

## *MEMO*

RE: Sample WIB Committee Structure  
Date: May 28, 2002

In preparation for the Strategic Planning Retreat on June 12<sup>th</sup>, the retreat planning committee asked our consultant, Lori Strumpf, to develop an example of restructuring of the WIB. As most of you know, Lori lead us thru our first retreat and helped us to develop this structure. We will use this piece and the results of the WIB member survey to finalize our structure during the retreat.

Currently there are seven committees. In the early stages of formation of the WIB, many strategies, policies, practices, and tools needed to be developed to build the infrastructure of the WIB. The purpose of so many committees during the formation phase was to get a substantial amount of development work done concurrently.

The attached example identifies five standing committees. The **Executive Committee, Finance Committee, and Youth Council** remain with refinement to their purpose and functions. The current Certification and Standards Committee becomes the **Quality Assurance Committee** with some of the functions of the Planning and Policy Development Committee collapsed here. A **Program Planning and Development Committee** is created to oversee the development of plans, new program services and collaborations, marketing, and services to businesses. The Planning and Policy Development, Marketing and Partnerships, and Education and Employer Committees are abolished.

The *current* committee structure is provided below as a ready reference against the proposed restructure.

*Planning and Policy Development Committee* - Gathers customer data and uses it for continuous process improvement and planning. Investigates how money is spent in relationship to results produced. Continually researches best practices and benchmarks current practice for program effectiveness. Develops the yearly consumer report card. Develops policy positions for the WIB to promote at the national and state level.

*Education and Employer Committee* – Facilitates communication between the education sector and employers. Provides linkages with the School to Work efforts in the community. Develops linkages with the region's economic development efforts. Conducts labor market research (possibly through contracting). Designs services for employers, including labor market information.

*Finance Committee* - Develops new sources of funds to carry out the work of the Board. Oversees the financial stability of the organization. Monitors the allocation of resources to the one-stops and affiliate sites. Considers the formula for determining the worth of an Individual Training Account.

*Standards and Certification Committee* - Develops the Quality Standards required to become certified as a one-stop or an affiliate. Designs the process for becoming certified as either a full service one-stop or an affiliate. Reviews applications and renewals. Validates industry based skill standards.

*Marketing and Partnerships Committee* – Designs the logo that denotes certification as a one-stop or affiliate site. Develops the marketing message to customers, constituents and stakeholders. Markets new products and services. Oversees the Partners commitments to the workforce development system through the MOU among the partners and with the WIB.

*Youth Council* – the Workforce Investment Act requires a Youth Council. YC's may have two primary roles. First, to focus on the development of programs and strategies designed to meet the needs of WIA eligible youth. Second to take the lead in building system capacity on an area-wide and regional level. The duties described in the Act include recommending to the Board program providers that have been identified through a competitive process. The Council also provides oversight to youth program providers.