

LOCAL WORKFORCE DEVELOPMENT
BOARD

Local Area of Labor
Development Mayagüez - Las
Marías

Internal Regulations of the Local Board of Labor Development

Mayagüez Las Marías

Review and Approved
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LOCAL AREA OF LABOR DEVELOPMENT MAYAGÜEZ - LAS MARÍAS

This document was created for the purpose of regulating the organization of the Local Workforce Development Board so that it can exercise its functions in an organized manner, in law and order as established in Section 107 of the Workforce Innovation and Opportunity Act (WIOA).

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**Internal Regulations of the Local Board for Investment in the Workforce
Mayagüez-Las Marías Local Area**

Part 1: General Provisions:

Article 1: Introduction:

The Workforce Innovation and Opportunity Act (P.L. 113-128) (WIOA), signed by President Barack Obama on July 22, 2014, is intended to develop a workforce and employment system that meets the needs of Local Area employers with workers who have the necessary educational skills, training and employment; training and educating people who are available for employment. The legislation establishes as a mandatory requirement the coordination and integration of training and employment services through a system called the Single Stop Career Center in each Workforce Development Area.

Under Section 107 of the WIOA Act, it is a prerequisite to establish a Local Board in each Local Workforce Development Area. In this specific section it is up to the governor and the State Board to establish the procedure for the mayors who make up the area to have clear criteria to be able to appoint the members of the Board according to Section 107. Any Local Board that meets the criteria of this section will be certified by the Governor of Puerto Rico. To accomplish these purposes, the State Board and the Department of Economic Development and Commerce and its Workforce Development Program established *Administrative Memorial WJOA-2-2015 on Public Policy and Requirements for Certification and Decertification of Local Boards under WIOA*.

In accordance with the provisions of the WIOA Law, applicable regulations and procedures, the Local Board is created with the fundamental purpose of collaborating and advising the Board of Mayors, in the formulation of public policy, planning and development of its workforce, promoting job creation, in addition to increasing the productivity and efficiency of human resources in the local area. It will be the responsibility of the Board to select eligible suppliers, exercise oversight¹¹ of the Single Management Centre and designate the operator of the Single Management Centre, among other functions. Section 107 allows for the adoption of a local council, Regional Workforce Development Board, or any similar entity in its composition organized to serve the local area.

Article 2: Name and Offices:

The official name of this body will be the Local Board of Labor Development of the Local Area of Labor Development Mayagüez-Las Marías.

These Regulations will be known as: **Internal Regulations of the Local Board of Labor Development Mayagüez-Las Marías Local Area.**

Administrative Offices: They will be located in the facilities of the headquarters of the Offices of the Mayagüez-Las Marías Local Labor Development Area.

Article 3: Legal basis y Purpose of the Regulations

- A. This regulation is established by virtue of the Law of Opportunities and Innovation of the Workforce Innovation and Opportunity Act' ¹ , Public Law 113-128; hereinafter WIOA and in accordance with the provisions of Section 107.

- B. Purpose:
 - a. The Internal Regulations of the Local Labor Development Board of the Mayagüez-Las Marías Local Area are established with the purpose of having a guiding instrument in the organization, operation, in order to effectively comply with the functions, duties and responsibilities provided by Law.

 - b. Establish the appropriate organization to facilitate compliance with the provisions of the WIOA Act.

 - c. In addition to instituting the general rules and procedures that will regulate the functioning of the Plenary Board and its different working committees.

Article 4: Definitions:

1. **Economic Development Agency:** Local zoning planning commissions, corporations or boards, community development agency, and other local agencies responsible for the regulation, development, or assistance in economic development within the Local Investment Area, including private sector economic development entities.

2. **Mayor:** Principal Officer or Executive elected to lead and administer a municipality.

3. **Local Workforce Development Area:** Designation by the Governor to a geographic area composed of one or more municipalities for the purpose of receiving WIOA funds for Puerto Rico, pursuant to Section 106 of the WIOA.

4. **Occupational Workplace Advisor:** means an individual employed by an organization who possesses the knowledge and skills necessary to advise other employees of the organization about education, skill development, training, career counseling services, and credentials, including services provided through the workforce development system. necessary to achieve the occupational goals of these employees so that they can meet the employer's requirements for available jobs and promotions that promote economic self-sufficiency.

5. **Association of Professionals and Business:** Organization that admits among its members companies, institutions, persons and/or entities within the Local Investment Area, such as

such as, but not limited to, the Chamber of Commerce of the Western Area, the Association of Retailers of Mayagüez, the College of Engineers, among others.

6. **Standing Committees:** These are committees appointed by the Local Board President to provide information and assist the Board in fulfilling its responsibilities, which must be led by a member of the Local Board. It may include other non-JL members who have demonstrated expertise and experience.
7. **Consortium:** Two or more municipalities that voluntarily join under Law No. 81 of August 30, 1991, Law of Autonomous Municipalities, as amended, organized through an inter-municipal agreement, which as a governmental entity has the legal authority to operate and administer activities for youth, adults and displaced workers financed with WIOA funds. By appointment of the Chief Elected Executive (PEE) or the Board of Mayors in Puerto Rico, it is the sub-recipient entity of the WIOA funds. Once constituted, in accordance with Article 2.001 (p) of the Law of Autonomous Municipalities, as amended, it acquires its own legal personality separate from the municipalities that compose it.
8. **Department of Economic Development and Commerce (DDEC):** Government agency of the Commonwealth of Puerto Rico created by Reorganization Plan No. 4 of 1994, as amended, to which by virtue of Act 171-2014 the Labor Development Program (PDL) is integrated, designated as administrator of the federal funds en bloc received by the Government of Puerto Rico pursuant to Federal Public Law 113-128 of July 22, 2014 known as the Workforce Innovation and Opportunity Act (WIOA).
9. **"Performed Successfully":** Means (/meets) or exceeds" the levels of execution of the primary indicators negotiated between the Governor and the Local Board and the PEE described in section 116(b)(2)(A) of WIA, as in effect prior to the approval of WIOA, for the two (2) consecutive program years prior to the approval of WIOA.

For the purposes of this definition, (/complied) means when the execution achieved in each of the execution measures reaches between eighty (80) and one hundred (100) percent of the negotiated level of execution for each measure.

For the purpose of this definition, (/exceeded) means when the performance achieved in each of the performance measures exceeds one hundred (100) percent of the negotiated performance level for each measure.

10. **Sustained Fiscal Integrity:** Means when the Secretary of the U.S. Department of Labor has not issued a formal determination in any of the two consecutive years preceding the determination related to such integrity, either to the recipient of the funds or to the Local Area administrative entity, has wasted the funds

11. **Board of Mayors (JA):** Body composed of the mayors of the municipalities that comprise the Local Area of Labor Development and who, in coordination and/or collaboration with the Local Labor Development Boards, share the responsibility of establishing the public policy of their geographical area.
12. **State Board:** Body created under Section 101 of the WIOA Act, which in coordination and/or collaboration with the Governor of Puerto Rico establishes public policies and carries out the functions delegated to it by the WIOA Act.
13. **Local Workforce Development Board (JL):** A body created under Section 107 of the WIOA that, in coordination and/or collaboration with the Board of Mayors, shares responsibility for establishing public policy and carrying out the functions and responsibilities established by the WIOA Act for each Local Area.
14. **Local Board Members:** A person appointed by an organization or agency appointed by the Chair of the Board of Mayors and/or the Chief Executive-Elect (PEE), representing different sectors, as provided in Section 107 of the WIOA Act.
15. **Single Management Center Operator:** The entity designated and certified to operate the Single Management Center in accordance with Section 121 of the WIOA Act.
16. **Commercial Organization(s):** Any business or group of private companies established for profit or non-profit within the Local Workforce Development Area.
17. **Community Organization(s):** A private, nonprofit, community-based entity(s) with expertise and experience in addressing the employment needs of individuals with barriers to employment. This and have demonstrated expertise and effectiveness in the field of workforce development and investment. Also organizations with expertise and proven experience in meeting the needs of education, employment and training for young people.
18. **Annual Plan:** The Annual Plan outlines the annual activities to be developed by the Local Area in accordance with the goals established in the Five-Year Plan.
19. **Four-Year Plan:** In compliance with section 108 WIOA, the four-year plan must be developed. It will outline the strategies and activities that will be carried out in the long term to achieve the goals of the Local Area.
20. **President:** Member of the Local Labor Development Board, representative of the Private Business Sector, elected by the members of the Board in Plenary to preside over this Body.
21. **President, Vice-President, Secretary:** Refers to members elected by the Board in Plenary to occupy the respective positions.
22. **Chief Elected Executive Officer (PEE):** The principal elected official (Mayor) of a municipality designated as a Local Area; in the case of Consortia, each of the Mayors

of the municipalities that compose it, one of which will be the President of the Board of Mayors.

23. **Quorum:** Number of members present necessary for the Local Labor Development Board to be constituted and make a valid agreement; in accordance with the provisions of Article V of these Regulations.
24. **Representative of the {a) Governor:** In accordance with Circular Letter WIOA-2-2015, of the Labor Development Program.
25. **Business Representative:** A sector represented by business owners, CEOs of private commercial enterprises, or other executives who have optimal participation in the managerial decision-making process and authority over recruitment in the businesses they represent on the Local Board, including small business organizations that provide employment opportunities that, at a minimum, include high-quality training related to employment and the development of industry sectors and occupations in demand in the Local Area in question. Members appointed as business representatives shall be individuals nominated by trade organizations and professional and business associations. At least two (2) members of the Board shall represent the small business, as defined by the "*Small Business Administration*". **Minimum quantity of Members 10.**
26. **Workforce Representatives:** At least twenty percent (20%) of the members of the Local Board must be from this sector. Their representatives have to be nominated by local labor federations or other employee representatives. It must include two or more representatives of labor organizations or representatives of employees, one or one of the more representatives of a coordinated management program of joint labor-management apprenticeship program¹¹ and one or more representatives of a community-based organization. **Minimum number of members: 4**
27. **Representatives of Education and Training Activity Management Entities :** Shall include at least one representative of eligible providers of adult education and literacy activities and one representative of higher education institutions of workforce investment activities. If there are multiple eligible adult education and literacy activity providers or multiple institutions of higher education serving the Local Area, each representative shall be appointed from among the individuals nominated by the representative providers of such institutions. **Minimum number of members: 2**
28. **Representatives of Governmental, Community Economic Development Entities:** Shall include a representative of an economic and community development entity; a representative of the state employment service office under Law ¹¹Wagner-Peyser^r and a representative of the Vocational Rehabilitation program who does not belongs to the agency designated to conduct the Native American Tribes Vocational Assistance Program or Vocational Rehabilitation Services. **Minimum number of members: 3**

29. **Other Sectors or Individuals:** Any other individual or entity that the Board of Mayors or, in the case of a municipality, the Local Area PEE, deems necessary.

Part 11: Composition of the Local Workforce Development Board and its Members

Article 1: Composition of the Local Workforce Development Board

The composition of the Board shall be conducted subject to Section 107 of the WIOA Act and Circular Letter WIOA-2-2015. This Local Labor Development Board of the Mayagüez Las Marías Local Area will be composed of the representation of the following sectors:

- a. **Business Representatives:** Minimum Quantity ten (10)
- b. **Workforce Representatives:** Minimum Number four (4) or 20% of the total members of the JL
- c. **Representatives of Entities Managing Education Activities and Training:** Minimum Quantity Two (2)
- d. **Representatives of Government Entities, Community Economic Development:** Minimum Number three (3)
- e. **Other Sectors or Individuals:** Amount will be determined by the Chair of the Board of Mayors, subject to a majority of the Board membership being the Business Representative.

Article 2. Terms of Appointments:

- a. **Appointments:** The members of the Local Labor Development Board of the Mayagüez-Las Marías Local Area will be nominated by the different organizations, associations and agencies of the Local Area and will be selected from among the nominees and appointed by the President of the Board of Mayors and/or Chief Executive Elect (PEE).
- b. **Agreement between Principal Officials The ctos (Mayors):** Agreement between the Mayors of both municipalities establishing the method by which each Mayor shall have the right to recommend appointments among the nominees.
- c. **Terms of Appointments:** All appointments shall be for a fixed term of not more than four (4) years, and staggered; the duration of which shall be determined by the Chief Elected Officer or the Board of Mayors for the type of membership of the sector in question. No more than half of the appointments may expire at the same time. Appointments will be certified by the Governor as set forth in Section 107 of the WIOA, as set forth in WIOA Circular Letter 2-2015.

Article 3. Responsibilities and Functions of the Local Labor Development Board:

Preamble:

1. The Local Workforce Development Board and the Board of Mayors agreed to designate the Local Area of Labor Development Mayagüez-Las Marías as the administrative entity and local sub-recipient of the WIOA funds, leaving it with the responsibilities of administration, planning, monitoring and follow-up of the activities authorized by WIOA, except for the function of establishing public policy for the local system. Provided that they delegate to the Executive Director of the Mayagüez-Las Marías Local Labor Development Area the executive responsibility of the Mayagüez-Las Marías Local Labor Development Area, who is directly accountable to the Board of Mayors.

2. The Executive Director of the Mayagüez-Las Marías Local Workforce Development Area may represent both bodies in official acts inside and outside Puerto Rico and is delegated to the latter the responsibility of recruiting the necessary personnel ("staff"). The recruitment of personnel will be carried out upon recommendation of the Board of Mayors and in faithful compliance with the principles of merit protected by the Law of Autonomous Municipalities. Local Board staff, if necessary, shall be recruited on the recommendation of the Local Board and the Chair of the Board of Mayors.

Functions and Responsibilities of the Local Board under the Law:

FIRST: Together with the Board of Mayors, it will establish Public Policy, within the Local System of Investment in the development of the Workforce.

SECOND: Under Section 107(d) of the WIOA, the functions of the Local Board also include the following:

1ero_ **Local Plan:** Consistent with the provisions of section 108 of the WIOA, develop and submit a four-year local plan, in coordination with the Chair of the Board of Mayors. If this Local Area is part of a regional plan that includes other local areas, the Local Area, through the Local Board, shall collaborate with the other local boards and the Chairs of Boards of Mayors of such local areas in the preparation and presentation of the regional plan, as described in section 106(c)(2) of the WIOA. Consistent with the above, it will establish policies and operational guidance for WIOA's Title I adult, displaced, and youth activities .

zdo, **Labor Market Analysis and Regional Workforce Research:** Conduct analyses of the economic conditions, knowledge and skills of the labor force and workforce activities, including training and education, in the region; assist the Governor in the development of an integrated statewide labor market and workforce information system, specifically the collection, analysis, and use of labor market information for the region; any other study, data collection, and

analysis related to the needs of the regional workforce that the Local Board deems necessary to carry out its functions.

- 3rd. **Convening, Brokering, Leveraging ':**
Convene workforce development system stakeholders to assist in the development of the local plan and identify non-federal experts and resources to encourage support for workforce development.
- 4th. **Employer Engagement:** Make efforts to attract a range of diverse employers and entities in the region to promote business representatives on the Local Board that reflect existing and newly created employment opportunities in the region; develop effective links with employers in the region to support employers' use of the local workforce development system and its activities; ensure that investment activities are not available to the local employers. in the workforce meet the needs of employers and support economic growth in the region by emphasizing communication, coordination, and collaboration among employers, economic development entities, and service providers; and develop and implement proven and promising strategies that meet the employment and skills needs of workers and employers in a manner that provides the necessary workforce for employers in the region and increases employment and career advancement opportunities for system participants in in-demand occupations or industry sectors.
- 5th. **Career Pathway:** The Local Board, with representatives from secondary and postsecondary education programs, shall promote efforts in the Local Area to develop and implement career development by aligning employment, training, education, and necessary support services for youth and adults, particularly those with barriers to employment.
- 6th. **Proven and Promising Practices:**
Conduct efforts to identify and promote proven and promising strategies and initiatives that meet the needs of employers, workers, and jobseekers, including individuals with barriers to employment, in the workforce development system, including the provision of physical accessibility and programmatic to the single management system for people with disabilities; and to identify and disseminate information on the practices that are carried out in the Local Area to meet these needs.
7. **Technology :** Develop strategies for the use of technology to maximize the accessibility and effectiveness of the workforce development system for employers, employees, and jobseekers through:
 - a. Facilitation of connection between the input information systems and case management of the management partners' programs

unique to support a comprehensive system of labor development in the Local Area;

- b. Facilitating access to services provided through the single management system, including access in remote areas;
- c. Identifying strategies to meet and improve the needs of individuals with barriers to employment, including strategies that expand traditional service delivery and increase access to single management system services and programs, such as improving digital iteration skills; and
- d. Maximizing capacity and resources within the local workforce development system, including resources and capacity to provide services to individuals with barriers to employment.

SVO. Programmatic Oversight: In coordination with the Chair of the Board of Mayors, he/she shall oversee youth workforce investment activities, training and employment activities, and the single management system in the Local Area; ensure the proper use and appropriate management of funds for activities and the system; ensure the appropriate use, management and investment of funds to maximize results in execution.

911°. Negotiation of Local Enforcement Measures: In coordination with the Chair of the Board of Mayors and the Governor, negotiate and agree on local enforcement levels.

1st. Selection of Operators and Suppliers:

- a. **Selection of Single Management Operators:** In common agreement with the President of the Board of Mayors, it must designate or certify the operators of the Single Management Centers, whose eligibility may be terminated for just cause.
- b. **Selection of Youth Program Operators:** Identify suppliers for youth workforce investment activities through a competitive process for the delegation of funds and award of contracts based on the recommendations of the Youth Standing Committee, to which eligibility may be terminated for cause.
- c. **Identification of Eligible Training Service Providers:** Pursuant to section 122 of the WIOA, identify training service providers in the Local Area.
- d. **Identifying Career Service Providers:** Identifying eligible career service providers through the

granting of contracts when the operator of the single management center does not provide them in the Local Area.

- e. **Consumer Choice Requirements:** In collaboration with the State, it shall ensure that there are sufficient types and numbers of career and training service providers, including those with experience in assisting persons with disabilities and adults with educational and literacy needs, serving the Local Area and providing services in a manner that maximizes client selection as well as the quality of the patient's education. provision of opportunities aimed at integrated competitive employment for people with disabilities.

11 mo. Coordination with Education Providers: Review requests to provide adult education and literacy activities under Title II for the Local Area to determine if the request is consistent with the Local Plan; make recommendations to the eligible agency to promote alignment with the Local Plan. Replicate and implement cooperative agreements that encourage the provision of services to persons with disabilities and other individuals, such as cross-training of personnel, technical assistance, exchange of information, cooperative efforts with employers, and other coordination and collaborative efforts.

1st. Administration and Budget: Develop a budget for the activities of the Local Board consistent with the Local Plan and its responsibilities, subject to the approval of the Chair of the Board of Mayors, and as provided in Section 107(d)(12)(B)(II)(III).

13. Accessibility for Persons with Disabilities: Shall annually evaluate the physical and programmatic accessibility of the Local Area's single-management centers, in accordance with section 188 of the WIOA and the ADA.

Administrative Functions of the Local Board:

1. Prepare and approve your internal budget. Such approval shall be subject to the approval of the President of the Board of Mayors.
2. Recruit the personnel it deems necessary for the performance of its functions and according to the approved budget.
3. Hire professional and advisory services to carry out their duties, if necessary. These services may be contracted in coordination with the Local Labor Development Area to reduce costs and efforts.

Article 4. Local Workforce Development Board Officers:

The officers of the Local Board will be President, Vice-President and Secretary. They will be elected in an extraordinary meeting convened by the Board of Mayors for these purposes once the Board has been constituted.

Article 5. Functions of the Local Labor Development Board Officers:

A. Functions of the President:

1. Transmit the decisions and recommendations of the Local Board to the President of the Board of Mayors through the Executive Director of the Mayagüez-Las Marías Local Labor Development Area, as well as to organizations, institutions, state and federal agendas and other pertinent entities.
2. *To convene* and preside over the meetings of the Local Board in accordance with the provisions of these regulations.
3. To represent the Local Board in official acts or, failing that, to appoint a representative.
4. Convene, in coordination with the Executive Director, ordinary meetings and to direct such meetings.
5. Designate, in coordination with the Executive Director, from among the members of the Local Board, the members of the different committees, as well as their presidents.
6. Appoint, in coordination with the Executive Director, The committees constituted under these regulations and those that may be constituted in accordance with the needs of the Board.
7. Be an ex-officio member of each committee.
8. Submit to the Chair of the Board of Mayors in conjunction with the Executive Director, the Governor, and other concerned entities an Annual Report of the Local Board, as well as any other that may be required by WIOA.

B. Functions of the Vice-President:

1. To exercise the functions of the President in the absence of the President, or when the latter is unable to exercise them. When this happens, it will be applied and will be subject to all the powers and limitations of the performance of the functions of the President.
2. Collaborate directly with the President and perform the functions delegated by the President.

C. Functions of the Secretary:

1. It will prepare, certify, control and safeguard the minutes of the meetings of the Local Investment Board and will submit them for consideration and approval.
2. Ensure that all approved minutes are certified and signed.
3. It will be the responsibility of the secretary to record the official meetings of the Local Board and to keep an official record of them for use in audits.
4. To certify all documents, agreements or resolutions issued by the Local Investment Board and to issue those certifications that may be officially required by the President or through him.

Part 111: Meetings, Attendance, Quorum, Vacancy, Abstention and Conflict of Interest: Ordinary

Article 1. Meetings:

1. The Board will meet in ordinary session quarterly for a total of four (4) ordinary meetings during the year, at the time and place specified in the call, issued by the President in coordination with the Executive Director.
2. The Board may adopt a different date for holding any or all of its ordinary meetings by an affirmative vote of the majority of the members at an ordinary meeting at which there is a quorum.
3. The President shall issue and circulate the notices so that all members receive them at least five (5) days before the date of the meeting. This call will detail the issue(s) to be discussed and documents to be dealt with at the meeting.
4. Notice of suspension of an ordinary meeting shall be made no less than two (2) days prior to the date set for the meeting.
5. The meetings of the Local Board will be chaired by the President or Vice President.

Extraordinary Meetings:

- Article 2.**
1. The Local Board will hold the extraordinary meetings it deems necessary at the initiative of the President in coordination with the Executive Director or at the request of the majority of its members and/or at the call of the President of the Board of Mayors.

2. The President shall issue and circulate the summonses, so that all members receive them at least two (2) days before the meeting. This call will detail the matter or matters to be discussed.
3. No new matters will be added to the agenda of extraordinary meetings.
4. Meetings are to be chaired by the Chair or Vice-Chair.

Article 3. Attendance:

1. The members of the Local Labor Development Board must attend punctually and regularly the meetings of the Board and/or committees to which they belong and will actively participate in their work and activities. Any member who is notified of a meeting and is unable to attend the meeting shall provide a reasonable excuse, if possible at least one (1) day in advance.
2. Those members who do not attend the meetings, at least three (3) consecutive times without just cause, will have their position declared vacant.
3. It is provided that Mayors may delegate their assistance in writing to officials of their trust who have prominent participation in the management decision-making process of the programs that they institutionally represent in accordance with WIOA. The authorized representative may not delegate to a substitute, nor may the delegation be alternated in more than one representative, so it must be the same person who attends all meetings on behalf of a member in property.

Article 4. Vacancies:

1. Any vacancy that arises in the Local Board must be notified immediately to the President of the Board of Mayors.
2. Any vacancy must be filled in the same manner in which the appointment was originally made. The person who comes to replace will serve for the remaining term.
3. Any member of the Local Board may resign voluntarily, by written communication addressed to the President of the Board of Mayors, with a copy to the President of the entity, agency or organization that nominated him/her.
4. Any representative who ceases his or her relationship with the organization, institution, or Program that nominated him or her will have to immediately resign and be replaced in accordance with this procedure.

Article 5. Quorum:

1. At the meetings of the Local Board and/or its respective committees, a quorum shall constitute half plus one. If no more than half of its members are present, a half-hour will be waited and then a quorum will be constituted with the members present and the decisions reached at that meeting will be valid.
2. In extraordinary situations where there is difficulty in physically assembling the members of a Committee, they may conduct the meeting by telephone conference, e-mail or other means of communication, in which all participants in the meeting may communicate simultaneously. The participation of any member in the meeting described above shall constitute attendance at the meeting. All the members of the committee will have to agree, they will be summoned by email and they will have to confirm their participation. Minutes of the meeting are drawn up.

Article 6. Abstention:

1. When a matter is presented for the consideration of the Local Board in the plenary session and it contemplates a possible conflict of interest, with any of the members of the Local Board, the latter must report on the possible conflict and abstain from voting in it.

Article 7. Conflict of Interest:

1. A conflict of interest is understood to be any matter or matter that has a direct relationship with the services offered by the member of any organization that he or she directly represents and/or that could benefit said member or organization economically, in accordance with the applicable ethics regulations.

Article 8. Voting:

1. Each member of the Local Board shall have the right to cast one vote.
2. The President shall abstain from voting; except when necessary to elucidate a tie.
3. No member of the Local Board may vote or participate in decision-making on any matter under his or her consideration relating to the offering of services to be offered by such member (or the entity he or she represents); or that will provide benefits to such member or his or her immediate family member, or involve himself or herself in any other entity that the Governor determines constitutes a conflict of interest specified in the State Plan. Likewise, he must notify in writing and prior to the next meeting to the Local Board his or her interest (or that of the entity he or she represents) regarding his or her intention to submit any request or proposal to offer services on any matter that provides economic benefits to him or her or a member of his or her family or immediate relative.

4. The representatives of the different Work Committees who are not Members of the Local Board will have the right to speak without vote in the determinations of the Local Board that are present.
5. All determinations of the Local Board will be approved by secret ballot and by a simple majority of votes, with the exception of amendments to these regulations which would be by an extraordinary majority of the Board in Plenary (2/3 of those present). The open vote may be carried out with the prior authorization of the Local Board in the plenary.

Article 9. Consideration of Special Matters:

1. Any member may individually request by written communication addressed to the President that matters that are of interest to improve the functioning of the Board be included in the Agenda of an Ordinary Meeting.

Part IV. Local Workforce Development Board Work Committees: Appointment of

Article 1: Committees:

The President will appoint the Presidents and the members who will be part of the Committees that it is necessary to create for the evaluation of any matter before the consideration of the Local Labor Development Board.

Article 2: Standing Committees of Work:

The Local Board will have the following committees:

1. **Single Management System Center Operational Committee:** This committee shall provide information and assist with operational and other matters related to the single management service delivery system, which may include as members representatives of the partners of the single management centers.
2. **Youth Committee:** This committee shall provide information and assist with planning and operational matters related to the provision of services to youth, which should include community-based organizations with proven experience of serving eligible youth successfully.
3. **Committee on Persons with Disabilities:** This committee shall provide information and assist with operational and other matters related to the provision of services to persons with disabilities, including the prohibition of discrimination and provisions under the American with Disabilities Act regarding the programmatic and physical accessibility of services, programs, and activities of the single management system as well as appropriate training in the United States.

staff in providing support or accommodation and in finding employment opportunities for people with disabilities.

4. Other Standing Committees: The Local Board will also have the following committees, subject to the needs and priorities established with the Board of Mayors:

1. Planning, Evaluation and Budget Committee:

- A. Recommend public policy, service priorities, and occupations in demand in the local area that frame the development of the Annual Plan. Evaluate the plan and submit recommendations for final approval by the Local Board President and the Board of Mayors Chair.
- B. Together with the staff of the Local Area of Labor Development, they will agree and negotiate the execution measures with the Governor. They will assist the Governor in the development of employment statistics.
- C. Develop a budget that allows the functions of the Board to be carried out.
- D. No Service Provider may belong to this Committee.

2. Service Provider Certification Committee:

- A. Evaluate and recommend proposals submitted by Service Providers to develop programs and activities under WIOA's Title I, Adult and Displaced Workers Program.
- B. Evaluate and recommend service providers for adult and displaced training activities and intensive services
- C. Evaluate and recommend Service Providers for youth activities based on the recommendations of the Youth Council.
- D. Evaluate the annual performance of Service Providers as part of the certification process.
- E. No Service Provider may belong to this Committee.

3. Business Liaison Committee:

- A. Develop liaison with local area Trustees.
- B. It will promote the participation of private sector sponsors
- C. It will ensure the participation of the private sector by assisting, enacting, and brokering.
- D. It will promote the participation of other entities in the Local Area in the activities of the Local Board.
- E. Plan promotion and/or dissemination activities to be carried out by the Local Board only and/or in coordination with the Local Labor Development Area.
- F. The President of the Local Labor Development Board in coordination with the Executive Director will prepare the Promotion Plan.

4. Monitoring Committee:

- A. It will prepare an Annual Monitoring Plan.
- B. Conduct monitoring and evaluation (,; oversight") with respect to WIOA Section 129 Authorized Youth programs and WIOA Section 134 authorized trainings, as well as the Single Management Center.
- C. Coordinate, in conjunction with the Local Labor Development Area, the hiring of the company of external auditors that will carry out the annual Simple Audits.

5. Executive Committee:

- A. The committee will be composed of the President, Vice President, Secretary, the Chairs of the Standing Work Committees, and the Executive Director of the Local Area.
- B. It will be the Board of Directors of the Local Board and its primary function will be the internal administration of the Local Board and the establishment of the public policy of the Local Labor Development Board.
- C. Evaluate and recommend policies and measures to regulate the internal functioning of the State Board, the efficient discharge of its duties, and other related matters

- D. In the event that the full Local Board is unable to meet, the President may convene this Committee to consider the most pressing matters before the Local Board and that do not require the convening of the full Board, as established by the Regulations.
- E. It will follow up on all the assignments of the Permanent and Special Working Committees.
- F. It will evaluate the reports submitted by the Executive Director of Local Area.
- G. Draft Administrative Briefs aimed at providing guidance to comply with the policy aimed at developing the Workforce.

Article 3. Special Committees (Ad Hoc):

The President may appoint one or more Special Committees, as he/she deems necessary to fulfill specific activities related to the functions of the Local Labor Development Board, which may arise in the discharge of his/her responsibility. These will be established for a certain period of time, with a fixed date, depending on the complexity of the assignment.

Article 4. Rules of Operation of the Committees:

1. The Committees will be governed by the Local Board Rules regarding attendance, quorum and abstentions.
2. The members of the Committees may resign by written notice, addressed to the President of the Local Board.
3. • submit reports including relevant recommendations to the Local Board for consideration and evaluation. The Local Board may adopt, modify or reject them.
4. Vacancies of Committee members, due to death, resignation, disqualification or any other cause, shall be filled by the Board of Mayors following the same nomination and appointment procedure used to appoint the member who caused the vacancy.
5. No Service Provider shall be a member of the Proposal Certification Committees or Proposal Evaluation Committees for WIOA's Title I Adult, Displaced, and Youth Programs .

Part V. Compensation:

Article 1. Per diem and travel expenses:

1. All members of the Local Board of the Mayagüez-Las Marías Local Area, except public employees, may receive a per diem up to forty dollars (\$40.00) for each attendance at each meeting of the Committees subject to the availability of funds, according to the financial circumstances of the Local Workforce Development Area. Per diem will be limited to one meeting per day and will be subject to the JL member arriving on time and staying until the end of the meeting.
2. Local Board members shall be entitled to receive compensation for travel expenses incurred on authorized official travel on behalf of the Local Board. The compensation for travel expenses will be in accordance with the Travel Expenses Regulations of the Mayagüez-Las Marías Local Labor Development Area.

Part VI. Non-Discrimination Public Policy:

Article 1. Compliance

1. The Local Investment Board shall comply with the non-discrimination and equal employment opportunity provisions of the following laws:

- Civil Rights Act of 1964, Title I, as amended
- Individuals with Disabilities Act of 1990, as amended (ADA)
- Vocational Rehabilitation Act of 1974, Section 504, as amended
- Non-Traditional Employment for Women Act of 1991
- Workforce Innovation and Opportunity Act, Sec. 188
- Age Discrimination Act, as amended
- Title IX of the Education Amendment of 1962

Part VII. Miscellaneous Provisions

Article 1. Qualification Clause:

In the event of a challenge, judicial interpretation or any other legal action, the parties to these Regulations are deemed to be separate from each other and such actions shall apply to the parties so affected.

Article 2. Parliamentary Authority:

Where no provision has been made in these Rules of Procedure as to the parliamentary procedure to be followed, recourse shall be had to the Reece Bothwell manual of parliamentary methods.

Article 3. Amendments to the Regulations:

Amendments shall be made in accordance with the terms and conditions established between the Cooperative Agreement with the Board of Mayors and these Regulations.

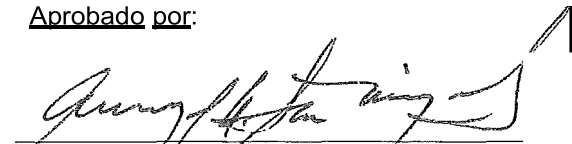
Article 4. Repeal:

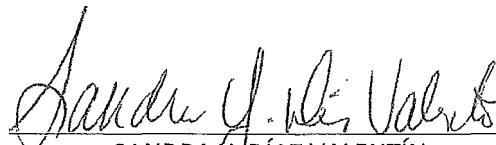
This regulation repeals and replaces any other Internal Regulations of the Local Investment Board.

Article 5. Validity:

These Internal Regulations will enter into force today, November 18, 2016, as approved by the majority vote of the members at a Special Meeting, held today in Mayagüez, Puerto Rico.

Aprobado por:


ÁNGEL A. SAN MIGUEL HERNÁNDEZ
President


SANDRA Y. DÍAZ VALENTÍN
Secretaria