

MERCED COUNTY WIB
Example Standing Committee Structure
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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
- ✓ The Finance Committee
- ✓ The Youth Council

Committees meet 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. 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 of directors.

All Committee Meetings are open. 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 included in agenda packets for the full Board of Directors (WIB) meetings.

MEETING DATE/TIME/LOCATION

The WIB publishes the meeting schedule in December for the following year. Meetings are regularly held as follows:

<u>Committee</u>	<u>Quarterly Date</u>	<u>Time</u>
Executive		
Finance		
Quality Assurance		
Youth Council		
Program Planning and Development		
Workforce Investment Board		

EXECUTIVE COMMITTEE

The Executive Committee reviews all action items from the other committees and recommends action to the full WIB. 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.

The purpose of the Executive Committee is to direct and manage the activities of the WIB. The duties of the committee are:

1. Organize committees and assign responsibility to insure that essential information on the status of WIB activities is available
2. Provide fiscal and administrative oversight
3. Ensure representation from geographic areas served is in accordance with the Cooperative Agreement between local elected officials
4. Provide oversight of committee actions in carrying out the area Strategic Plan and the WIA Local Operational Plan
5. Review recommended changes in the partnership agreement(s)
6. Arbitrator for determining when a conflict of interest exists
7. Establish evaluation criteria and conduct a performance appraisal of the Executive Director
8. Liaison with chief elected official and other local elected officials on WIB performance and activities
9. Identifies and recruits new WIB members
10. Responsible for developing strategy for advocacy and information with respect to legislative issues at both the state and federal level

QUALITY ASSURANCE COMMITTEE

This committee is responsible for program oversight (Adult, Dislocated Worker, and Youth working in conjunction with the WIA Oversight Committee of the Youth Council), review of participant and fiscal data, and the monitoring (internal and external) and audit reports. The committee evaluates program goals, performance measures, the extent to which SkillSource Centers 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:

1. Develop and review program evaluation criteria to measure the effectiveness of programs
2. Develop performance reports that are tailored to the WIB and local elected officials needs
3. Oversee the design and operations of internal administrative systems
4. Review and act upon internal and external audit and monitoring reports
5. Develop those portions of plans relating to system measurement
6. Responsible for Customer Satisfaction analysis, including establishing goals for improvement and increased accountability
7. Promote CQI throughout the system and monitor CQI strategies against the strategic and operational plans
8. Monitor performance outlined in Partnership Memorandum of Understanding and/or Resource Agreements. Recommend adjustments based on analysis of customer satisfaction data.
9. Monitor coordination of performance between Youth, Adult, Dislocated Workers, and other programs/services
11. Conduct the One-Stop (SkillSource) certification process for each certification cycle
12. Identification of gaps in services through best practice research
13. Perform oversight of programs to ensure compliance with policies and goals of the WDC

PROGRAM PLANNING AND DEVELOPMENT COMMITTEE

The purpose of the Program Planning and Development Committee is to recommend future programs and policy. This committee performs planning of new programs, develops policies for the WIA operational plan, focuses on the business customer, and initiates requests for programs and strategic collaborations. Typical duties of the committee include:

1. Oversee the design and operation of the WIB Strategic and Local Operations Plans cycle
2. Analyze training needs and requirements (skill standards) of employers and keeps focus on employer linkages and economic development strategies
3. Analyze training needs and requirements within the local labor markets
4. Develop program design, priorities and objectives for program operations
5. Recommend program policies
6. Develop Request for Proposal to solicit providers as needed
7. Review and recommend action on plans and funding applications
8. Oversees the marketing strategy for the WIB
9. Participate in the development of Coordination and/or Resource Agreements and other plans that ensure collaboration
10. Coordinate with Youth Council future program and policy recommendations
11. Provide a forum for initial discussion on emerging issues affecting the WIB and the workforce development system

FINANCE COMMITTEE

The purpose of the Finance Committee is to prepare and oversee the budget for the WIB for each fiscal year. The Committee reviews program needs based on Committee work and develops a budget based on these items. The Committee recommends the budget to the Executive Committee and the full WIB.

1. Develops new sources of funds to carry out the work of the Board
2. Oversees the financial stability of the organization
3. Monitors the allocation of resources to the one-stop centers and affiliate sites
4. Considers the formula for determining the worth of an Individual Training Account
5. Reviews program budget fiscal expenditures
6. Prepares the budget of the WIB
7. Review program operational budgets to ensure adequacy of support of program design and goals

YOUTH COUNCIL

The Workforce Investment Act of 1998 requires the local WIB form a subgroup to assist the larger Board with workforce issues related to youth. WIB members in cooperation with the Chief Local Elected Official must appoint the Youth Council. The Youth Council is advisory to the WIB. The Youth Council provides a forum for the discussion and review of youth program models and problems encountered.

1. Develop the portions of the local WIA Title I-B Plan relating to eligible youth, as determined by the Council Chairperson. Ensure that parents, participants, and other interested community members are involved in the design and implementation of these programs
2. Subject to the approval of the WIB:
 - a) Recommend eligible providers of youth activities to be awarded grants or contracts on a competitive basis by the local WIB to carry out the youth activities.
 - b) Conduct oversight with respect to the providers of youth activities in the local area, coordinating with the Quality Assurance Committee.
3. Coordinate WIA Title I-B youth activities in the area.
4. Other duties determined to be appropriate by the WIB chairperson, such as establishing linkages with educational agencies and other youth entities.
5. Provide a forum for initial discussion on emerging issues affecting youth and the workforce development system.
6. Responsible for Customer Satisfaction analysis of youth programs/services including recommending goals for improvement and increased accountability.
7. Coordinates with the Program Planning and Development Committee for future program development needs.

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.