDB members shall represent only one category. All nominating organizations shall complete and submit a "Nomination Slate" form. Each form shall be accompanied by a resume, vita, or work history. Private sector appointments shall be made from the pool of qualified nominees in which the vacancy exist. The lead CEO shall be responsible for reporting all appointments to the appropriate regulatory agency. The supporting resume, vita or work history shall accompany the appropriate reporting form. The lead CEO shall indicate the category, official beginning date and expiration date of all appointments and reappointments.

C. **Reappointments**

The lead CEO shall also be responsible for reappointments to the LWDB. All reappointments must be accompanied by a nomination form from the nominating organization. The category of representation and term shall also be reported.

D. **Vacancies**

When a LWDB vacancy occurs, the Chairperson of the LWDB shall provide notice to the lead CEO. Vacancies in the membership of the LWDB shall be filled in the same manner as the original appointment. Within 90 days of the

effective date of the vacancy, the vacancy should be filled. During the 90-day period, the LWDB may conduct official business. Following the 90-day period, the LWDB may not conduct business if the vacancy represents a required category or if the vacancy creates a circumstance of non-compliance with applicable laws, rules, or regulations.

Any member of the LWDB may be removed for cause in accordance with procedures established by the LWDB, and as contained in the LWDB By-Laws.

VII. Terms of Office

The terms of office for the LWDB shall be for two-year periods. The terms of office shall be staggered where that all member’s terms of office will not expire in the same year. Terms of office shall run from October 1 through September 30. Seats that are vacated during a term shall be filled initially only for the remainder of the term. If applicable, subsequent reappoints of these individuals would be for a two-year period per this section.

The Honorable Brett Bray, Blanco County Judge	Date
The Honorable Gregory Klaus, Bastrop County Judge	Date
The Honorable Bryan Wilson, Burnet County Judge	Date
The Honorable Hoppy Haden, Caldwell County Judge	Date
The Honorable Dan Mueller, Fayette County Judge	Date
The Honorable Ruben Becerra, Hays County Judge	Date
The Honorable Frank Malinak III, Lee County Judge	Date

The Honorable Ron Cunningham, Llano County Judge

Date

The Honorable Steven Snell, Williamson County Judge

Date

The Honorable Mayor Craig Morgan
Mayor of the City of Round Rock

Date