GOVERNOR'S WORKFORCE DEVELOPMENT BOARD

STATEMENT OF AUTHORITY UNDER

THE WORKFORCE INNOVATION ANDOPPORTUNITY ACT (WIOA), MINNESOTA STATE STATUTE 116L.665 WORKFORCE DEVELOPMENT BOARD, AND BY-LAWS.

LAST REVISED AND ADOPTED: February 11, 2026
REVISED AND ADOPTED: September 11, 2019

I. Vision and Mission

Vision

Minnesota leads the nation, where every person and employer can contribute, succeed, and prosper in vibrant communities and a thriving economy.

Mission

Champion strategies for attracting talent and developing a resilient workforce that strengthens Minnesota's economy for all communities.

II. Establishment of the Governor's Workforce Development Board

The Governor's Workforce Development Board (Board) assists the Governor in implementing the provisions of the Workforce Innovation and Opportunity Act WIOA). WIOA supersedes WIA and seeks to improve the effectiveness of and streamline the governing structures of the public workforce system, empower elected officials and workforce boards, establish structures for working with regional economies and engage the key stakeholders needed to lead the system to achieve the goals of WIOA. The Board also carries out other duties and responsibilities in WIOA, guidance from federal agencies (such as the U.S. Department of Labor or U.S. Department of Education), and in Minnesota Statutes.

III. Duties of the Governor's Workforce Development Board

WIOA empowers State and local elected officials and private sector-led workforce boards with the responsibility of developing a strategic, integrated plan that supports economic growth and labor force needs intended to grow the capacity and performance of the system.

The Board fulfills the requirements under WIOA and 116L.665 and strives to ensure transparency and alignment within the state's workforce development system.

IV. Board Membership

The Board is comprised of members appointed by the Governor as prescribed in WIOA and Minnesota Statutes 116L.665. The members of the board shall serve for a term of three (3) years and may be reappointed at the pleasure of the Governor. Each member serves the appointed term until a successor has been appointed and duly qualified. If a vacancy on the Board occurs, the Governor must appoint a replacement to hold office during the remainder of term vacated. As required under WIOA, the Governor must select a Chairperson for the Board among the representatives described in the federal law.

V. Meeting Frequency and Board Member Expenses

The Board must meet, at a minimum, quarterly. Board members serve without compensation but must be reimbursed for all actual and necessary expenses incurred in connection with their official duties as members of the Board.

VI. Board Staff

The Board staff are employees of the Minnesota Department of Employment and Economic Development (DEED). Minnesota Statutes requires that DEED provide the Board with staffing necessary to carry out the legislatively mandated duties of the Board. The Executive Director of the Board may take action outside of Board meetings to advance the decisions, goals and priorities of the Board. The Board may request assistance from other units of state government to fulfill its duties and responsibilities. The DEED commissioner shall develop recommendations on a funding formula for allocating Workforce Innovation and Opportunity Act funds to the board with a minimum allocation of $350,000 per year.

VII. Funding

As required under Minnesota Statutes, the DEED Commissioner must provide at least $350,000 each fiscal year from existing agency resources to the Board for staffing and administrative expenses. DEED staff/leadership will provide quarterly updates to the Board's Executive Committee to show recent and year-to-date spending of the Board, the state of the Board's finances based on the minimum annual budget requirement that is laid out in State Statutes, and other details or figures related to the Board's budget.

BY-LAWS

ARTICLE I
NAME

The name of the organization is the “Governor’s Workforce Development Board,” hereinafter called the Board.

ARTICLE II
AUTHORITY

The Board shall be established in accordance with the provisions of the Workforce Innovation and Opportunity Act (WIOA), (Public Law 113-128, now codified as 29 U.S.C. § 3101 et seq), any subsequent federal guidance including 20 CFR §679.110 & §679.130, and in Minnesota State Statute 116L.665.

ARTICLE III
PURPOSE

The Board shall assist the Governor in the development, oversight, and modification of the WIOA Combined State Plan, the review of statewide policies, of statewide programs, and of recommendations on actions that should be taken by the State to align workforce development programs in the State in a manner that supports a comprehensive and streamlined workforce development system in the State, including the review and provision of comments on the WIOA Combined State Plan, if any, for programs and activities of one-stop partners that are not core programs.

ARTICLE IV
FUNCTIONS

The State board must assist the Governor in functions as described in WIOA Section 101(d) 20 CFR §679.110 & §679.130, and Minn. Stat. §116L.665 and any future amendments to these statutes or codes. The Board must carry out discretionary functions aligned with state and federal statutes including:

- Establish a vision, goals, and strategy for the workforce development system
- Maximize federal funds, reduce duplication, and drive accountability
- Act as a strategic convener and vision setter for the workforce development system.
- Consult with multi-sector partners and subject matter experts.
- Coordinate with state and regional economic development planning.
- Pursue non-formula funding opportunities aligned with the board’s mission.

ARTICLE V
MEMBERSHIP

A. APPOINTMENT AND TERMS

1. The Governor must establish the board and appoint all members of the Board, except legislative members.
2. Each member must be appointed for a term of three (3) years from the first day of January or July immediately following their appointment, with exceptions allowing for the filling of vacant positions by the Governor A member who intends to vacate their position must submit a written letter of resignation to the Office of the Governor, with a copy provided to the Board Chairperson and the Executive Director. Upon receipt of the resignation, the Executive Director must record the vacancy and confirm receipt with the Governor's Office within thirty (30) days. A Board member may be removed for the following.
3. Receipt by the Board Chairperson of the written resignation of the member.
4. Absence at three (3) consecutive quarterly full board meetings after being notified in writing in advance of the third meeting, unless the Chairperson is notified prior to the meeting.
5. A change in the member's qualifications that were the basis for the initial appointment.
6. Any behavior deemed inappropriate by the Board in maintaining a positive image of Minnesota and the workforce system, and the inability to represent the Board in a supportive manner.

B. OFFICERS OF THE board

The officers of the Board consist of a Chairperson, appointed by the Governor and a Vice Chairperson, appointed by the Chairperson. Both officers must be representatives of business as defined in WIOA and 116L.665.

In the absence of the Chairperson, or in the event of the Chairperson's inability to act, or if that office is temporarily vacant, the Vice Chairperson exercises all of the powers and performs all of the duties of the Chairperson.

C. MEMBERSHIP CATEGORIES

The board must be comprised of members representing businesses, labor organizations, community-based organizations, state agencies and education. No person may serve as a member of more than one category described above. To the extent practicable, the membership should be balanced as to State geography, gender and ethnic diversity of its population. Membership shall be comprised of voting and non-voting members as is provided in 29 U.S.C. § 3111, Minn. Stat. §116L.665, and other applicable state and federal statutes.

ARTICLE VI
REIMBURSEMENT

Subject to Minn. Stat. § 15.059, members of the Board are entitled to file for reimbursement of expenses and per diems associated with scheduled Board and committee meetings.

Eligible Board members will be reimbursed for expenses incurred as a result of required in-person attendance at authorized meetings provided that:

1. Requests relate to expenses directly attributable to an official activity of the Board or its committees; and
2. Required forms and receipts are submitted with requests for payment.

Reimbursements will be made for the following expenses:

1. Private car mileage at the current IRS reimbursement rate
2. Parking (receipts are required)
3. Per Diem at $55.00 per day
4. Hotel rooms (receipts are required)
5. Meals

ARTICLE VII
MEETINGS

A. REGULAR MEETINGS

1. The Board must hold regular in-person meetings at least quarterly and as often as necessary to perform the duties outlined in the Statement of Authority and By-Laws. Meetings are called by the Chairperson. Notices of all regular meetings must be made at least 72 hours prior to the meeting date. A meeting may be cancelled, postponed, or rescheduled at the discretion of the Chairperson.

2. The Chairperson must approve an agenda for each meeting. Members shall submit a written request for consideration of an agenda item no less than one business day in advance of the meeting. Special interest groups or individuals submit a written request two business days of a meeting in order to be considered for inclusion on the agenda. Those members of the public in attendance at any meeting of the Board may address the Board only with the approval or at the request of the Chairperson.

3. In cases of urgent or unforeseen circumstances, the Chairperson may amend the agenda at any time prior to or during the meeting. Members who wish to request the addition of an emergency item must notify the Chairperson as soon as possible, including a brief description and rationale for the item. The Chairperson must inform the Board of any such additions and the reason for their inclusion.

4. Special meetings may be called as above for emergency Board business. Notices of all special meetings must be made at least 48 hours prior to the meeting date.

B. PUBLIC MEETINGS

All meeting notices are posted on the Board website. All meetings of the Board and committees must be open to the public and must provide public copy of members' materials per Minnesota Open Meeting Law §13D.021. Members may request to attend meetings through videoconference or other virtual technology if a request is made more than 72-hours in advance. Board staff will provide including instructions on how a member of can obtain the link or other meeting information needed to access the meeting virtually.

C. SUNSHINE PROVISION

The State Board must make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the State Board, including information regarding the State Plan, or a modification to the State Plan, prior to submission of the plan or modification of the plan, respectively, information regarding membership and, on request, minutes of formal meetings of the State Board.

D. QUORUM

For the purpose of conducting business before the Board at a duly called meeting, a simple majority of the voting members, excluding any vacancies, constitutes a quorum.

ARTICLE VIII
board CHAIRPERSON

The Chairperson must be a representative of business in the State. The Chairperson presides at meetings of the Board and appoints members of the Board to serve on standing committees, taking into account the need for and level of participation required and, to the extent possible, the interest expressed by the Board member. The Chairperson shall designate a Committee Chairperson for each committee established and appointed. A Committee Vice Chairperson must be designated for each standing committee, in a process to be determined by the Board Chairperson.

In the absence of the Chairperson, or in the event of their inability to act, or if that office is temporarily vacant, the Vice Chairperson exercises all of the powers and performs all of the duties of the Chairperson.

ARTICLE IX
VOTING PROCEDURES

A. GENERAL VOTING PROCEDURES

Each appointed board member must be permitted one vote to be cast by the board member. Due to their unique requirement to serve on the State board under the titles of WIOA, a State Agency Commissioner may select an executive level (deputy or assistant commissioner) designee to attend board and committee meetings and vote on their behalf. These will be the only designees who be authorized to vote on others' behalf. Other designees from state agencies may attend meetings but will not be permitted to vote. There will be no absentee or proxy voting.

Regular voting procedure will be by voice vote for in-person meetings, or by other means determined by the Chairperson or Executive Committee prior to a vote if the meeting is being facilitated/attended virtually. The process must be communicated to the Board without objections prior to the vote. A roll call vote may be exercised at the request of any Board member during a meeting of the full Board or a committee or task force. A committee or task force may also choose to facilitate voting on a specific action item through other electronic means, such as email or survey, as long as the results of the electronic vote are shared with members of the committee or task force in a timely manner.

B. CONFLICT OF INTEREST

A member of the State board is prohibited from voting or taking part in discussion on a matter under consideration by the State Board regarding the provision of services by such member (or by an entity that such member represents); or that would provide direct financial benefit to such member or the immediate family of such member; or engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State Plan. A Conflict of Interest statement is to be signed by board members at the time of their appointment and on an annual basis thereafter.

ARTICLE X
BOARD COMMITTEES

COMMITTEE STRUCTURE AND PROCEDURES

There must be two types of Board Committees: Standing Committees, which must be permanent, and Task Forces, which must be established for a specified purpose and function. Any person interested in serving on a committee should notify the board Chairperson and Executive Director. Vacancies and appointments will be governed by the committee charters.

1. Standing Committees and Subcommittees

Standing Committees must meet at the call of the respective Committee Chairperson. A majority of the officially appointed committee members must be in attendance at a duly called meeting to constitute a quorum. A quorum will be required for an official vote at any Standing Committee meeting. A standing

committee may determine by majority vote that subcommittees be formed to carry out specific tasks of the Standing Committee.

2. Task Forces

Task Forces may be formed by the board Chairperson to carry out board responsibilities. Task Forces must be dissolved by the board Chairperson.

COMMITTEE MEMBERSHIP

Board staff must provide a resource person for each Standing Committee and Executive Committee meeting.

Meetings of standing committees may be called by the Committee Chairperson. Meeting notices will be posted on the board website. Committees may hold meetings concurrently with other committees. All committee members must be notified in writing as to the date and time of the committee meeting.

The Board may invite non-members to be appointed by the Chairperson to serve on a committee. All Board members and non-members who are appointed and serve on committees may vote on committee business.

ARTICLE XI
EXECUTIVE COMMITTEE

All decisions will be reviewed and approved by consent agenda.

A. MEMBERSHIP

The Executive Committee must be appointed by the Board Chairperson and made up of the Board Chairperson (who must also be the Chairperson of the Executive Committee), the Vice Chairperson, the Chairs of standing committees appointed by the Chairperson, the commissioner of DEED, the commissioner of MN Department of Education, a labor representative, an education representative and an at-large member.

B. RESPONSIBILITIES

The Executive Committee is empowered to meet on an interim basis between regular full Board meetings and make emergency or time-sensitive decisions when necessary. Immediate notification to the full Board will take place whenever any action is taken without prior consent of the Board. Discussion and formal approval of the action will take place at the next regularly scheduled meeting of the Board. The Executive Committee must monitor the work of other Board committees and the Board staff, develop agenda items, work on legislative issues and make policy recommendations to the Board.

C. MEETINGS, QUORUM, AND VOTING

The Executive Committee must meet at the call of the Chairperson. A majority of the members of the Executive Committee in attendance at a called meeting must constitute a quorum. Meetings must be conducted either in-person or virtually. The Board Executive Director supports the work of the Executive Committee.

ARTICLE XII
AMENDMENTS TO BY-LAWS

The By-Laws should be reviewed by Board committees or the full Board at a minimum of once every five (5) years. These By-Laws of the Board may be amended in whole or in part upon the Governor's announcement. The Board may initiate a request for revisions to the By-Laws upon Board resolution defining the designed change(s). Minnesota Department of Employment and Economic Development (DEED) staff must notify the DEED Commissioner and the Board Chairperson, who must notify the Governor of the request. The Governor must make a final determination and notify the Board of revisions or other changes that have been made or approved by the Governor.

ARTICLE XIII
RULES OF ORDER

The proceedings of the Board are governed by Robert's Rules of Order (Newly Revised), unless contrary to the By-Laws, until an internal policy manual for Board governance is developed and adopted by the Board.