

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

Introduced by: Borough Mayor
Requested by: Borough Mayor/KIBSD
Drafted by: Borough Clerk/Borough Mayor
Introduced: 08/26/2010
Public Hearing: 09/02/2010
Amended: 09/02/2010
Adopted: 09/02/2010

**KODIAK ISLAND BOROUGH
ORDINANCE NO. FY2011-04**

**AN ORDINANCE OF THE KODIAK ISLAND BOROUGH ASSEMBLY
AMENDING THE KODIAK ISLAND BOROUGH CODE OF ORDINANCES
TITLE 2 ADMINISTRATION AND PERSONNEL BY ADDING
CHAPTER 2.155 KODIAK WORKFORCE REGIONAL ADVISORY COUNCIL
AND AMENDING CHAPTER 2.100 BOARDS, COMMITTEES, AND COMMISSIONS
SECTION 2.100.010 BOARD, COMMITTEE, AND COMMISSION MEMBERS
SUBJECT TO THIS CHAPTER**

WHEREAS, Alaska modified its workforce investment system in 2003, transforming the State and two local workforce investment boards into one overarching entity, the Alaska Workforce Investment Board (AWIB). This system provides a clear, streamlined, and efficient governance structure; and

WHEREAS, the State is prepared to work closely with the regional councils in support of a stronger overall system of workforce and economic development through AWIB and it will be the state's linkage to the regional councils; and

WHEREAS, AWIB will engage with the regional councils to make better investment decisions at both the local and statewide levels; and

WHEREAS, this ordinance will create the Kodiak Workforce Regional Advisory Council which will interact with AWIB; and

WHEREAS, Section 2.100.020 of the Kodiak Island Borough Code states: "The assembly, by ordinance, may provide for advisory, regulatory, appellate or quasi-judicial boards or commissions."

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KODIAK ISLAND BOROUGH THAT:

Section 1: This ordinance is of a general and permanent nature and shall become a part of the Kodiak Island Borough Code of Ordinances.

Section 2: Title 2 of the Kodiak Island Borough Code of Ordinances is amended by adding Chapter 2.155 *Kodiak Workforce Regional Advisory Council* as follows:

50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98

Chapter 2.155
Kodiak Workforce Regional Advisory Council

Sections:

- 2.155.010 Created-Membership.**
- 2.155.020 Organization.**
- 2.155.030 Term, compensation, and appointments.**
- 2.155.040 Powers and duties.**
- 2.155.050 Administrative assistance.**

2.155.010 Created - Membership. There is created a Kodiak Workforce Regional Advisory Council which will consist of one appointed seat and 16 designated seats on the council. Each holder of the following designated seats will be invited to participate on the council either personally or by a designated representative.

- A. Kodiak Island Borough;
- B. City of Kodiak;
- C. University of Alaska Anchorage Kodiak College
- D. Kodiak Island Borough School District
- E. Fishery Industrial Technology Center
- F. Village Representative
- G. Kodiak, Alaska Native Corporations
- H. Kodiak Chamber of Commerce
- I. Department of Labor
- J. United States Coast Guard

Each holder of the following designated seats will be appointed to the council from the following designated business groups.

- K. Agriculture and Natural Resources
- L. Business Management and IT
- M. Health and Sports Fitness
- N. Human Resource Services
- O. Architecture, Construction, and Engineering
- P. Arts and Communication

2.155.020 Organization. The council shall designate its chair and vice-chair at the first meeting of the calendar year and shall hold at least one meeting semi-annually. The council shall give reasonable public notice of its meetings.

2.155.030 Term, compensation, and appointments.

A. The term of each member is three years. The regular term shall, unless otherwise specified by ordinance, commence on January 1st of the year of appointment and shall expire on December 31st of the year the term expires.

B. Members of the council shall serve without compensation.

C. The clerk shall provide a standard application form for interested persons to complete. The form, letters, or other expressions of interest shall be made to the clerk who shall forward copies to the council.

D. The council may submit its nomination of a person from the submitted applications to fill the vacancy to the assembly. The assembly shall appoint a new member selected from

99 the submitted applications for the remaining unexpired term. Vacancies occur and are filled
100 as provided in KIBC 2.100.070.

101
102 **2.155.040 Powers and duties.** The council shall define regional priorities for workforce
103 development, and show how they are linked to employer demand, economic development,
104 and education or training strategies. Specifically, it should:

105 A. Gather, review, and assess local employment data, local skills, and skill gaps;

106 B. Set priorities to target priority industries and occupations, as well as education and
107 training strategies that best fit the community needs;

108 C. Provide oversight and advice on One-Stop Job Center operations to ensure they
109 are meeting regional and local needs;

110 D. Develop or endorse regional projects that are aligned with the identified regional
111 priorities; and

112 E. Establish plans for developing regional priorities, and will work together with the
113 AWIB on information sharing and planning outcome reviews.

114 F. Provide an opportunity for educational organizations and local businesses to work
115 together to prepare students for future employment and meet the needs for business
116 employees.

117
118 **2.155.050 Administrative assistance.**

119 The manager or designee shall:

120 A. Furnish the council with copies of all requested documents and other information
121 necessary or reasonably related to council functions;

122 B. Provide the council with such supplies, meeting space, and secretarial assistance
123 as the manager deems reasonably required;

124 C. Refer to the council, for its discussion, all non-emergency matters within the scope
125 of its powers and duties prior to presenting those matters to the assembly for action; and

126 D. Transmit all recommendations and other communications from the council to the
127 assembly or educational organizations as designated by the council.

128
129 **2.155.060 Quorum and voting requirements.**

130 A majority of the holders of the appointed and designated seats or their designated
131 representatives shall be a quorum for the transaction of business. The affirmative votes of
132 the majority of the holders of the appointed and designated seats or their designated
133 representatives shall be required to carry a question. In the absence of a quorum for the
134 transaction of business, any number less than a quorum may adjourn or recess a meeting to
135 a later time or date.

136
137 **2.155.070 Conflict of interest.**

138 Every member shall vote on all questions unless the member has a substantial direct or
139 indirect financial interest in the matter being discussed. The provisions of KIBC 2.35.010
140 apply to all members.

141
142 **2.155.080 Procedure.**

143 Procedural rules and order of business shall be established, except as otherwise provided
144 by law, subject to approval by the assembly. In all matters of procedure not covered by rules
145 adopted by the council, Robert's Rules of Order, as revised, shall be applicable and shall
146 govern.

147
148

149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182

2.155.090 Reports and minutes.

Minutes of the proceedings shall be kept, and such minutes shall record the vote of each member upon every question formally presented for consideration. The minutes shall be filed in the office of the clerk and shall be a public record.

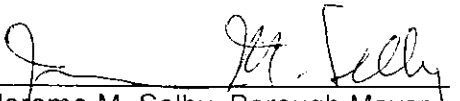
Section 3: Title 2 *Administration and Personnel* Chapter 2.100 *Boards, Committees and Commissions* Section 2.100.010 *Board, Committee, and Commission Members Subject To This Chapter* is hereby repealed and reenacted to read:

2.100.010 Board, committee, and commission members subject to this chapter. All boards, committees, and commissions, with the exclusion of the board of equalization, service area advisory boards, the fisheries and oceanic research board, and the Kodiak Workforce Regional Advisory Council shall be governed by each of the provisions set forth in this chapter.

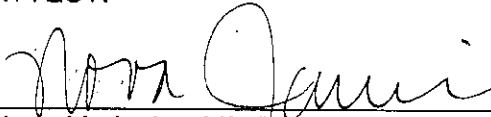
Section 4: This ordinance shall be effective immediately.

**ADOPTED BY THE ASSEMBLY OF THE KODIAK ISLAND BOROUGH
THIS SECOND DAY OF SEPTEMBER, 2010**

KODIAK ISLAND BOROUGH


Jerome M. Selby, Borough Mayor

ATTEST:


Nova M. Javier, MMC, Borough Clerk