



## **Operating Practices**

### **Pacific Mountain Workforce Consortium**

#### **Grays Harbor, Lewis, Mason, Pacific, and Thurston Counties**

**January 2017**

**Purpose:** The five Counties including Grays Harbor, Lewis, Mason, Pacific and Thurston have formed the Pacific Mountain Workforce Consortium per RCW 39.34 Interlocal Cooperation Act in November 2010 for the purpose of delivery of workforce development programs, in the five-county region, funded primarily, but not exclusively, by the Workforce Innovation and Opportunity Act (WIOA) or subsequent federal employment and training legislation.

**Membership:** Each County will appoint one County Commissioner and one alternate member to the Consortium Board. The Consortium Board shall constitute the role of the Chief Elected Official in accordance with Section 107 of the Workforce Innovation and Opportunity Act.

**Powers and Duties:** The members of the Consortium Board will act as the Chief Elected Official per WIOA. This includes:

- Appoint Workforce Development Council members, all based on nominating representatives from each County, following the provisions of the WIOA and any successor legislation.
- Assume the federally required fiduciary liability for WIOA funds.
- Certify that the Consortium and Council meet all requirements, federal and state, for designation as the Local Workforce Development Area.

#### **The Workforce Development Council AND the Pacific Mountain Workforce Consortium will together:**

- Develop a Strategic Plan pursuant to criteria established by US Department of Labor, Washington State Workforce Training and Education Coordinating Board, and the Employment Security Department.

Consortium Board shall be transmitted to each County Commission and maintained by the Pacific Mountain Workforce Development Council.

**Officers and Duties:**

- The Consortium Board shall elect a Chair. The Chair will be elected in December of each year and serve for the following calendar year.
- The Chair will preside at meetings and will confirm actions taken by the Chief Elected Official.
- There shall be no other officers of the Consortium.

**Staffing:** Staff support, including meeting arrangements, agendas, materials, notes, and necessary follow-up for the Consortium Board will be provided by the Pacific Mountain Workforce Development Council staff.

**Amendments:** These operating practices may be altered, amended, or repealed in whole or in part at a regular meeting by the Consortium Board after at least ten business days notice of a proposed change. Any amendment shall take effect immediately upon adoption unless otherwise specified.

Adopted on (date):

**Chair of Consortium Board:**

*Lu Orpelt*

**County:**

*MASON*

**Consortium Board Member:**

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**County:**

*SHRAPSTON*

**Consortium Board Member:**

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*Lisa Olsen*  
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**County:**

Pacific

**Consortium Board Member:**

**County:**

**Consortium Board Member:**

DocuSigned by:  
*Vickie L. Raines*  
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**County:**

Grays Harbor