

Business, Industry & Education PY16-17 Work Plan

<u>Committee Members</u>	<u>Staff</u>
Dennis Flabetich Jonathan Smith Pat Albaugh Peter Finch Ric Pilgrim Steve Hart	Patrick David Justin

TASK FOR PY-16-17

- Reaffirm committee membership
- Procure Incumbent Worker Project
- Develop work plan for sectors
- Determine allocation for PY17
- Establish a chair
- Develop Agenda
- Partnerships??
- First Report from Employer Engagement Team

SOUTH CENTRAL WORKFORCE COUNCIL BUSINESS, INDUSTRY AND EDUCATION COMMITTEE CHARTER

BACKGROUND

As a 501(c)(3), the South Central Workforce Council utilizes standing committee to serve as a work group for the full board. Standing committees shall be chaired by a member of the local board, may include other members of the local board as determined appropriate by the Council. As such, the South Central Workforce Council has chartered a Business, Industry and Education Committee, which shall include only appointed members of the Council. Workforce Development Councils (WDCs) provide strategic economic development direction for their local areas by closing skill gaps that enables people to get better jobs and help businesses thrive. WDC's also provide workforce development planning and promote coordination between education, training and employment efforts in their communities.

ARTICLE I NAME

South Central Workforce Council Business, Industry and Education Committee.

ARTICLE II PURPOSE AND AUTHORITY

The scope and powers of this Committee is authorized by the full South Central Workforce Development Council, hereinafter referred to as the Council representing Kittitas, Klickitat, Skamania and Yakima Counties. The Business, Industry and Education Committee is authorized to meet on a regular basis or as required to review and make recommendations to the full board on matters related to the establishment of industry and sector partnerships, the development and implementation of innovative workforce investment initiatives which may include career pathways, skills upgrading, skill standards, apprenticeships, and incumbent worker training.

ARTICLE III DUTIES AND RESPONSIBILITIES

Section 1. The Business, Industry and Education Committee shall work with the Workforce Council staff to review and advise the Workforce Council on initiatives for meeting the workforce investment needs of area employers and workers.

Section 2. Each program year, the Committee shall determine an amount of adult/dislocated worker formula funds to be reserved/expended for incumbent worker training subject to performance results (annual report) and budget considerations.

Section 3. The Committee shall facilitate engagement of employers, including small employers and employers in in-demand industry sectors to assist in the identification of local employment and training needs; and in the design of initiatives to address needs.

Section 4. The Committee shall carry-out procurement requirements for WDC funded projects and make recommendations to the full board for awards where applicable.

Section 5. The Committee shall make recommendation for the distribution of discretionary and project funds received and intended for industry initiatives.

Section 6. The Committee shall provide guidance to the South Central Workforce Council's Employer Engagement Services Team and for other employer engagement activities.

ARTICLE IV **MEMBERSHIP**

Section 1. The Business, Industry and Education Committee, shall be comprised at a minimum of up to five (5) members of the Council; and may include other members as deemed necessary by the committee and approved by the full board; and shall maintain a business majority. Business majority may include members representing business, labor or a business intermediary.

Section 2. Members shall be appointed by the chair through recruitment and/or recommendations by the full board.

Section 3. Terms shall be three (3) years and may be renewed for subsequent terms under the discretion of the Chair.

Section 4. Membership attendance via videoconference or conference call will be considered regular attendance and be afforded all voting rights.

Section 5. A member of the Committee may not vote on a matter under consideration regarding the provision of services by such member (or by an entity that such member represents); or that would provide direct financial benefit to such member or the immediate family of such member; or engage in any other activity determined by the Council to constitute a conflict of interest or the appearance of a conflict of interest.

Section 6. Excessive absence from consecutive regular meetings, except under special and/or excused circumstances, may be sufficient cause for termination of a member's appointment to the Committee.

Section 7. The Committee membership is on a voluntary, non-salaried basis. Reimbursement for extraordinary expenses and for mileage to attend regular and special Planning Committee meetings are not allowed, unless authorized by the Council; and only for extenuating circumstances.

ARTICLE V **OFFICERS**

Section 1. The officers of the Business, Industry and Education Committee shall be a Chair and Vice-Chair and determined by the committee members.

Section 2. Members shall perform the duties prescribed by this charter and by the parliamentary rules.

Section 3. Any vacancy in an elected office will be reappointed according to the provisions of this charter.

Section 4. No member shall hold more than one (1) office at a time.

ARTICLE VI **MEETINGS**

Section 1. Regular meetings for the Business, Industry and Education Committee shall be at least once per year and more frequent as required to carry out the work of the Council.

Section 2. Special meetings of the Committee will be called upon by written request and can be called by the Chair or Chair Elect; or the Executive Director.

Section 3. Each regular meeting of the Committee shall be open and accessible to the general public.

Section 4. Agendas, meeting notices and when possible background information shall be prepared and distributed to all members in advance of each regular and Committee meeting.

Section 5. Minutes shall be distributed at or prior to the next regular meeting to all Committee members, public and to such other persons as may be designated by the Chair.

Section 6. Minutes of all regular and special Committee meetings shall be maintained by Business, Industry and Education Committee staff at a location accessible to the public.