

TO: Workforce Investment Board

DATE: September 26, 2002

From: WIB Executive Committee

For Action

For Information

Meeting Notes

SUBJECT: WIB Committee Structure

PROPOSED MOTION(S): Ratify action taken on September 9, 2002 by the WIB Executive Committee to approve WIB Committee Structure

DISCUSSION: On June 12, 2002, the WIB held its second strategic planning retreat. A strategic direction was created and a new committee structure was reviewed. On September 5, 2002, the Executive Committee Workgroup discussed what committees would be needed to carry out the new strategic direction and the action plan. The following structure was forwarded for to the Executive committee and recommended for approval to the WIB.

**Executive
Finance
Quality Assurance
Youth Council
Program Planning and Development**

Attachment(s): Committee Structure

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 Work Groups (Ad-Hoc Committees) function under this Committee:
 - Marketing Oversight
 - Youth Employability Card Oversight
- ✓ The Finance Committee
- ✓ The Youth Council

Committees meet _____. 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 WEB site.

MEETING DATE/TIME/LOCATION

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 and Development	Monthly
Workforce Investment Board	Bi-monthly

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.

A strategic goal to be addressed by this Committee is to become an active advocacy voice and take political action on workforce development issues at the local, state, and national level. This is to be accomplished by the following tasks:

- Establish win/win relationships
- Develop a strategy for influencing political leadership
- Create one message
- Document and market successes through media/Website
- Public Information Officer (PIO) for the WIB
- Sponsor an annual community event (showcase the WIB annual report)
- Develop WIB/Staff expertise team
- Create opportunities to tell "the Story"

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

Organize committees and assign responsibility to insure that essential information on the status of WIB activities is available

Administrative oversight

Ensure representation from geographic areas served is in accordance with the Cooperative Agreement between local elected officials

Provide oversight of committee actions in carrying out the area Strategic Plan and the WIA Local Operational Plan

Review recommended changes in partnership agreement(s)

Arbitrator for determining when a conflict of interest exists

Liaison with chief elected official and other local elected officials on WIB performance and activities

Identifies and recruits new WIB members

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), review of participant and fiscal data, and the monitoring (internal and external) and audit reports. 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 establishing 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 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

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.

A strategic goal of the WIB assigned to this committee, is to respond to business needs by targeting 3-5 of the area's industries and work with those specific industries to develop emerging and current worker skills and assist the industry to develop worker retention strategies. Assist the specific industries with developing plans to expand and attract new workers. Duties of the committee required to accomplish this include:

- Review local Labor Market Information (LMI) Statistics by Industry/Economic Development
- Contact Players, Establish Relationships
- Collaborate with Training Providers
- Select Industries Present and Future
- Develop Matrix for Success
- Determine Skill Requirements/ID Gap/Needs
- Market the Training to Business and Job Seekers

A strategic goal of the WIB, to be accomplished by this committee, is to establish the WIB as an economic development partner by developing workforce strategies aligned to community economic development initiatives. Following are the tasks that have been defined to accomplish this:

- Discussion on Business Council (WIB & Community)
- Communication/Education
- Publish State of Workforce-LMI
- Website
- Joint Funding Economic Development and Workforce Development
- Coordinate Economic Development Activities
- Define Industry Niche to Prioritize Collaboratively
- Reorganize & Align Externally and Align One Stops with Economic Development

Another WIB strategic goal, identified for this committee, is to influence the education system, through building formal relationships, to become responsive to business skill needs and work to design and implement strategies that promote student achievement and graduation. The following are tasks necessary to meet this goal:

- Market Youth Employability Card
- Recruit K-12 Educators as WIB members
 - Develop Education Advisory Group
 - Develop Strategic info & contact Key Players
 - Take case to Educational community and engage them
 - Develop educational plan to meet targeted needs
 - Develop Matrix to measure success
 - Start "Adopt High School" program
 - Business/Educator job shadow

Other Committee responsibilities include:

- Oversee the design and operation of the WIB Strategic and Local Operations Plans cycle
- Develop program design, priorities and objectives for program operations
- Review and recommend action on plans and funding applications
- Participate in the development of Coordination and/or Resource Agreements and other plans that ensure collaboration
- Provide a forum for initial discussion on emerging issues affecting the WIB and the workforce development system

Two work groups will be created. A Marketing Oversight work group and a Youth Employability Card Oversight Workgroup will be established to carry on the work in those two areas.

FINANCE COMMITTEE

The purpose of the Finance Committee is to oversee the budget for the WIB for each fiscal year. The Committee reviews program needs based on Committee work and coordinates with the Merced County Department of Workforce Investment's Fiscal Unit to develop a budget based on these items. The Committee recommends the budget to the Executive Committee and the full WIB.

- 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-stop centers and affiliate sites
- Recommends the limits of an Individual Training Account
- Reviews program budget fiscal expenditures
- Develops the budget of the WIB
- 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.

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

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.

Coordinate WIA Title I-B youth activities in the area.

Other duties determined to be appropriate by the WIB chairperson, such as establishing linkages with educational agencies and other youth entities.

Provide a forum for initial discussion on emerging issues affecting youth and the workforce development system.

Responsible for Customer Satisfaction analysis of youth programs/services including recommending goals for improvement and increased accountability.

Coordinates with the WIB 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.

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.