

MERCED COUNTY WIB

Standing Committee Structure

Prepared by WIB Staff

INTRODUCTION

The Merced County Workforce Investment Board (WIB) uses an active committee structure that provides systematic processes to set policies, fashion strategies, foster interagency coordination, and oversee the implementation of comprehensive strategic and operational plans for economic and human resource development.

The WIB has five (5) standing committees:

- ✓ The Executive Committee
- ✓ The Quality Assurance Committee (Monitoring and Evaluation)
- ✓ The Program Planning and Development Committee
 - Two (2) work groups (Ad-Hoc Committees) function under this committee:
 - Marketing Oversight
 - Youth Employability Card Oversight
- ✓ The Finance Committee
- ✓ The Youth Council

Committees meet monthly, bi-monthly or quarterly. In addition to his or her seat on the Board, each WIB member also serves on one standing committee. From time to time, additional committee meetings may be scheduled to accommodate pressing business needs. Meetings are approximately one and one-half hours in length. All items go through the appropriate standing committee before passing to the Executive Committee and the full WIB.

Agenda Packets, including notices, agendas and background information, for each committee meeting are mailed no less than five (5) days prior to the published committee meeting date and posted to the public 72 hours prior to the meeting. This packet contains all the information that will be discussed and voted on at the meeting. The meeting agenda indicates those items intended for a vote, from those either as background to an emerging issue or for information purposes. A careful review affords members the opportunity to note any questions and concerns regarding issues of interest. Committee members may discuss each issue prior to bringing a recommendation to the full board.

All Committee meetings are open to the public. If any WIB member has an interest in a specific issue and wishes to address it, effort should be made to do so while the issue is still at the committee level. The general public may be afforded the opportunity to be heard at each meeting, at a time designated by the chairperson.

Committee Minutes summarize discussion on key issues and detail recommendations forwarded to the Board. All committee minutes are posted on the WIB Website.

MEETING DATES/TIMES/LOCATIONS

The WIB publishes the meeting schedule in December for the following year. Meetings are regularly held monthly, bi-monthly or quarterly as follows:

Committee

Executive	Monthly
Finance	Monthly
Quality Assurance	Monthly
Youth Council	Monthly
Program Planning & Development	Monthly
Workforce Investment Board	Bi-monthly

QUALITY ASSURANCE COMMITTEE

This committee is responsible for program oversight (Adult, Dislocated Worker and Youth), review of participant and fiscal data and the monitoring of audit reports (internal and external). This committee develops and implements the One-Stop certification process. The committee evaluates program goals, performance measures, the extent to which the Worknet Employment Resource Center and programs meet standards and the implementation of new program components. The purpose of the Quality Assurance Committee is to provide oversight to and monitor program operations and the Continuous Quality Improvement (CQI) system of the WIB. Typical duties of the committee are:

- Review program evaluation criteria to measure the effectiveness of programs
- Review performance reports that are tailored to the WIB and local elected officials needs
- Review and act upon internal and external audit and monitoring reports
- Responsible for Customer satisfaction analysis, including established goals for improvement and increased accountability
- Promote CQI using the Baldrige criteria throughout the system and monitor CQI strategies against the strategic and operational plans
- Monitor Partnership Memorandums of Understanding (MOUs) and/or resource Agreements
- Recommend adjustments based on analysis of customer satisfaction data.
- Monitor coordination of performance between Youth, Adult, Dislocated Workers and other programs/services.
- Conduct the One-Stop certification process for each certification cycle.
- Develop those portions of plans relating to system measurement

Identification of gaps in services through best practice research
Perform oversight of programs to ensure compliance with policies and goals of the WIB

COMMITTEE PRINCIPLES

Board committees are assigned to reinforce the wholeness of the board's job and to never interfere with delegation from the WIB to the Executive Director.

Board committees are to help the board do its job by preparing policy alternatives and implications for board deliberations.

Board committees may not exercise authority over staff. The Executive director receives direction from the WIB Chair and Executive Committee and delegates staff as appropriate.

COMMITTEE PROCESS

All action items are to originate in the appropriate committee. When approved by the appropriate committee, they are sent to the Executive Committee to be placed on the agenda for the next full WIB meeting for action. The Executive Committee may act on behalf of the Workforce Investment Board between full Board meetings, typically when action is imperative and circumstances make assembling the full Board impractical. Any such actions shall be reported and subject to the approval of the Board at its next regular or special meeting.