

**Workforce Success Leadership Team**

**Friday, June 21, 2019**

**8:30 a.m. to 10:00 a.m.**

**United Way of Denton County, Inc. (1314 Teasley Lane, Denton, TX)**

**Agenda**

- |   |                     |
|---|---------------------|
| 1. Welcome & Introductions                    | D. Koontz           |
| 2. Nominating Committee Update                | D. Koontz           |
| a. Recommended bylaw changes                  |                     |
| b. Recommended slate of officers              |                     |
| 3. Strategic Planning Committee Update        | Dr. R. Del Rio      |
| a. Recommended strategic plan                 |                     |
| b. Recommended workgroup structure            |                     |
| 4. Network of Services Update: Lewisville ISD | A. Moreno           |
| 5. Backbone Support Updates                   | A. McElroy & T. Yan |
| 6. New Business                               | D. Koontz           |
| 7. Adjourn                                    | D. Koontz           |

**Next Meeting Date:**

**Friday, July 19, 2019 – 8:30 a.m. to 10:30 a.m.**

# Workforce Success Leadership Team

8:30am Friday, May 17, 2019

United Way of Denton County, 1314 Teasley Lane, Denton, TX 76205

## Welcome & Introductions

Mr. David Koontz calls the meeting to order at 8:34am, thanking Dr. Ling Hwey Jeng for attending remotely from abroad.

## Strategic Planning Framework

David introduces Mr. Teddy Yan who reviews a rough strategic planning framework modeled after the strategic plans of other leadership teams. This framework presents the workgroups of the Leadership Team with individual strategic goals and a series of objectives related to each goal, then suggests potential strategies to achieve those objectives, metrics with which to track achievement, and a space for workgroups to report their status to the leadership team.

The leadership team discusses connecting the strategic goals to the mission of the leadership team, writing strategic goals through a SMART (Specific, Measureable, Attainable, Relevant, and Timely) lens, and carefully selecting metrics.

Dr. Roxanne Del Rio moves that the leadership team create a Strategic Planning Committee, Ms. Kathy Hardcastle seconds. Motion carries. From the room, David, Dr. Del Rio, Kathy, and Dr. Jeng volunteer to participate, with the understanding that a broader invitation will be sent after the meeting.

## Discussion of Existing Network of Services

David and Ms. Alicia McElroy introduce Dr. O. John Maduko to present an overview of North Central Texas College (NCTC)'s service provision to help students overcome visible and invisible barriers to academic success. NCTC educates about 14,000 students for credit, with an additional 6,000 non-credit students, many at risk of not succeeding. As a college, NCTC is incredibly involved in helping their students overcome barriers to workforce success. This includes a mobile food bank, supporting advisor meetings at students' convenience, telemedicine arrangements for health and mental health, and partnerships with DCTA, Uber, and Lyft for transportation solutions, including an emergency fund for those unable to take advantage of those partnerships.

Ms. Anabel Castillo-Soto and Dr. Maduko discuss some of the challenges connecting academic success with economic success, and how job/career planning is being incorporated into students' learning as early as orientation.

Discussion regarding the barrier of transportation raised the possibility of collaboration between NCTC and Lewisville ISD's Career & Technical Education to assist students with basic preventative maintenance.

Alicia then introduces Ms. Nicole Recker to present an overview of the transportation solutions provided by Denton County Transportation Authority (DCTA). These services address the large barrier of transportation to working families in Denton County.

Transportation solutions offered by DCTA include Regional A-train services, vanpool, university and college shuttles, and Lyft zones. Each solution is customized to suit the needs of the target population and the community requesting the service.

Future DCTA activities and plans include extending A-train service north further into Denton and south into downtown Carrollton, adding additional A-train stations to better cover transportation needs, and expand connections into other cities in Denton and Collin counties. Future priority populations for DCTA include commuters, social riders, and employers whose workforce can benefit from an Employer Pass Program.

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Mayor Pro-Tem Bob Troyer and Nicole briefly discuss the upcoming board change, noting that little change in service provision is anticipated. Anabel and Nicole discuss ways that Workforce Solutions of North Central Texas and DCTA could cooperate to connect Workforce Solutions clients with transportation and use NCTCOG information to inform DCTA's future decision-making.

### **Nominating Committee Update**

David asks for the leadership team to consider accepting the nomination of Michael Talley from Denton County Economic Development – Nicole moves to do so, Dr. Del Rio seconds, motion carries.

David notes that the nominating committee will meet in late May to recommend a slate of officers for the leadership team.

### **Backbone Support Updates**

Alicia informs the leadership team that a potential funding source for Working Families Success has presented itself, offering the chance to expand pilot deployment of Working Families Success. This is not yet ready for leadership team consideration; backbone support will provide more information as this opportunity develops.

### **Next Meeting**

Our next meeting is scheduled for June 21, 2019.

Meeting adjourns at 9:56am.

If you have something you would like on the agenda for our next meeting, please contact

Alicia McElroy: [Alicia@UnitedWayDenton.org](mailto:Alicia@UnitedWayDenton.org) or 940-566-5851 x 119

Teddy Yan: [Teddy@UnitedWayDenton.org](mailto:Teddy@UnitedWayDenton.org) or 940-566-5851 x 106

Signed by:

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Leadership Team Secretary

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Leadership Team Chair

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**Vision:** All individuals in Denton County achieve financial stability

**Mission:** The mission of the Workforce Success Leadership Team is to create and promote a holistic community approach to the workforce that provides every individual and family with the opportunity to increase earning potential, succeed, and thrive by:

- Coordinating cross-sector integrated service delivery
- Making data-driven, evidence-based, fiscally-responsible recommendations
- Promoting access to existing and emerging opportunities to eliminate gaps
- Identifying and advocating for innovative, effective practices
- Aligning community support systems to meet the needs of local employers

### Who we help:



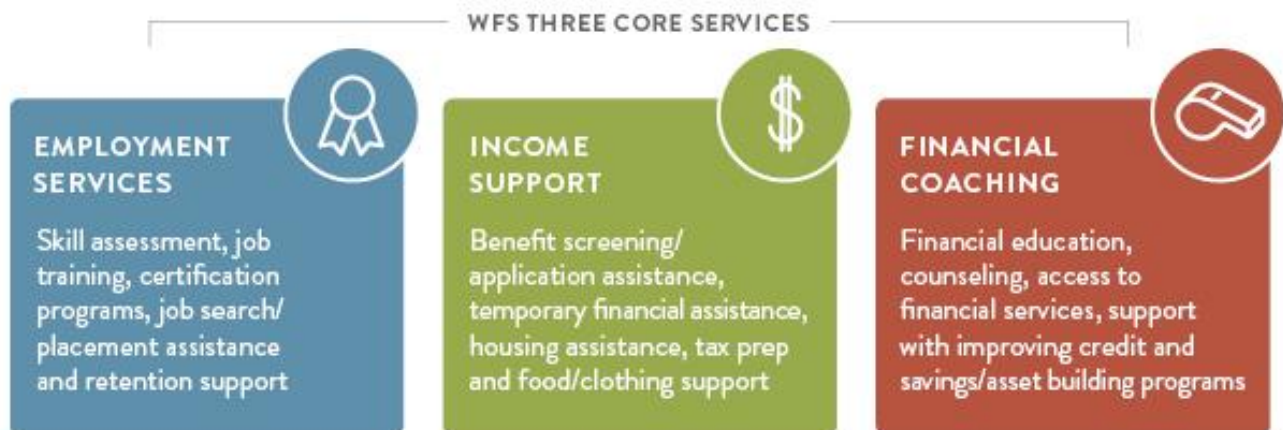
**ALICE (Asset Limited, Income Constrained, Employed)** represents the growing number of individuals and families in Denton County who are working, but are unable to afford the basic necessities required to survive in our community.

Until recently, this group of people was loosely referred to as the working poor, or strictly defined by solely their income. ALICE more clearly defines this population as households with income above the official Federal Poverty Level but below a newly defined Household Survival Budget (an estimate of the minimal cost of the six basic household necessities – housing, child care, food, transportation, health care and a basic smartphone plan).

ALICE households are as diverse as the general population, composed of women and men, young and old, of all races and ethnicities, and living in all corners of Denton County, rural, urban, and suburban.

### How we help:

**Working Families Success** is a model of bundled, integrated service delivery developed by the Annie E. Casey foundation. Non-profits following the Working Families Success model intentionally and thoughtfully combine the provision of three core services (employment and education, income support, and financial coaching) in order to increase the earning potential of ALICE households, helping them overcome barriers and advance economically.



# WSLT, Financial Empowerment Workgroup

**Strategic Goal: Coordinate and improve community support systems to financially empower ALICE households in Denton County**

Objectives	Strategies	Metrics	Status
Identify current and potential bundled and integrated services and resources (employment and education, income support, and financial coaching) required for ALICE client success	<ul style="list-style-type: none"> <li>• Identify currently available resources</li> <li>• Identify predatory financial services</li> <li>• Identify resource gaps</li> </ul>	<ul style="list-style-type: none"> <li>• Provide asset map of services and resources to Leadership Team, including capabilities, capacity, mobility</li> <li>• Provide communication actor map of services and resources</li> </ul>	<ul style="list-style-type: none"> <li>• Working in partnership with Working Families Success workgroup</li> </ul>
Develop a comprehensive narrative of individuals comprising ALICE community in Denton County	<ul style="list-style-type: none"> <li>• Interview representative sample of diverse ALICE households</li> <li>• Identify currently utilized services</li> <li>• Identify resource opportunities to address existing resource gaps</li> </ul>	<ul style="list-style-type: none"> <li>• Provide narrative of ALICE client service use, service awareness, and resource gaps</li> </ul>	<ul style="list-style-type: none"> <li>• Working in partnership with Working Families Success workgroup</li> </ul>
Deploy volunteer financial coaches to financially empower ALICE households	<ul style="list-style-type: none"> <li>• Train volunteer financial coaches</li> <li>• Match volunteer financial coaches in conjunction with social service providers</li> <li>• Expand and promote volunteer financial coaching services to community at large</li> <li>• Support and monitor coaching matches</li> </ul>	<ul style="list-style-type: none"> <li>• Train and deploy volunteer financial coaches in Denton County, up to staff capacity for volunteer management</li> <li>• Provide financial coaching to NN participants for at least six months</li> </ul>	<ul style="list-style-type: none"> <li>• 15 Volunteers trained (6/13/2019)</li> <li>• 7 Volunteers matched (6/13/2019)</li> <li>• Upcoming trainings on: TBD</li> </ul>
Increase availability of and access to Bank On National Account Standards (NAS)-certified accounts	<ul style="list-style-type: none"> <li>• Determine current availability of NAS-certified accounts</li> <li>• Increase countywide deployment of NAS-certified accounts at financial institutions</li> <li>• Connect unbanked and underbanked households with NAS-certified accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Secure 2 additional NAS-certified accounts at financial institutions in Denton County</li> <li>• Enroll NN unbanked or underbanked households in NAS-certified accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Cities for Financial Empowerment funding potentially available</li> </ul>
Reduce utilization of predatory products and practices in Denton County	<ul style="list-style-type: none"> <li>• Promote the creation and maintenance of emergency funds in ALICE households</li> <li>• Expand free tax preparation services (VITA)</li> <li>• Connect Low- to Moderately-Low Income (LMI) taxpayers utilizing VITA with financial coaching and / or community resources</li> </ul>	<ul style="list-style-type: none"> <li>• After 6 months, NN% of program participants have at least \$400 saved to cover emergencies</li> <li>• Train and deploy 100 free tax preparation volunteers</li> <li>• Operate 10 free tax preparation sites in Denton County</li> <li>• Prepare 1,800 returns for Denton County</li> <li>• Educate all LMI taxpayers on financial coaching and / or available community resources</li> </ul>	<ul style="list-style-type: none"> <li>• 2019 Tax Season:               <ul style="list-style-type: none"> <li>○ 72 free tax preparation volunteers deployed</li> <li>○ 9 free tax preparation sites active</li> <li>○ 1,552 returns prepared</li> </ul> </li> </ul>

# WSLT, Working Families Success Workgroup

**Strategic Goal: Bundle and integrate service delivery to help ALICE clients better overcome barriers and advance economically**

Objectives	Strategies	Metrics	Status
Identify current and potential bundled and integrated services and resources (employment and education, income support, and financial coaching) required for ALICE client success	<ul style="list-style-type: none"> <li>Identify currently available resources</li> <li>Identify predatory financial services</li> <li>Identify resource gaps</li> </ul>	<ul style="list-style-type: none"> <li>Provide asset map of services and resources to Leadership Team, including capabilities, capacity, mobility</li> <li>Provide communication actor map of services and resources</li> </ul>	<ul style="list-style-type: none"> <li>Working in partnership with Financial Empowerment workgroup</li> </ul>
Develop a comprehensive narrative of individuals comprising ALICE community in Denton County	<ul style="list-style-type: none"> <li>Interview representative sample of diverse ALICE households</li> <li>Identify currently utilized services</li> <li>Identify resource opportunities to address existing resource gaps</li> </ul>	<ul style="list-style-type: none"> <li>Provide narrative of ALICE client service use, service awareness, and resource gaps</li> </ul>	<ul style="list-style-type: none"> <li>Working in partnership with Financial Empowerment workgroup</li> </ul>
Continue Working Families Success (WFS) model implementation in Denton County (Employment and Education, Income Support, and Financial Coaching)	<ul style="list-style-type: none"> <li>Continue, evaluate, iterate, and expand pilot programs in conjunction with North Central Texas College and Cumberland Presbyterian Children's Home</li> <li>Evaluate success of pilot programs and determine viability and sustainability</li> <li>Refine program model and develop standards of practice for Denton County</li> </ul>	<ul style="list-style-type: none"> <li>Test case conferencing systems for Working Families Success integrative service delivery</li> <li>Development of WFS implementation guide/standards of practice</li> <li>Provide one full year of WFS services to 8 single parent families</li> <li>NN% of Cumberland participants achieve wage of \$14+/hr</li> <li>Provide two semesters of WFS services to 20+ students at NCTC</li> <li>NN% of students continue in program, transfer to university, or secure wage of \$14+/hr</li> </ul>	<ul style="list-style-type: none"> <li>North Central Texas College pilot in second year of implementation</li> <li>25 students in Fall 2018 pilot; 15 in Spring 2019 pilot</li> <li>Expanding NCTC program to include case management services</li> <li>Cumberland Presbyterian Children's Home beginning pilot program implementation</li> <li>6 financial coaches matched with Cumberland participants</li> </ul>
Deploy Working Families Success model of integrated service delivery to service providers currently serving ALICE households	<ul style="list-style-type: none"> <li>Publicize advantages and successes of WFS integrated service delivery in Denton County</li> <li>Provide outreach and training efforts to service providers' Board of Directors</li> <li>Develop prioritized list of service providers for Working Family Success implementation</li> </ul>	<ul style="list-style-type: none"> <li>Develop WFS pilots at 2 additional social service agencies</li> <li>Secure support and interest from prioritized service providers</li> </ul>	<ul style="list-style-type: none"> <li>Data collected and analyzed for Fall 2018 and Spring 2019</li> <li>Currently working to set baseline data for Cumberland</li> <li>Preliminary list of prioritized service providers invited to WSLT</li> </ul>
Secure revenue for widespread program expansion and implementation	<ul style="list-style-type: none"> <li>Identify gaps in services and prioritize funding expansion to alleviate largest barriers to integrative service delivery</li> <li>Identify and pursue WFS-aligned grants</li> <li>Apply for Communities Foundation of Texas WFS cohort</li> <li>Advocate for policies and increased community collaborative funding opportunities for Denton County</li> </ul>	<ul style="list-style-type: none"> <li>Submit collaborative grant applications to 4+ funding opportunities</li> <li>Establish Income Support household emergency fund</li> <li>One Denton County service provider accepted into Communities Foundation of Texas WFS Cohort</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Communities Foundation of Texas WFS Cohort request for applications</li> </ul>

# CTE Report

June 22, 2019

# CTE by the Numbers

## 2017 - 18

- 9,917 CTE course enrollments
- 33 Programs
- 144 Individual Classes

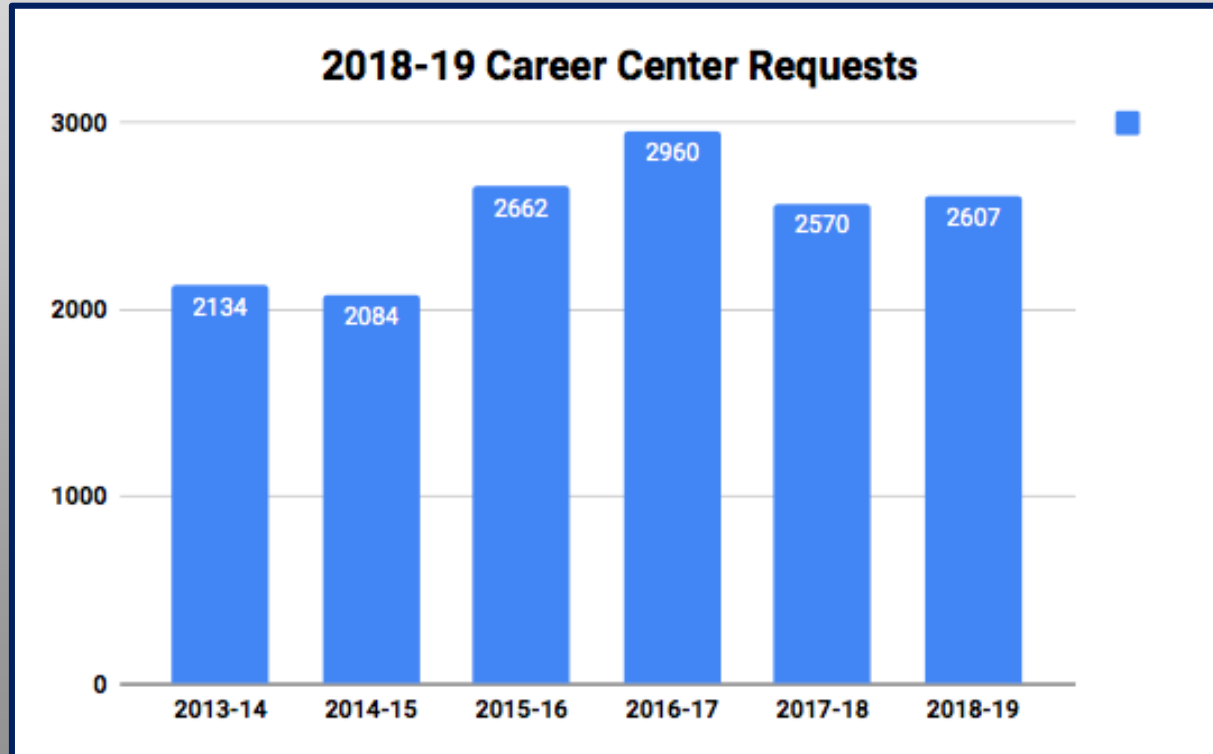
## 2018 - 19

- 9,956 CTE course enrollments
- 34 Programs
- 148 Individual Classes\*

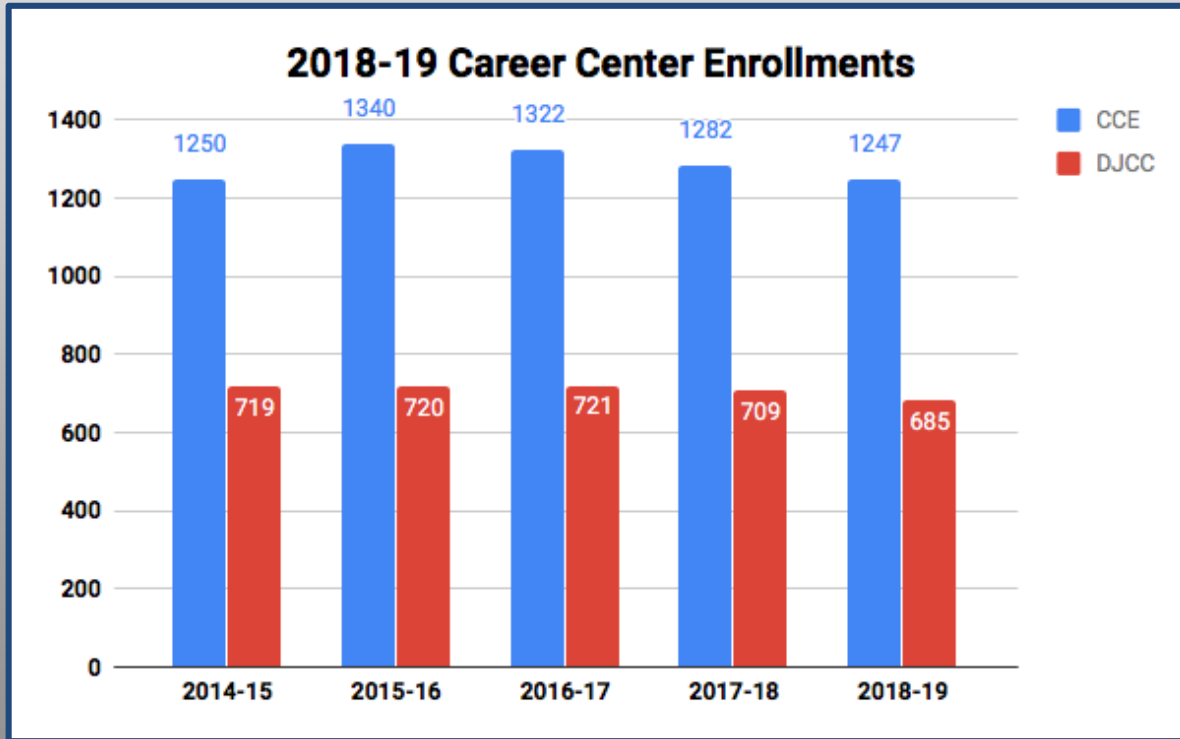
\*New Classes for 2018-19 - Firefighter I Dual Credit, Firefighter II Dual Credit, Video Game Design II, Video Game Design III.



# Career Center Requests

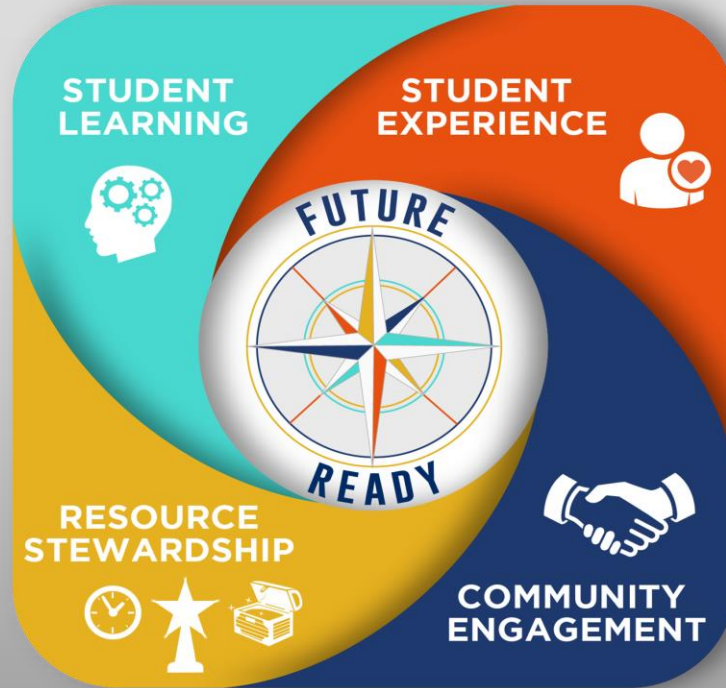


# Career Center Enrollments



# Certifications

- Perkins Evaluation and Review
  - Reported Certifications Earned
    - 2017-2018
      - **1,094**



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LEWISVILLE INDEPENDENT SCHOOL DISTRICT

# CTE - Future Ready/Future Focused

# New Experiences for Students



Experiences in Entrepreneurship



Experiences in Agriculture



Experiences in Public Safety

# Partnership Highlight - Park Place Dealerships

Park Place hired 7 students from the Class of 2018 as technicians at its Jaguar/Land Rover, Mercedes-Benz, and Lexus Dealerships

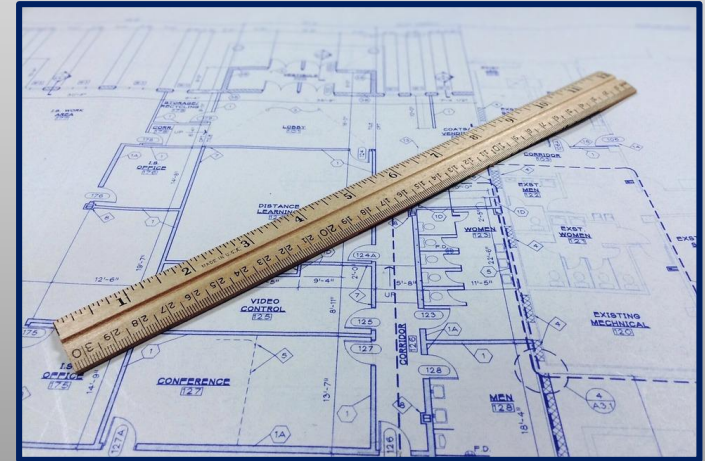


# New Career Center

CTE Director, Executive Director of Secondary Curriculum, and teachers have been meeting with the Architects and Design Teams in regards to the instructional spaces for the new career center.

The spaces being created will provide industry-level opportunities for the students of LISD in a variety of career clusters.

Dr. Rogers is planning a time for architectural drawings of several of our upcoming new facilities to be shared with Trustees.



DENTON COUNTY



**WORKFORCE SUCCESS**

LEADERSHIP TEAM

**Strategic Planning Committee:**

Dr. Jeng, Chair TWU

Kat Hardcastle, Texas Health

Michael Talley, Denton County

Dr. Roxanne Del Rio, NCTC

Alicia McElroy, United Way

Teddy Yan, United Way

June 21, 2019 Monthly Meeting



# History

Needs Assessment: (2015-2016)



Community Foundation of Texas (Cohort for Grant Revenue)



Deploy Prototype Working Family Success Model  
(Employment Services, Income Support & Financial Coaching):

- NCTC
- Cumberland



Expand the Working Families Success Model to include ALICE Population Community of Denton County



Deployment of the Workforce Success Leadership Team

# Who We Help:

**ALICE (Asset Limited , Income Constrained and Employed) Community/Population of Denton County**

*According to the Annie E. Casey Foundation, WFS (Working Families Success) is a model used to combine 3 core service to increase earning potential for ALICE population.*



# Who We Help:

ALICE (Asset Limited , Income Constrained and Employed) Community/Population of Denton County



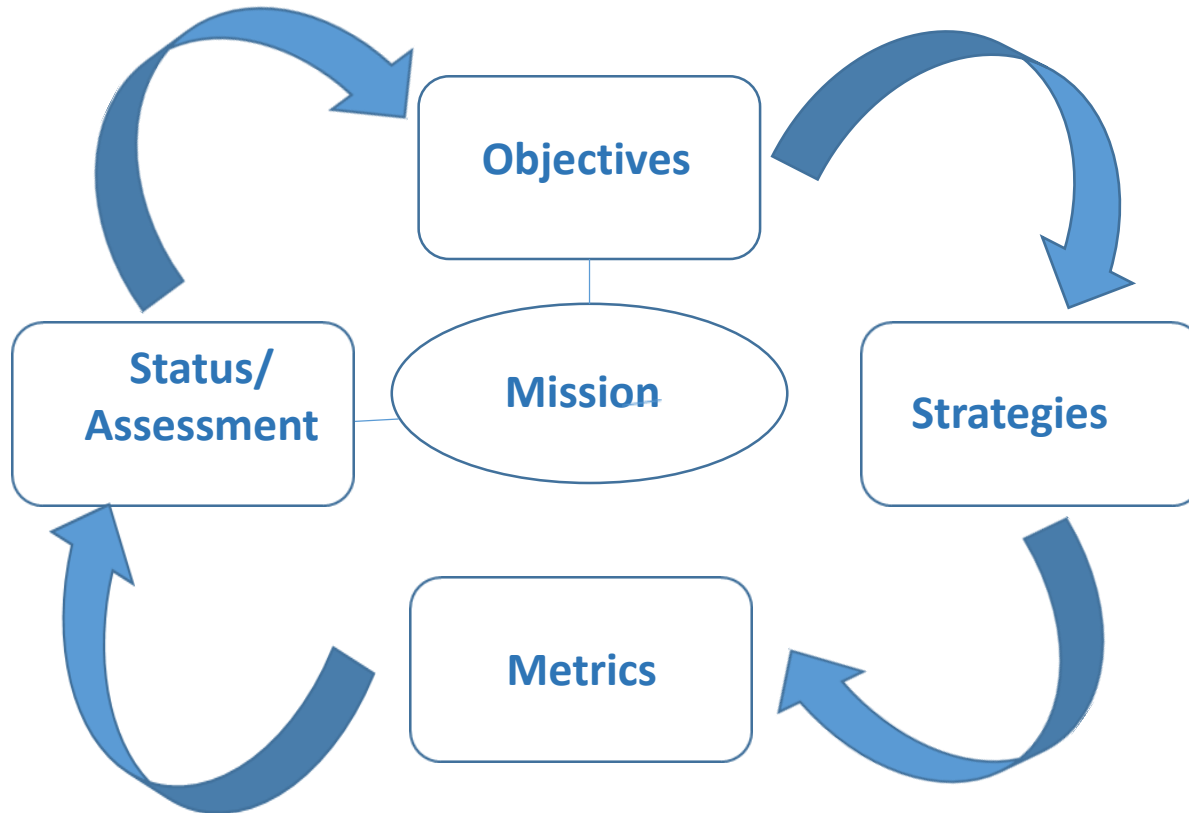
**DO YOU KNOW ALICE?**

# Workforce Success Leadership Team

*Mission: The mission of the Workforce Success Leadership Team is to create and promote a holistic community approach to the workforce that provides every individual and family with the opportunity to increase earning potential, succeed, and thrive.....:*

- Coordinating cross-sector integrated service delivery
- Making data-driven, evidence-based, fiscally-responsible recommendations
- Promoting access to existing and emerging opportunities to eliminate gaps
- Identifying and advocating for innovative, effective practices
- Aligning community support systems to meet the needs of local employers

# Workforce Success Leadership Team Strategic Planning Committee Metrics



# Workforce Success Leadership Team Strategic Planning Committee Proposal

## 2 Work Groups:

- Working Families Success Work Group
- Financial Empowerment Workgroup

# Workforce Success Leadership Team Working Families Success Work Group

**Strategic Goal: Bundle and integrate service delivery to help ALICE clients better overcome barriers and advance economically**

## Objectives (5)

1. Identify current and potential bundled and integrated services and resources (employment and education, income support, and financial coaching) required for ALICE client's success
2. Develop a comprehensive narrative of individuals comprising ALICE community in Denton County
3. Continue Working Families Success (WFS) model implementation in Denton County (Employment and Education, Income Support, and Financial Coaching)

# Workforce Success Leadership Team

## Work Families Success Work Group

4. Deploy Working Families Success Model of integrated service delivery to service providers currently serving ALICE households
5. Secure revenue for widespread program expansion and implementation



# Workforce Success Leadership Team Financial Empowerment Workgroup

*Strategic Goal: Coordinate and improve community support systems to financially empower ALICE households in Denton County*

## Objectives (5)

1. Identify current and potential bundled and integrated services and resources (employment and education, income support, and financial coaching) required for ALICE client success.
2. Develop a comprehensive narrative of individuals comprising ALICE community in Denton County
3. Deploy volunteer financial coaches to financially empower ALICE households

# Workforce Success Leadership Team Financial Empowerment Workgroup

## Objectives (5)

4. Increase availability of and access to Bank On National Account Standards (NAS)-certified accounts

*(Bank On National Account Standards provide local programs with a benchmark for safe, affordable account partnerships with financial institutions.)*

5. Reduce utilization of predatory products and practices in Denton County

# Strategic Planning Committee

**VOTE:** Strategic Plan

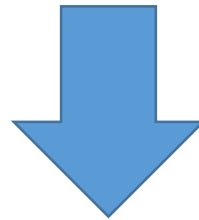
**VOTE:** 2 Work Groups:

- Working Families Success Work Group
- Financial Empowerment Workgroup

# Workforce Success Leadership Team Vote

## Proposal:

Deploy Working Families Success Workgroup



Followed by the Financial Empowerment Workgroup

DENTON COUNTY



WORKFORCE SUCCESS

LEADERSHIP TEAM



**Strategic Planning Committee:**

Dr. Jeng, Chair TWU

Kat Hardcastle, Texas Health

Michael Talley, Denton County

Dr. Roxanne Del Rio, NCTC

Alicia McElroy, United Way

Teddy Yan, United Way

June 21, 2019 Monthly Meeting

# WSLT Strategic Planning Committee Notes

3:30pm Wednesday, June 12, 2019

United Way of Denton County, 1308 Teasley Lane, Denton, TX 76205

**Volunteers Present:** Dr. Ling Hwey Jeng (Chair), Dr. Roxanne Del Rio, Kathy Hardcastle

**Staff Members Present:** Gary Henderson, Alicia McElroy, Teddy Yan

## Welcome, Introductions and Committee Chair selection

Dr. Roxanne Del Rio called the meeting to order at 3:31pm and welcomed committee members. The committee selected Dr. Ling Hwey Jeng as their chair, but charged Dr. Roxanne Del Rio with presenting the draft strategic plan to the leadership team on June 21.

## Review Draft Strategic Plan

The committee discussed a request for a one-page precis first outlining and defining the Workforce Success Leadership Team's target population (ALICE households at both the micro and macro level), and second proposing an intervention and pathway to success for the leadership team to pursue.

The committee reviewed a draft strategic plan produced by backbone support focused on two workgroups: Financial Empowerment, and Working Families Success. In order to closely identify the leadership team's population and propose an initial intervention plan based on currently operating pilot programs, the committee added two shared objectives to each workgroup.

Further discussion modified several other objectives for both workgroups.

## Next Steps

Backbone support was asked to create the one-page precis, reconcile some language in the strategic plan, and submit the completed document for electronic vote by the committee. Dr. Del Rio agreed to present the draft strategic plan on June 21.

## Next Meeting

If necessary, additional committee meetings will be called by Dr. Jeng or backbone support after June 21.

Meeting Adjourned at 4:39pm

If you have something you would like on the agenda for our next meeting, please contact

Alicia McElroy: [Alicia@UnitedWayDenton.org](mailto:Alicia@UnitedWayDenton.org) or 940-566-5851 x 119

Teddy Yan: [Teddy@UnitedWayDenton.org](mailto:Teddy@UnitedWayDenton.org) or 940-566-5851 x 106

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[UnitedWayDenton.org](http://UnitedWayDenton.org)



**DENTON COUNTY WORKFORCE SUCCESS LEADERSHIP TEAM  
BYLAWS**

**ARTICLE I NAME**

The name of the organization shall be the Denton County Workforce Success Leadership Team, “WSLT”.

**ARTICLE II MISSION/VISION**

**Vision Statement:** All working families in Denton County enjoy financial security through sustainable income and community supports.

**Mission Statement:** The mission of the Workforce Success Leadership Team is to create and promote a holistic community approach to the workforce that provides every individual and family with the opportunity to increase earning potential, succeed, and thrive by:

- Coordinating cross-sector integrated service delivery
- Making data-driven, evidence-based, fiscally-responsible recommendations
- Promoting access to existing and emerging opportunities to eliminate gaps
- Identifying and advocating for innovative, effective practices
- Aligning community support systems to meet the needs of local employers

**ARTICLE III ORGANIZATION**

**Section 3.1: Existence**

The period of existence of the Denton County Workforce Success Leadership Team shall be perpetual beginning April 12, 2019.

**Section 3.2: Purpose**

The purpose of the Denton County Workforce Success Leadership Team (WSLT) is to convene as a policy making team tasked with improving the planning, coordination, oversight, and implementation required to create systems change for workforce/employment initiatives in Denton County.

**Section 3.3: Fiscal Agent/Backbone Organization**

The name of the agent and address of the WSLT is:

United Way of Denton County Inc.

1314 Teasley Lane

Denton, TX 76205

United Way of Denton County Inc. (UWDC) will serve as the fiscal agent and backbone organization of the WSLT to provide staff, guide vision and strategy, support aligned activities, establish shared measurement practices, build public will, advance policy and mobilize funding. WSLT shall serve under

**Denton County Workforce Success Leadership Team (WSLT)**

**Charter**

1

the auspices of UWDC. The fiscal year shall follow UWDC and commence on April 1<sup>st</sup> and end on March 31<sup>st</sup>.

## ARTICLE IV APPOINTMENTS

### Section 4.1: Appointment

Appointment to WSLT is available to eligible entities as set forth below. The membership should represent the geographic, demographic and cultural diversity of Denton County, and to better serve the needs of Denton County.

### Section 4.2: WSLT Appointees

The WSLT shall consist of no less than ~~twenty-three (23)~~ **twenty-seven (27)** and no more than ~~thirty-eight (38)~~ **forty-two (42)** members. Such number and composition may be increased or decreased by amendment to these Bylaws and the WSLT structure.

The WSLT shall be composed of appointees from the following entities.

(1) Denton County Commissioner's Court	(1) Workforce Solutions for North Central Texas
(1) City of Denton	(1) Transportation Agencies
(1) City of Lewisville	<del>(3-5)</del> <b>5-7</b> Social/Public Agencies
(1-2) Lake Cities and Other Small Cities/Towns	(1) <b>North Texas</b> Society for Human Resource Management
<del>(2-4)</del> <b>4-6</b> Large Employers and Businesses	(1-2) Economic Development Departments
(2-4) Small Employers and Businesses	(1-2) Chambers of Commerce
(1-3) Independent School Districts	(1-3) Financial Institutions
(2-3) Higher Education Institutions	(1-2) United Way of Denton County
(2) Occupational Training Providers	

### Section 4.3: Eligibility

To be eligible a person must be appointed by one of the above-named entities as outlined in Article IV Section 4.2 and possess strong business, policy, or workforce background.

With regards to appointments:

- Cities/Towns should identify a council member, senior staff, executive, or community member;
- Non-profit organizations should identify an executive or board member;
- Higher education and school districts should identify a senior level representative;
- All others should identify a board member or senior level representative

Appointees are expected to remain actively engaged and report to the appointing agency/organization on an ongoing basis to ensure accurate communication. In the event an appointee is not fulfilling their role, the WSLT will request a new appointee from the appointing agency/organization.

### Section 4.4: Terms of Appointment

Initial appointments of the WSLT shall serve a renewable two (2) year term to ensure consistency and maintain a working knowledge of the WSLT.

### Section 4.5: Duties of Appointees



To ensure members are actively engaged, members are expected to attend 75% of the meetings. Physical attendance is expected, however phone or web conference participation may be arranged in lieu of physical attendance in extenuating circumstances.

**Section 4.6: Resignation of Appointees**

Any member of the WSLT may resign at any time by giving written notice to the Chair at least 30 days in advance and by notifying the appointing authority.

**Section 4.7: Vacancies**

Vacancies shall be filled by the appointing agency/organization within 30 days of the vacancy and approved during the next regularly scheduled meeting.

**ARTICLE V MEETINGS**

**Section 5.1: General Meetings**

Meetings of the WSLT will be held every even-numbered month. Meetings of the WSLT shall be held at the United Way of Denton County Inc. office. All meetings of the WSLT will be open to the public. Meeting agendas and minutes will be made available through the UWDC website.

**Section 5.2: Special Meetings**

Special meetings of the WSLT may be called by an executive officer.

**Section 5.3: Notice of Meetings**

Notice of meetings shall be provided at least 3 days prior on the UWDC website, and notification delivered by phone, mail, or email.

**Section 5.4: Chairperson/Vice Chairperson**

The WSLT shall elect a chair and vice chair to preside over meetings. In the absence of the chair, the vice chair shall preside.

**Section 5.5: Secretary**

The secretary shall be an elected member of the WSLT and shall be responsible for the written minutes of the WSLT.

**Section 5.6: Workgroup Meetings**

Workgroup meetings will be held monthly or as needed to conduct the business of the WSLT. Additional meetings may be convened as necessary to meet the goals and objectives of the WSLT.

**Section 5.7: Quorum**

A simple majority of named appointees shall be necessary and sufficient to constitute a quorum for the transaction of WSLT business.

**Section 5.8: Voting**

Each appointee of the WSLT shall be entitled to vote in person or electronically if deemed necessary for the transaction of business. In the event of an electronic vote, members will vote accordingly, and sufficient documentation will be kept and provided at the next official meeting. Only appointees to the

WSLT shall have voting rights. Ex-officio members and alternates attending meetings on behalf of an absent appointee may not vote.

**Section 5.9: Parliamentary Authority**

The meetings of the WSLT shall be governed by the parliamentary rules and usages contained in the current edition of the “Roberts Rules of Order” unless otherwise directed within these bylaws.

**ARTICLE VI OFFICERS**

**Section 6.1: Officers**

Officers of the WSLT are eligible for two consecutive one (1) year terms. Elections will be held during the 1<sup>st</sup> meeting in March. WSLT shall call for a nominating committee to be formed to present a slate of officers annually.

**Section 6.2: Chair**

The Chair shall preside at all meetings of the WSLT and shall exercise leadership to ensure the goals and objectives of the WSLT are carried out. He/She shall have the powers and duties of supervision and management as it pertains to the office of Chair. The Chair shall serve a one-year term and be elected each year. The duties of the Chair include, but are not limited to the following:

1. Convene and manage meetings;
2. **Lead the officers of the WSLT in setting** Set the agenda;
3. Represent the WSLT at meetings;
4. Assure compliance with Roberts Rules of Orders

**Section 6.3: Vice Chair**

The Vice Chair shall assist the Chair in the leadership of the WSLT. The Vice Chair shall serve a one-year term and be elected each year. The duties of the Vice Chair include, but are not limited to the following:

1. Perform all duties of the Chair in the absence of the Chair, and when so shall have all the powers and duties of the Chair.
2. Prepare to succeed to the office of the Chair in the event of the Chair’s resignation or vacancy.

**Section 6.4: Secretary**

The secretary shall be an elected member of the WSLT and shall be responsible for the written minutes of the WSLT, including the authority to be the representative signatory on all ~~board~~ **leadership team** approved documents. The Secretary shall serve a one-year term and be elected each year.

**Section 6.5: Past Chair**

Upon the end of their term, the Chair of the WSLT becomes the Past Chair and will serve in an advisory capacity to ensure continuity of operations.

**Section 6.6: Ex-Officio Members**

The WSLT shall appoint ex-officio members as appropriate. Ex-officio members will offer input but will abstain from voting on matters of the WSLT.

**Section 6.7: Workgroup/Sub-Committee Chairs**

Workgroups/Sub-committees shall provide ongoing reports and recommendations to the WSLT to ensure ongoing communication and leadership as it relates to the overall goals and objectives of the WSLT.

**Section 6.8: Compensation of Officers/WSLT Appointees**

The officers/appointees shall not receive a salary or compensation.

**Section 6.9: Workgroups/Subcommittees**

The workgroups/subcommittees of the WSLT are defined by the WSLT as deemed appropriate and necessary to the overall goals and objectives of the WSLT.

**ARTICLE VII AMENDMENTS**

The Bylaws may be amended by a two-thirds vote of the WSLT members present at any regular or special meeting. Proposals for bylaw amendment shall be submitted to the WSLT at least thirty (30) days prior to consideration.

**ARTICLE VIII NON-DISCRIMINATION**

The members, officers, directors, committee members, employees and persons served by WSLT shall be selected entirely on a non-discriminatory basis with respect to national origin, race, religion, color, sex, marital status, ancestry, sexual orientation, people with disabilities, age or veterans status.

**ARTICLE XI CONFLICT OF INTEREST**

Any appointee who benefits financially, directly or indirectly as a result of an action/vote must abstain from the action/vote. A "benefit" shall include the possibility, or appearance, of personal financial gain to the appointee. A benefit occurs when the member or a person in the member's immediate family, and/or a partner or other business associate, and or their employer stand to gain financially from the action/vote.

**ARTICLE XII Confidentiality**

It is the policy of the WSLT and workgroup members to annually review the conflict of interest and confidentiality form. A copy of this form will be distributed to all WSLT appointees and workgroup members for signature.

\_\_\_\_\_  
WSLT Secretary

\_\_\_\_\_  
Date



