

Bay Consortium Workforce Development Board, Inc.
Board Development Committee Meeting
Wednesday, April 12, 2023
11:00 A.M.

The Board Development Committee met Wednesday, April 12, 2023 via Zoom.

- I. Call to Order:**
- II. Roll Call:**
- III. Public Input:**
- IV. Approval of Meeting Minutes from January 11, 2023 Meeting:**
- V. New Business:**
 - A. Slate of Officers**
 - B. Committee Restructure**
 - C. By-Law Review**
 - D. Chair/Vice Chair Election**
- VI. Old Business:**
- VII. Other Topics for discussion:**
- VIII. Adjournment:**

Slate of Officers Program Year 2023 - 2024

Chairperson – Ashley Forbes

Vice Chairperson – Greg Moon

Secretary/Treasurer – Josh Gemerek

Member at Large – Ian Ginger

Current

Labor Market Committee: The Labor Market Committee (LMC) shall develop a clear vision for the region's Workforce Investment System, including coordinated approach to workforce development that establishes connectivity between employers, trainers and employees and shall provide coordination with the region and localities Economic Development Plans. The LMC shall develop goals for the workforce system in compliance with the WIOA and workforce training, and oversee the workforce system's strategic and marketing plans for the broader community. The LMC will identify training service providers, approve courses of training based upon labor market information and trends for which ITAs will be granted and will make recommendations regarding exceptions as are allowed under WIOA. The LMC will also make recommendations regarding fee for service activities.

One-Stop Committee: The One-Stop Committee (OSC) shall focus on the special needs of those individuals who are economically or otherwise disadvantaged and who face barriers to employment. The OSC shall develop policy recommendations for the Board to assure coordination and non-duplication among programs and activities. The Committee will develop the continuous improvement of the WIOA services carried out in the Bay Consortium Workforce Development Area assuring performance, coordination and non-duplication among partners and activities. The OSC will oversee the Memorandum of Understanding (MOU) negotiations, and implementation of the agreements reached in the MOU.

Performance and Accountability Committee: The Performance and Accountability Committee (P&AC) is charged with quantitative and qualitative oversight, including continuous improvement, monitoring, performance standards, quality services, customer satisfaction, monitor fee for service activities, recommendations regarding continued certification and termination of the service providers. The P&AC will increase accountability in the delivery of workforce development services and will oversee a process through which measurable performance indicators will be established and benchmarks based on these indicators will be identified for workforce development programs.

Board Development Committee: The Board Development Committee (BDC) serves as the liaison with local governments for appointments to the BCWDB and ensures the BCWDB meets state certification requirements annually. The BDC is responsible for compliance with the Virginia Board of Workforce Development Policy 200-02 Establishment and Membership of Local Workforce Development Boards. The BDC is also responsible for oversight of staff-led onboarding and orientation of new BCWDB Board of Directors members. The BDC will recruit new Board members and provide orientation for new members. The BDC will review and recommend changes to the By-Laws as appropriate.

Youth Council: The Youth Council (YC) shall develop the portions of the local plan related to youth, subject to the approval of the Board. The Youth Council shall recommend eligible training providers of youth activities to the Board to be awarded grants or contracts, on a competitive basis, to carry out the youth activities. Subject to the approval of the Board, the Youth Council shall conduct oversight with respect to the eligible providers of youth activities in the local area. The Youth Council shall coordinate WIOA Title I youth activities and other youth programs in the local area. The Youth Council shall forge partnerships between K-12,

higher education and the private sector and shall promote apprenticeship training and technical training. It shall provide a link between workforce training, post-secondary vocational education and tech prep and focus on youth issues. The Youth Council shall perform other duties determined to be appropriate by the Chairperson of the Board.

Nominating Committee (Ad Hoc): A Nominating Committee shall be appointed by the Chairperson at least two months prior to the annual meeting of the BCWDB. The Committee shall consist of a Chairperson, and two members who shall not represent political subdivisions within the same planning district. The Committee will develop a slate of officers to be presented to the Board at its annual meeting.

Executive Committee: The Executive Committee (EC) shall be composed of the Board Chairperson, Vice-Chairperson, Secretary/Treasurer, Member-at-Large, and the Chairpersons of the Standing Committees and the Youth Council. The Board Chairperson and Vice-Chairperson will serve as the Chairperson and Vice-Chairperson of the EC. The EC shall plan, coordinate and expedite the work of the Board, review and endorse grant submissions, and may take action, when necessary, between Board meetings. The EC exercises the full authority and power of the Board, to the extent permitted by law. The EC will make recommendations regarding the budget for the Workforce Development Area, resolve any conflicts in recommendations between committees before any recommendation is made to the Board, and address issues not assigned to any specific committee.

Proposed

Policy and Strategic Planning Committee: The Policy and Strategic Planning Committee (PSPC) will articulate the Board's vision and goals for the region's Workforce Development System, a coordinated approach to workforce development that builds connectivity between employers, education, employees, and job seekers. The PSPC provides guidance and best practices to ensure the education, employers, and job seekers needs are satisfied. The PSPC provides analysis of economic and workforce development activities regarding any targeted populations. The PSPC provides coordination with regional and local Economic Development Plan. The PSPC develops goals for the workforce system and evaluated organization and community performance related to strategic objectives. The PSPC provides guidance and oversight of the development of polices to support equity and evaluate the effectiveness of ongoing efforts. The PSPC reviews and provides guidance on all policies before presented to the Board.

Operations and Performance Committee: The Operations and Performance Committee (OPC) provides information and assists with the operations of the One-Stop Delivery System. The OPC provides information, assists with planning, and operational issues to the delivery of Youth, Adult, and Dislocated Worker Services. The OPC provides programmatic and operational oversight and recommends programs and policy. The OPC assists with the MOU and Center Certification Process. The OPC provides guidance relating to the provision of services to ensure equal access to everyone.

Communications Committee: The Communications Committee (CC) oversees the development and implementation of communications for the Board and the Workforce Development System to bring awareness of the resources provided to employers, job seekers,

and stakeholders. The CC provides assistance with development of a Communications Plan for Board and Workforce Development System.

Business and Workforce Services Committee: The Business and Workforce Services Committee (BWSC) works with business and industry to identify their workforce needs and provide oversight for training programs and contractors. The BWSC oversees the distribution of labor market information; develops strategies to address short and long-term requirements for skills; makes recommendations to the Board regarding funding and service priorities; oversees the One-Stop Delivery System; and directs strategies for building a comprehensive, regional system for career pathways and retraining. The BWSC makes recommendations to the Board for funding and program priorities, as well as, identifies opportunities for collaboration and leveraging of resources. The BWSC provides strategic direction and oversight for Business Services provided in the Workforce Development Area by assisting with defining performance metrics of Business Services. The BWSC develops the Business Services Plan for the Workforce Development Area.

Executive Committee: The Executive Committee (EC) shall be composed of the Board Chairperson, Vice-Chairperson, Secretary/Treasurer, Member-at-Large, and the Chairpersons of the Standing Committees and the Youth Council. The Board Chairperson and Vice-Chairperson will serve as the Chairperson and Vice-Chairperson of the EC. The EC shall plan, coordinate and expedite the work of the Board, review and endorse grant submissions, and may take action, when necessary, between Board meetings. The EC exercises the full authority and power of the Board, to the extent permitted by law. The EC will make recommendations regarding the budget, *budget modification, and funds transfer requests* for the Workforce Development Area, resolve any conflicts in recommendations between committees before any recommendation is made to the Board, and address issues not assigned to any specific committee. *The EC reviews all action items from the standing committees and recommends action to the full Board.*