

Youth Committee PY16-17 Work Plan

<u>Committee Members</u>	<u>Staff</u>
Leanne Liddicoat Brad Hill Craig Dwight Eileen Fielding Joe Willis John Pascua	Patrick Tamara Melanie

TASK FOR PY-16-17

- Set meeting dates
- Establish Chair
- Reaffirm committee membership
- Plan PY17 Procurement- will be discussed at Oct. 20th Youth Council meeting.
 - Bid or not bid?
 - Single Contract for Yakima County

SOUTH CENTRAL WORKFORCE COUNCIL YOUTH COMMITTEE CHARTER

BACKGROUND

As a 501(c)(3) and as prescribed by the South Central Workforce Council Bylaws, the Board of Directors shall as deemed necessary establish standing or special committees to carry out the work of the Council. Members shall be appointed by the Chair from among the Board of Directors; and may include other individual as required by law or determined appropriate by the Board. 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 standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth; and shall include in its membership community-based organizations with a demonstrated record of success in serving eligible youth.

ARTICLE I NAME

South Central Workforce Council Youth Committee.

ARTICLE II PURPOSE AND AUTHORITY

The scope and powers of this committee is authorize by the parent body South Central Workforce Development Council, hereinafter referred to as the Council representing Kittitas, Klickitat, Skamania and Yakima Counties. The Youth Committee is authorized to meet on a regular or irregular basis depending on the business need and retain power or oversight originally given until subsequent official actions through changes to the Charter to change or disband the committee.

ARTICLE III DUTIES AND RESPONSIBILITIES

Section 1. It shall be the responsibility of the Youth Committee to develop the portions of the local service delivery plan relating to eligible youth, as stated in the WIOA and/or as determined by the chairperson of the Council.

- Section 2. Subject to the approval of the Council and consistent with Section 123 of the WIOA based on a competitive process; the Committee shall recommend to the Council eligible providers of youth activities, to be awarded grants or contracts.
- Section 3. The Committee shall provide oversight with respect to the eligible providers of youth activities in the local area. As used in this Article, the term “oversight” means provide guidance for the purposes of planning, conducting, monitoring/evaluating and other youth issues related to the provision of services to youth. In order to carry out this section, the Youth Committee shall have access to such information concerning the operations of such programs as is necessary.
- Section 4. The Committee shall coordinate youth activities authorized under Section 129 of the WIOA in the local area.
- Section 5. The Committee shall perform other duties determined to be appropriate by the chairperson of the Council.
- Section 6. The Committee will develop their own mission, operating guidelines that will be in accordance with the Workforce Investment and Opportunity Act, WIOA rules and regulations and Council by-laws.

ARTICLE V **MEMBERSHIP**

- Section 1. As required by WIOA law Section 107 (4), the chair of the Youth Committee shall be a member of the Council. The Council Board of Directors or full Council shall approve the final appointment of the chair and membership of the Youth Committee.
- Section 2. The membership of the Youth Committee shall include at a minimum:
1. Council Board Member, Chair- (Council member)
 2. CBO representing Youth Services
 3. Juvenile Justice
 4. Secondary Education
 5. Post-Secondary Education
 6. Rehabilitation
 7. Additional at large members as the committee sees fit, that may include representatives of special populations, homeless or other programs serving youth (e.g. Job Corp, YouthBuild, Adult Basic Education, community youth programs) or Chief Elected Official.

The Committee membership, shall include the committee Chair and **up to 8** members.

- Section 3. Terms of the Committee membership shall be three (3) years.
- Section 4. All full terms shall begin during the month of January.
- Section 5. Any vacancies in the defined membership (1 – 6 above) of the Committee shall be filled in the same manner as the original appointments.
- Section 6. Appointments that fill an open membership will have the nomination reviewed/approved through the Council (see Section 1 of this Article) for the remainder of that term, and will start the three year term as of the first January.
- Section 7. Committee members may be reappointed to one or more additional terms.
- Section 8. Membership attendance via videoconference or conference call will be considered regular attendance.
- Section 9. Absence from three 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 10. Members of the Committee who are not members of the Council shall be nonvoting members of the Council.
- Section 11. Committee membership is on a voluntary, non-salaried basis. Reimbursement for extraordinary expenses and for mileage to attend regular and special Committee meetings may be authorized by the Committee or Council Board of Directors or the Council Full Council.

ARTICLE VI **OFFICERS**

- Section 1. The officers of the Youth Committee shall be a Chair and Vice-Chair. The chair will be a Council member as prescribed by WIOA.
- Section 2. The Chair shall be appointed by the Council according to the provisions of the Charter and shall perform the duties prescribed by this charter and by the parliamentary rules.
- Section 3. The Vice-Chair shall be elected by the Youth Council membership and shall perform the duties of the Chair in the Chair's absence. In the absence of both the Chair and the Vice-Chair, the committee shall select a Chair Pro Tem by a majority of those members present.
- Section 4. The terms of the elected officers will be for three (3) years.

Section 5. Any vacancy in an elected office will be reappointed according to the provisions of this charter.

Section 6. The Committee will not have term limits unless the general membership majority requests and approves a term limit on officers. This process would be accomplished through a motion made by a Committee member, vote of the general membership in which the majority would approve.

Section 7. No member shall hold more than one (1) office at a time.

ARTICLE VII **MEETINGS**

Section 1. The Youth Committee shall meet at 1:30 pm the third Thursday of the month on quarterly basis; January, April, July, and October location of the meetings may vary.

- (a) If the regular meeting day falls on a holiday, the regular meeting shall be rescheduled.
- (b) If there is no business to be conducted, the regular meeting may be canceled by the Committee Chair. Notice of such cancellation shall be mailed, emailed, and/or faxed to all Committee members and all other interested persons on the Committee notification list.
- (c) Meeting frequency may be changed if so elected with a majority vote by the Committee.

Section 2. Special meetings of the Committee will be called upon by written request and can be called by the Chair or Chair Elect. The purpose of the meeting shall be stated in the written request. Except in cases of urgency, at least three (3) days' notice shall be given.

Section 3. If a special meeting is requested, all requirements of RCW 42.30.080 shall be fulfilled.

Section 4. A quorum for both regular and special meetings shall consist of a majority voting membership. Under circumstances whereas a quorum is not possible a combination notice-proxy process will be used to conduct or transact the required Committee business.

Section 5. The Committee will ensure that its members will not engage in any activity, including participation in the selection, award, or administration of a sub-grant or contract supported by Council funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- (a) The individual,
- (b) Any member of the individual's immediate family,

- (c) The individual's partner, or
- (d) An organization which employs or is about to employ any of the above, has a financial or other interest in the firm or organization selected for award; (or any organization which that member directly represents).
- (e) Activity, as used herein, shall be any act including, but not limited to, deliberating, scoring, voting, awarding, administering, or any other act which effects the selection of a contractor or contractors.
- (f) Financial Interest shall include employment, contracting, or subcontracting with the contractor.

Section 6. Each regular meeting of the Committee shall be open and accessible to the general public and shall be conducted in accordance with the Open Public Meetings Act of 1971 (RCW 42.30), as amended. Members of the general public shall be afforded the opportunity to be heard at each meeting at a time designated by the Chair, on regular agenda items.

Section 7. 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 8. 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 9. Minutes of all regular and special Committee meetings shall be maintained by Committee staff at a location accessible to the public.

Attachment 1: Proxy Form

**South Central Workforce Development Youth committee
In Reference to Article 7, Section 8, Proxy Form**

Members of the South Central Workforce Development Youth committee (Youth Committee) are hereby notified that the next meeting of the Youth committee will be held in Yakima, WA, at the South Central Workforce Development Office located at 120 S. 3rd Street, Suite 200-A, on (date) _____, at (time) _____.

If you will be unable to attend, please complete this proxy and return via:

- Email amy.garcia@co.yakima.wa.us or
- *Mail to Council at 120 S. 3rd Street, Suite 200-A, Yakima, WA 98901; or
- *FAX ATTN: Youth committee Meeting at 509-574-1951

*Please insure to make your selection below and sign/date on the line provided.

Each voting item requires its own proxy form.
(Voting Motion):

_____ PROXY (check one selection)

- I hereby constitute,(name) _____ who is a member of the South Central Workforce Development Youth committee to act as my proxy with full power and authority on my behalf, with all powers that I, the undersigned, would possess if I were personally present at the above referenced meeting.; or
- A majority of such of Youth committee members as actually are present, to act for me as my proxy with full power and authority on my behalf, with all powers that I, the undersigned, would possess if I were personally present at the above referenced meeting.

Signed: _____ Effective Date: _____

PLEASE BE CERTAIN TO COMPLETE THE ABOVE FORM IN FULL BEFORE SENDING. THANK YOU.