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 – 4th Friday at 10 AM in August, October, December, February, April, and June.

**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 ad hoc 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 - Last Thursday at 10 AM in July, September, November, January, March, and May.

**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.

**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:** Emily Cozzens, Information/Communications 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.

FISCAL/MONITORING COMMITTEE

**Meets:** Bimonthly – 3rd Wednesday 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 invited, and subject matter expert community members appointed to the committee may vote and count toward quorum.

GOVERNANCE COMMITTEE

**Meets:** Bimonthly – 2nd Tuesday 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:** Susan Richmond, Compliance & Policy 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.

WORKFORCE SOLUTIONS COMMITTEE

**Meets:** Bimonthly - 2nd Thursday 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 jobseekers 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.

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:** Juanet Shefchunas, Youth 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.

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AND MEMBERSHIP

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| COMMITTEE NAME | MEETING DATES | RESPONSIBILITY/AUTHORITY | VOTING MEMBERS OF THE BOARD | |
| Executive Committee | Fourth Friday at 10 AM in August, October, December, February, April, June. | 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  Brad Tisdale, V. Chair  Jim Decker, Treasurer  Juanice Vega, Secretary  Jill Foys  Travis Crytzer | *July 1, 2022 through*  *June 30, 2023*  *Liaison: Lisa* |
| Business Solutions Committee | Last Thursday  at 10 AM in July, September, November, January, March, May | 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  Heather Frazier  Andrea MacArthur | *Community Members:*  *Doug Smith  Hope Lineman*  *Liaison: Carrie* |
| Communications Committee | As needed and beginning of the year | Develop regional outreach and communication protocol | Vacant, Chair  Kirk Shimshock | Community Members:  Sean Lyons  Hope Lineman  *Liaison: Emily* |
| Fiscal/Monitoring Committee | 3rd Wednesday  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  Jack Hewitt | *Liaison: Susan,Diona* |
| Governance Committee | 2nd Tuesday  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 | Kathryn Schaaf  Kirk Shimshock  *Liaison: Susan* |
| Workforce Solutions Committee | 2nd Thursday  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. | Kathryn Schaaf, Chair  Larry Fannie  Jim Decker  Brad Tisdale  TJ Sandell  Bobbie Jones  Andrea MacArthur | Heather Frazier  Karen Thomas  Community Members:  Amanda Hetrick  *Doug Smith*  *Hope Lineman*  *Liaison: Carrie* |
| Youth Committee | 1st 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  Archie Graham | Community Member:  Several  *Liaison: Juanet* |