

## COMMITTEE EXPLANATIONS AND PARTICIPATION

### COMMITTEE PARTICIPATION

Much of board discussion takes place at committee level, so committee attendance is important. Quorum is determined as more than 50% of the appointed committee members. An attendance report is provided at each NWPA Job Connect and CLEO meeting. Excused absences are granted when board staff is notified in advance that a member will not be participating.

Board member input is a vital part of the public workforce system, and is often the most relevant when provided in their area of expertise. However, board members are reminded that all committee activities are monitored by the state as part of the continuous monitoring process, so they should be mindful of possible conflicts of interest. Please refer to your Conflict of Interest form and note that failure to disclose a conflict may result in removal from the board.

Committee members will be posted online at <https://www.nwpajobconnect.org/wdb/nwpa-job-connect-committees>

### EXECUTIVE COMMITTEE

**Meets:** Bimonthly - 1st Friday at 10 AM in July, September, November, January, March, April, May.

**Responsibility/Authority:** Act on behalf of the full Workforce Development Board, when necessary, due to timing, with ratification by the full Board at the next full NWPA Job Connect Board Meeting; to delegate to the board's committees and review findings and recommendations by the committees

**Activities:** Regular Executive Committee meetings include a review the upcoming board meeting agenda, determination of the workforce development discussion at the next board meeting, review and recommendation of other committee actions and discussion

**Members:** This Slate of Officers is recommended by an adhoc Nominations Committee and appointed by the board at a regular meeting before April 15. Includes one member from each county, and the chair must be a private sector board member.

**Staff Liaison:** Lisa Miller, Executive Director

**Additional information:** Two CLEO liaisons are invited. Public Meeting. Only Executive Committee members may vote.

### BUSINESS SOLUTIONS COMMITTEE

**Meets:** Bimonthly - 2nd Thursday at 10 AM in August, October, December, February, April, June

**Responsibility/Authority:** To identify and address common skill gaps, education and credential needs, and workforce requirements in high priority occupations within targeted industry sectors. Committee identifies those industry-specific workforce issues and needs that must be addressed to sustain a robust economy in the Northwest WDA by working with education and economic development

**Activities:** review and recommend policy related to employers, share input from the perspective of employers to solve issues, monitor industry partnership activity, review the public workforce system through the employer lens. Title I reports on Business Solutions operations.

## COMMITTEE EXPLANATIONS AND PARTICIPATION

**Voting Members:** designated board members, CLEOs, and subject matter expert community members

**Staff Liaison:** Carrie Symes, Program Specialist

**Additional Information:** Board members and CLEOs have voting rights. Board members who are not committee members may attend, but not vote or count toward quorum. Committee participation is invited, and subject matter expert community members appointed to the committee may vote and count toward quorum.

### COMMUNICATIONS COMMITTEE

**Meets:** As needed and in January to plan for the coming year

**Responsibility/Authority:** Develop regional outreach and communication protocol

**Activities:** determine needs for coordinated outreach plans, review implementation Communications Protocol, make recommendations to amend the protocol. Monitors communications efforts in the WDA

**Voting Members:** designated board members, CLEOs, and subject matter expert community members

**Staff Liaison:** Nichole Kellar, Administrative Assistant

**Additional Information:** Board members and CLEOs have voting rights. Board members who are not committee members may attend, but not vote or count toward quorum. Committee participation is invited, and subject matter expert community members appointed to the committee may vote and count toward quorum.

### FISCAL/MONITORING COMMITTEE

**Meets:** Bimonthly - 4th Thursday at 10 AM in August, October, December, February, April, June

**Responsibility/Authority:** Ensure system accountability and transparency through fiscal oversight, audit, and program system monitoring, including performance measures, metrics that matter, and certification of the one-stop centers.

**Activities:** Review and recommend the most up to date Fiscal Report, which will be presented at the upcoming board meeting, review and recommend monitoring reports and updates, which will be presented at the upcoming board meeting

**Voting Members:** designated board members, CLEOs, and subject matter expert community members  
The chair is the Treasurer from the Slate of Officers

**Staff Liaison:** Susan Richmond, Compliance & Policy Specialist; Diona Brick, Fiscal Agent

**Additional Information:** Board members and CLEOs have voting rights. Board members who are not committee members may attend, but not vote or count toward quorum. Committee participation is

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invited, and subject matter expert community members appointed to the committee may vote and count toward quorum.

### GOVERNANCE COMMITTEE

**Meets:** Bimonthly - 3rd Wednesday at 10 AM in August, October, December, February, April, June

**Responsibility/Authority:** Ensure compliance to bylaws and other governing documents from US DoL and the PA Department of Labor & Industry. This includes the review and updating of policies. Further, the committee is responsible to oversee the nominations process of the NWPA Job Connect board, including recommendations for appointments, removals, and nominations of members and partners.

**Activities:** Review and recommend new and revised programmatic, fiscal, and general policies, review and recommend revisions to the bylaws, receives updates on board membership

**Voting Members:** designated board members, CLEOs, and subject matter expert community members

**Staff Liaison:** Nichole Kellar, Administrative Assistant

**Additional Information:** Board members and CLEOs have voting rights. Board members who are not committee members may attend, but not vote or count toward quorum. Committee participation is invited, and subject matter expert community members appointed to the committee may vote and count toward quorum.

### WORKFORCE SOLUTIONS COMMITTEE

**Meets:** Bimonthly - 2nd Wednesday at 10 AM in August, October, December, February, April, June

**Responsibility/Authority:** Continuously review and improve the one-stop and mobile service delivery to eliminate barriers that inhibit job-seekers from attaining the education, training, or other services needed to be employable at family sustaining wages.

**Activities:** review and recommend policy related to job seekers. Title I and EARN reports on client trends.

**Voting Members:** designated board members, CLEOs, and subject matter expert community members

**Staff Liaison:** Carrie Symes, Program Specialist

**Additional Information:** Board members and CLEOs have voting rights. Board members who are not committee members may attend, but not vote or count toward quorum. Committee participation is invited, and subject matter expert community members appointed to the committee may vote and count toward quorum.

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### YOUTH COMMITTEE

**Meets:** Bimonthly - 1st Wednesday at 10 AM in August, October, December, February, April, June

**Responsibility/Authority:** Supports/advises the WDB in the establishment and delivery of youth services; promotes career pathways and tangible opportunities for youth, both in-school and out-of-school

**Activities:** review and recommend policy related to youth, share input from the perspective of organizations that work with youth to solve issues, review the public workforce system through the youth lens. Recommend and provide feedback on efforts to engage out-of-school youth. Title I reports on youth program and TANF youth operations.

**Voting Members:** designated board members, CLEOs, and subject matter expert community members

**Staff Liaison:** Julie Price, Program Specialist

**Additional Information:** Board members, CLEOs, and community members have voting rights. Board members who are not committee members may attend, but not vote or count toward quorum. Committee participation is invited, and subject matter expert community members appointed to the committee may vote and count toward quorum.



# COMMITTEES LISTING AND MEMBERSHIP

COMMITTEE NAME	MEETING DATES	RESPONSIBILITY/AUTHORITY	VOTING MEMBERS OF THE BOARD	
Executive Committee	1st Friday at 10 AM in July, September, November, January, March, April, May.	Act on behalf of the full Workforce Development Board, when necessary, due to timing, with ratification by the full Board at the next full Workforce Development Board Meeting; to delegate to the board's committees and review findings and recommendations by the committees	Bobbie Jones, Chair Laura King, V. Chair Brad Tisdale, Treasurer VACANT, Secretary Jim Decker Jill Foys	<i>July 1, 2021 through June 30, 2022</i>  <i>Liaison: Lisa</i>
Business Solutions Committee	2nd Thursday at 10 AM in August, October, December, February, April, June	To identify and address common skill gaps, education and credential needs, and workforce requirements in high priority occupations within targeted industry sectors. Committee identifies those industry-specific workforce issues and needs that must be addressed to sustain a robust economy in the Northwest WDA by working with education and economic development to develop an action plan.	Jim Decker, Chair Larry Fannie Karen Thomas	Randy Callen Heather Moles Andrea MacArthur  <i>Liaison: Carrie</i>
Communications Committee	As needed and beginning of the year	Develop regional outreach and communication protocol	Vacant, Chair Kirk Shimshock	Community Members: Sean Lyons  <i>Liaison: Nichole</i>
Fiscal/Monitoring Committee	4th Thursday at 10 AM in August, October, December, February, April, June	Ensure system accountability and transparency through fiscal oversight, audit, and program system monitoring, including performance measures, metrics that matter, and certification of the one-stop centers. Oversight of Equal Opportunity activities.	Brad Tisdale, Chair Laura King	Jack Hewitt  <i>Liaison: Susan, Diona</i>
Governance Committee	3rd Wednesday at 10 AM in August, October, December, February, April, June	Ensure compliance to WDB Bylaws and other governing documents from US DoL and the PA Department of Labor & Industry. This includes the review and updating of policies. Further, the committee is responsible to oversee the nominations process of the WDB, including recommendations for appointments, removals, and nominations of members and partners.	Bobbie Jones, Chair Larry Fannie Kirk Shimshock	     <i>Liaison: Nichole</i>
Workforce Solutions Committee	2nd Wednesday at 10 AM in August, October, December, February, April, June	Continuously review and improve the one-stop and mobile service delivery to eliminate barriers that inhibit job seekers from attaining the education, training, or other services needed to be employable at family sustaining wages.	Laura King, Chair Larry Fannie Jim Decker Brad Tisdale TJ Sandell Bobbie Jones	Andrea MacArthur  Community Members: Amanda Hetrick  <i>Liaison: Carrie</i>
Youth Committee	1 <sup>st</sup> Wednesday at 10 AM in August, October, December, February, April, June	Supports/advises the WDB in the establishment and delivery of youth services; promotes career pathways and tangible opportunities for youth	Jill Foys, Chair Jack Hewitt Lynn Rupp Archie Graham	Community Member: Several  <i>Liaison: Julie</i>