

Stearns-Benton Workforce Council

Council Member Role and Responsibilities and Council Member Insurance Coverage

General Expectations:

1. Support the organization's mission, purposes, goals, policies, programs and services, strengths and needs.
2. Suggest nominees to the Council.
3. Make a serious commitment to participate actively in Council and Committee work.
4. Be engaged in the Council's annual evaluation, strategic planning and Council development.
5. Follow trends and represent your constituency.
6. Attend activities and events sponsored by the Council whenever possible.

Meetings:

1. Prepare for and participate in Council and Committee meetings, and other organizational activities.
2. Ask timely and substantive questions while supporting the majority decision.
3. Speak on behalf of the Council when authorized to do so.
4. Suggest agenda items for Council and Committee meetings to ensure that significant policy related matters are addressed.

Relationship with Staff:

1. Counsel the SBETC Executive Director and WorkForce Center Managers as appropriate and offer support.
2. Council delegation to staff is done through the SBETC Executive Director.

Avoiding Conflicts:

1. Serve the organization as a whole, rather than special interest groups.
2. Avoid even the appearance of a conflict of interest, and disclose any possible conflicts to the Council chair in a timely fashion.
3. Maintain independence and objectivity and operate from a sense of fairness, ethics and personal integrity.
4. Never accept or offer favors or gifts from or to anyone who does business with the Council.
5. Agree to sign an annual avoidance of conflict agreement.

Oversight Responsibility: In partnership with the Stearns-Benton Joint Powers Board,

1. Develop and submit a local plan to the Governor;
2. Designate or certify one-stop (workforce center) operators and terminate for cause the eligibility of such operators;
3. Identify eligible providers of youth activities by awarding grants or contracts based on recommendations of the Youth Council;
4. Identify eligible providers of training services;
5. Identify eligible providers of intensive services IF the one-stop operator does not provide them;
6. Develop a budget for the purpose of carrying out the duties of the local board, subject to the approval of the Joint Powers Board;
7. Conduct oversight with respect to local programs of youth activities and the one-stop delivery

- system in the local area;
8. Negotiate and reach agreement on local performance measures;
 9. Assist the Governor in developing the statewide employment statistics system;
 10. Coordinate WIA activities in the local area with economic development strategies and develop other employer linkages with such activities;
 11. Promote the participation of private sector employers in the statewide workforce investment system and ensure the effective provision, through the system, of connecting, brokering, and coaching activities, through intermediaries such as the one-stop operator in the local area or through other organizations to assist such employers in meeting hiring needs.
 12. Make available to the public, on a regular basis through open meetings, information regarding the activities of the local board, including regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth activities, and on request, minutes of formal meetings of the local board.

Insurance Coverage for Board and Council Members:

SBETC is covered under a policy with the Minnesota Counties Intergovernmental Trust (MCIT). MCIT folds what is normally called Directors and Officers Insurance into their Public Employee Coverage. Coverage includes a \$500,000 per claimant limit and \$1,500,000 per wrongful act limit. Covered parties include elected or appointed officials, employees, authorized volunteers, people appointed to boards or commissions.