

One Stop PY16-17 Work Plan

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TASK FOR PY-16-17

- Set meeting date
- Establish Chair
- Create one-stop design
- Develop One-Stop operator selection Process
- Develop MOU Agreement
- Develop One-Stop resource sharing agreement
- Develop One-Stop operating Criteria

SOUTH CENTRAL WORKFORCE COUNCIL ONE STOP 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 the one-stop delivery system, which may include as members representatives of the one-stop partners to provide information and to assist with planning, operational, and other issues relating to the development and implementation of the one-stop delivery system.

ARTICLE I NAME

South Central Workforce Council One-Stop Committee.

ARTICLE II PURPOSE AND AUTHORITY

The scope and powers of this committee is authorize by the full South Central Workforce Council, hereinafter referred to as the Council representing Kittitas, Klickitat, Skamania and Yakima Counties. The One-Stop Committee is authorized to meet on a regular or as required to carry-out the work of the Council; and shall have the oversight over the local WorkSource (one-stop) system as directed by the Council. It shall be the responsibility of the One-Stop Committee to assist with the advancement of the “workforce development system”, as provided in the WIOA and/or as determined by the Council; ensure the continuous improvement of eligible providers of services through the system; ensure that providers meet the employment needs of local employers, and workers and jobseekers; and convene partners for oversight of operations of the local system in accordance with federal law, and state and local policies.

ARTICLE III DUTIES AND RESPONSIBILITIES

Section 1. Subject to the approval of the Council and consistent with Section 121 of the WIOA; the One-Stop Committee shall submit to the Council recommendations that make available

the core programs, access to partner programs, and any other programs providing employment and training services as identified by the local board.

Section 2. The Committee shall identify and promote proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers (including individuals with barriers to employment) in the local workforce development system.

Section-3. The Committee shall develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers, by—

- a) Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;
- b) Facilitating access to services provided through the one-stop delivery system involved, including facilitating the access in remote areas;
- c) Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and
- d) Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.

Section 4. The Committee shall recommend to the Council an entity (which may be a consortium of entities) that shall be designated or certified as a one-stop operator through a competitive process; and shall be an entity (public, private, or nonprofit), or consortium of entities consistent with section 121(d)(2)(A); and recommendations to terminate for cause the eligibility of such operators.

Section 5. The Committee shall assist the Council in the development of the One-Stop Memorandum of Understanding.

Section 6. The Committee shall assist in the development of local resource sharing agreements among partners of the local system.

Section 7. The Committee shall perform other duties determined to be appropriate by the chairperson of the Council.

ARTICLE IV **MEMBERSHIP**

Section 1. As required by WIOA law Section 107 (4), the chair of the One-Stop-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 Committee.

Section 2. The membership of the One-Stop Committee shall be recruitment prioritized from mandatory one-stop partners, consistent with WIOA Section 121(b)(1).

- Section 3. Later appointments that fill an open seat will have the nomination reviewed/approved through the Council (see Section 1 of this Article) to replace the vacancy.
- Section 4. Terms shall be three (3) years and may be renewed for subsequent terms under the discretion of the Chair.
- Section 5. Membership attendance via videoconference or conference call will be considered regular attendance and be afforded all voting rights.
- Section 6. A member of the One-Stop 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 7. Each member of the Committee shall have one vote regardless of the number of programs they represent.
- Section 8. 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 One-Stop Committee.
- Section 9. One-Stop Committee membership is on a voluntary, non-salaried basis. Reimbursement for extraordinary expenses and for mileage to attend regular and special One-Stop Committee meetings are not allowed, unless authorized by the Council; and only for extenuating circumstances.

ARTICLE V **OFFICERS**

- Section 1. The officers of the One-Stop 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 One-Stop Committee 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 the members present at the time of the vote.
- Section 4. The terms of the elected officers will be two (2) years.
- Section 5. Any vacancy in an elected office will be reappointed according to the provisions of this charter.
- Section 6. No member shall hold more than one (1) office at a time.

ARTICLE VI
MEETINGS

- Section 1. A minimum of four (4) regular meetings for the One-Stop Committee shall be scheduled and published for the year.
- (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 One-Stop 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 One-Stop and Disability Committee.
- Section 2. Special meetings of the One-Stop ~~and Disability~~ 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. Each regular meeting of the One-Stop Committee shall be open and accessible to the general public. 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 5. Agendas, meeting notices and when possible background information shall be prepared and distributed to all members in advance of each regular and special One-Stop Committee meeting.
- Section 6. 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 7. Minutes of all regular and special One-Stop Committee meetings shall be maintained by staff at a location accessible to the public.