

 <b>Region 16 Local Operating Policy</b>		<b>Policy Number</b> <b>ADMIN-06</b>
<b>Title:</b>	<b>Appointment of Permanent Designee</b>	
<b>Effective:</b>	12/07/2023	
<b>Revised:</b>	N/A	

## **I. PURPOSE AND SCOPE**

Pasco-Hernando Workforce Board, Inc. (hereafter PHWB) is a non-profit, tax-exempt organization. The Bylaws of PHWB allow for the appointment of a Permanent Designee by a director if the director is unable to attend a meeting. Pursuant to 20 CFR 679.310(g)(4) the CEO of a local workforce board must establish bylaws/policies in accordance with the process in 20 CFR 679.110(d)(4) when a director wishes to designate a Permanent Designee to attend a board meeting in their stead.

## **II. DEFINITIONS**

“Permanent Designee” shall mean the individual appointed by a then current member of PHWB’s Board of Directors

## **III. PROCEDURE**

### **A. Qualifications of Permanent Designee**

Under 20 CFR 679.110(d)(4) when a director wishes to appoint a Permanent Designee to serve in their place when the director is unable to attend a board meeting, the Permanent Designee must meet the following criteria:

- i. If the director is a business representative, the Permanent Designee must have optimum policy-making hiring authority within the business organization from which the director is from. Additionally, the Permanent Designee must be employed at their current position with the business entity for a period of at least three (3) years at the time of appointment or at least have three (3) years experience of optimum policy-making hiring authority from previous business employers at the time of appointment.

- ii. If the director is a non-business representative, the Permanent Designee must have demonstrated experience and expertise that is similar to the director and have optimum policy-making authority with the non-business representative. Additionally, the Permanent Designee must be employed at their current position with the non-business entity for a period of at least three (3) years at the time of appointment or at least three (3) years experience of optimum policy-making authority from previous non-business employers at the time of appointment.

## **B. Notice of Permanent Designee Appointment**

When a director wishes to appoint a Permanent Designee, the director must give written notice (the "Notice") to the CEO of PHWB and the Board of Directors within thirty (30) days prior to when the PHWB Board of Directors' Agenda must be published for public notice. When Notice is given the Notice must provide the name of the Permanent Designee, the Permanent Designee's current position with the director's organization, and a resume of the Permanent Designee.

## **C. Approval of Permanent Designee Appointment**

### **a. CLEO Approval**

When the Notice is given to the CEO of PHWB, the CEO shall provide the CLEO of PHWB with the Notice to review the qualifications of the Permanent Designee. The CLEO of PHWB must approve the Permanent Designee before the Board of Directors approves the Permanent Designee as provided below. If the CLEO of PHWB does not approve of the Permanent Designee, the director must provide a new Notice for a different candidate to be the director's Permanent Designee. Additionally, the director may name at least two (2) candidates, naming one as the secondary candidate, to serve as the director's Permanent Designee, if the CLEO of PHWB rejects the primary designated candidate.

### **b. Board of Directors Approval**

Once the CLEO of PHWB approves the Notice naming the Permanent Designee, the CEO of PHWB shall put the Permanent Designee's appointment on the Board of Directors Agenda for approval. At the Board of Directors meeting, the Board of Directors shall review the qualifications and expertise of the Permanent Designee and shall vote on approving the appointment of the Permanent Designee. At least a simple majority of directors constituting a quorum shall be necessary to approve the Permanent Designee. If the Board of Directors rejects the Permanent Designee, the appointing director may make a new appointment as provided above. If the appointing director names a secondary candidate, that candidate may be presented to the Board of Directors for approval, provided the CLEO of PHWB approves the secondary candidate.

## **D. Post-Approval Requirements**

Once a Permanent Designee has been approved by the Board of Directors, the Permanent Designee shall undergo PHWB orientation for new board members, file any

necessary disclosure forms required by Florida law, and abide by all PHWB policies including but not limited to conflicts of interest, ethics, and public disclosures. When a director is not able to attend a Board of Directors meeting, the director shall provide notice to the CEO of PHWB and the Board of Directors that the Permanent Designee shall attend in the director's stead.

#### **E. Effects of Permanent Designee Appointment**

The Permanent Designee, once accepted by the Board of Directors, may, in the director's absence, attend and vote at any and all meetings and such attendance and vote shall be as if the director attended and voted for all By-Law attendance and voting requirements, including, but not limited to, establishing a quorum.

#### **IV. REVISION HISTORY**

<b>Date</b>	<b>Description</b>
12/07/2023	Issued by CareerSource Pasco Hernando.
12/07/2023	Approved by CareerSource Pasco Hernando Board of Directors.