

## **CCWDB Standing Committees**

The CCWDB adopted a Strategic Direction for its work at the August 21, 2015 meeting. The Strategic Direction is based on four goals:

- I. Provide leadership to the workforce system
- II. Become a visible workforce brand
- III. Effectively manage the public workforce system
- IV. Align structure and governance to serve our mission

The standing committees that are contained in the Workforce Board's By-Laws are aligned with the goals of the Strategic Direction and will lead the Board's work in these areas. The Chairs of each standing committee with the Board Chair and Vice Chair comprise the Executive Committee.

**Executive Committee:** To coordinate and oversee the activities of the Board and its other committees to ensure the satisfactory performance of functions stipulated by WIOA, these bylaws, and all pertinent statutes and regulations; monitor and guide the administrative management of the Board; report to the local elected officials on all matters pertaining to the Board; exercise such powers as are provided by resolution of the Board and act on behalf of the Board between regularly scheduled Board meetings when circumstances require. Report actions taken to the full Board at the next full Board meeting.

**Strategic Functions Committee:** Begins the process to produce the regional plan in partnership with Elected Officials and other local areas within the region, prepares the local plan and reviews budget; and, leads the strategic functions of the Board required by WIOA such as those requiring the Board: to convene, broker and leverage the workforce system; to lead employer engagement; to promote research and labor market analysis and career pathway development; to identify and promote best practices and to serve as a forum for issue identification and problem solving; coordinates with education providers on adult literacy and the provision of services to individuals with disabilities; and to take on strategic actions as assigned by the Elected Officials.

**Communication and Marketing Committee:** To manage the "brand" of the Board and OMJ-CC operations; to ensure processes are in place to implement the "sunshine provision" of WIOA [Sec. 107(e)]; to guide all interactions with marketing and social media activities; to develop the Board's communication strategy; to create partnerships to extend the reach and impact of the Board's contributions in workforce; and develops strategies for using technology to maximize the accessibility and effectiveness of the workforce system, to produce the annual report for the Board to the Elected Officials and the public.

**Youth Committee:** Support/advise the WDB in the establishment and delivery of youth services; function as the forum for youth policy in the local workforce development system; leads the selection of youth providers; prepares recommendations for the Board regarding the negotiation of youth performance measures with Elected Officials and the Governor.

**Governance Committee:** To manage the effectiveness of the Board by providing guidance on making Board work more generative and impactful; overseeing the performance of the Board's Executive Director; establish and apply a set of objective qualifications for the position of Executive Director; identify potential candidates for Board and Committee membership and leadership; monitor Board Member participation and attendance; develop recommendations for increasing Board performance and effectiveness through the use of technology; and, proposing amendments to the By-Laws as needed.