

Personnel and Disability PY16-17 Work Plan

<u>Committee Members</u>	<u>Staff</u>
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TASK FOR PY-16-17

- Set meeting date
- Establish Chair
- Reaffirm committee membership
- Succession Planning
- Review EO monitoring process and schedule for PY16

SOUTH CENTRAL WORKFORCE COUNCIL PERSONNEL AND DISABILITY 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. Section 107 (4) Standing Committees of the Workforce Innovation and Opportunity Act provides that the local board may designate and direct the activities of standing committees to provide information and to assist the local board in carrying out activities under this section. Such standing committees shall be chaired by a member of the local board, may include other members of the local board, and shall include other individuals appointed by the local board who are not members of the local board and who the local board determines have appropriate experience and expertise. As such, the South Central Workforce Council has chartered a Personnel and Disability Committee, which shall include only appointed members of the Council.

ARTICLE I NAME

South Central Workforce Council Personnel and Disability Committee.

ARTICLE II PURPOSE AND AUTHORITY

The scope and powers of the Personnel and Disability Committee is authorize by the full South Central Workforce Council, hereinafter referred to as the Council representing Kittitas, Klickitat, Skamania and Yakima Counties. The Committee is authorized to meet on a regular basis to review and make recommendations to the full board on matters related to personnel of the nonprofit organization; and to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities for the local workforce system.

ARTICLE III DUTIES AND RESPONSIBILITIES

- Section 1. The Personnel and Disability Committee shall work with the South Central Workforce Council Executive staff to review and advise the Executive Director on employee wage and benefit scales.
- Section 2. The Committee shall review wage information and set wage scales for the Executive Director and Managers of the agency.
- Section 3. The Committee shall periodically work with management staff to develop wage and compensation studies to keep the agency competitive with similar markets and occupations.

- Section 4. The Committee shall recommend final wage scales and benefit packages to the full board for approval.
- Section 5. The Committee shall develop a process and recruiting and hiring the Executive Director for the agency should vacancies exist. The process shall be approved by the full board.
- Section 6. The Committee shall consult with the Executive Director and legal counsel where personnel matters arise that could result in litigation against the agency.
- Section 7. The Committee shall provide oversight with respect as to how the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), regarding the physical and programmatic accessibility of facilities, programs, services, technology, and materials, for individuals with disabilities, including complying through providing staff training and support for addressing the needs of individuals with disabilities.
- Section 8. The Committee shall have access to such information concerning the operations of such programs as is necessary and shall have a regular report by the South Central Workforce Council appointed Equal Opportunity Officer.

ARTICLE IV
MEMBERSHIP

- Section 1. The Personnel and Disability Committee shall be comprised of no less than three (3) members of the council.
- 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. Committee membership is on a voluntary, non-salaried basis. Reimbursement for extraordinary expenses and for mileage to attend regular and Committee meetings are not allowed, unless authorized by the Council; and only for extenuating circumstances.

**ARTICLE V
OFFICERS**

- Section 1. The officers of the Personnel and Disability 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 Personnel and Disability 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, except where, discussions entail confidential or confidential personnel matters related to a specific employee.
- Section 4. Agendas, meeting notices and when possible background information shall be prepared and distributed to all members in advance of each regular and special 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 staff at a location accessible to the public.