

## **Committees of Workforce Solutions/North Central Workforce Development Board:**

Frequency of Meetings: All committees meet quarterly in accordance with the quarterly board meeting schedule and when necessary if a special issue rises. The exception is the Nominating Committee, which meets every two years to elect officers of the Board. Meetings are often conducted with the use of technology through conference calls, being sensitive to time and travel demands on board members. Members are asked to volunteer for the committee to which they can bring their expertise and experience. Committees are also open to interested parties who are not board members. The additional members are non-voting members who have expressed an interest in assisting in meeting our goals and objectives.

### **Executive Committee**

Membership: chairperson, first and second vice-chairpersons, secretary, treasurer, and additional members in order that a private sector majority is maintained.

Responsibilities and Activities:

- To carry on the routine business of the board and to act on behalf of the board when time does not permit the full board to meet.

### **Finance Committee**

Membership: board members and other members requesting to serve on the committee as approved by the board.

Responsibilities and Activities:

- To conduct financial oversight
- To ensure WIOA funds are spent in the most cost effective manner
- To assist with budget development
- To approve, monitor, and recommend budgets
- To review financial monitoring reports and audits
- To analyze strategic plans and determine financial impact
- To present financial information and recommendations to the Board

### **Futures Committee**

Membership: board members and other members requesting to serve on the committee as approved by the board.

Responsibilities and Activities:

- To explore opportunities that will assist the board in accomplishing its goals for the future; including grant opportunities
- To ensure that Industry / Sector Partnerships, Business and Education Connect activities (regional) and other ideas as identified by the board are meeting the goals and objectives of the board
- To provide quarterly reports on each activity to the board at each of their quarterly meetings and upon request of the board
- To take a proactive position regarding company closings, acquisitions, bankruptcies and expansions

### **Local Management Committee (LMC)**

Membership: County Assistance Office Executive Directors of each of our six counties

Responsibilities and Activities:

- To ensure that the individual performance expectations and goals of Workforce Solutions' EARN contract are being met
- To recommend how the EARN incentive dollars are to be spent

In addition, a quarterly group has been identified that includes the County Assistance Office Executive Directors, Workforce Solutions staff, the PA CareerLink® Site Administrators, the Community Action Agencies, North Central Workforce Development, Good Will, CCIS, as well as other interested parties. This group meets to discuss program updates, performance, and any issues that have been identified.

### **Youth Committee**

Membership: board members and non-voting members as approved by the board.

Responsibilities and Activities:

- To provide information and to assist with planning, operational oversight, and other issues relating to the provision of services to youth
- To identify eligible providers of youth workforce investment activities in the local area by awarding grants or contracts on a competitive basis
- To develop performance and report measure for youth providers in addition to those required by WIOA

### **Workforce Delivery System Committee**

Membership: board members and WIOA required partners in the workforce delivery system, as well as other members requesting to serve on the committee as approved by the board.

Responsibilities and Activities:

- To conduct oversight and continuous improvement of the PA CareerLink® System, including budgets and the memorandum of understanding
- To assist in the development of proposals and contracts between the entity selected to serve as the system Operator for the board
- To conduct oversight and guidance of the system Operator

### **Personnel Committee**

Membership: board members only including the chair.

Responsibilities and Activities:

- To review regularly, but no less than every two years, the Personnel Manual
- To review/provide recommendations for the agencies salary scale
- To review/provide recommendations regarding Performance Reviews
- To review salary scale compliance annually
- To review/recommend salary increases for staff annually based on performance and the budget
- To review the benefits package a minimum of every two years to suggest changes
- To provide arbitration for potential employee grievance

### **Evaluation Committee**

Membership: board members and non-voting members as approved by the board.

Responsibilities and Activities:

- In collaboration with staff, develop performance metrics for our provider(s)
- To provide oversight of program performance and activities
- To identify corrective action plans when necessary