

**Executive Committee
INFORMATION ITEM
March 11, 2015**

AGENDA ITEM NO: 5.3

SUBJECT: WORKFORCE DEVELOPMENT BOARD (WDB) MEMBERSHIP AND BYLAWS AD HOC COMMITTEE REPORT

ACTION REQUIRED: Receive a report on the first meeting of the WDB Membership and Bylaws Ad-Hoc Committee.

SUMMARY NARRATIVE:

The WIB Chair requested volunteers (Mike Manchak, Biz Steinberg, Mark Simonin, Gil Stork, and Phil Koziel) to work with WIB staff on an ad-hoc committee to develop recommendations for membership of the new WDB as required in the Workforce Innovation and Opportunity Act (WIOA) and revision of the bylaws for the new board. The committee met February 27, 2015 and reviewed membership requirements, the current composition of the WIB, and the county's priority clusters. Additional consideration was given to the WDB's role, and geographic and organizational diversity. The group makes the following initial recommendations:

- 25 member board (down from present size of 35 and up from the minimum required size of 19) comprised of 13 business seats and 12 public seats:
 - economic development (2),
 - education (2),
 - labor (5), and
 - mandated partners such as DOR, EDD, and SBDC (3).
- Call for the resignation of 1 business member, 2 community based organizations, and 3 one-stop partners.
- Recruit 3 new Business members to bring the total up to 13 (from its current number 11) from manufacturing, information technology, or construction sectors.
- Recruit 3 new Labor members (filling 2 vacancies and 1 new seat). Member Simonin will assist WIB staff in connecting with local Building Trades Council for nominations.
- Recruit 1 SBDC member and 1 Local Education (ABE) member

The group also reviewed required standing committees identified in WIOA as well as the role of an Executive Committee, and meeting frequency. The group recommends the following for inclusion in the bylaws:

- WDB meetings held every other month;
- Executive Committee empowered to act on behalf of the full WDB that meets monthly so that administrative and oversight activities may be addressed without detracting from strategic role of the full WDB;
- Emphasis on participatory meetings and improved communication between staff and members and among members.
- Quarterly joint meetings of any special population committees (disabilities, youth, etc).

BUDGET OR FINANCIAL IMPACT:

This action does not have a financial impact.

STAFF COMMENTS:

It is anticipated that the committee will meet another two times in order to accomplish its tasks. Next meeting is set for Tuesday, April 7, 2015. The next meeting has not been scheduled. The Administrative Entity is working with the County Clerk and County Counsel to determine the process of appointing a new board (dissolving current board and appointing new board or renaming current board and adding members).