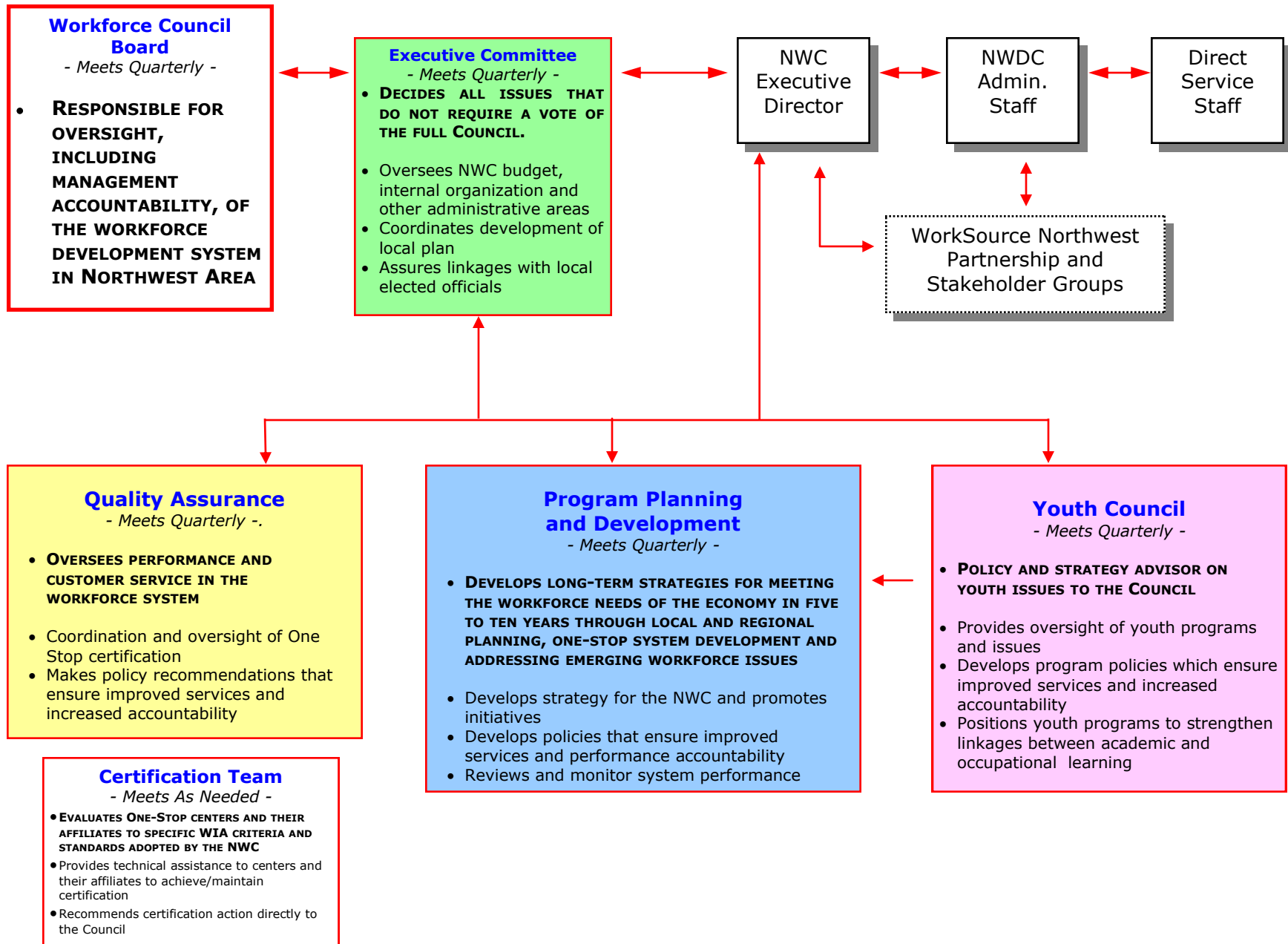


Northwest Workforce Council



STANDING COMMITTEE STRUCTURE

The Northwest Workforce Council (NWC) uses an active committee structure that provides systematic processes to set policies, fashion strategies, foster interagency coordination, and oversee the implementation of comprehensive strategic and operational plans for economic and human resource development.

The NWC has four (4) standing committees:

- The Executive Committee
- The Quality Assurance Committee
- The Planning Committee
- The Youth Council Committee

EXECUTIVE COMMITTEE

The Executive Committee reviews all action items from the other committees and recommends action to the full council. The Executive Committee may act on behalf of the Northwest Workforce Council (NWC) between Council meetings, typically when action is imperative and circumstances make assembling the full council impractical. Any such actions shall be reported and subject to the approval of the Council at its next regular or special meeting.

The purpose of the Executive committee is to direct and manage the activities of the NWC.

The duties of the committee are:

- Organize committees and assign responsibility to insure that essential information on the status of NWC activities is available
- Provide fiscal and administrative oversight
- Ensure representation from geographic areas served is in accordance with the Interlocal Cooperative Agreement between local elected officials
- Provide oversight of committee actions in carrying out the area's Strategic Plan and the WIA Local Operational Plan
- Review recommended changes in the partnership agreement(s)
- Arbitrator for determining when a conflict of interest exists
- Establish evaluation criteria and conduct a performance appraisal of the Executive Director
- Liaison with chief elected official and other local elected officials on NWC performance and activities
- Responsible for developing strategy for advocacy and information with respect to legislative issues

QUALITY ASSURANCE COMMITTEE

This committee is responsible for program oversight, review of participant and fiscal data, and the monitoring (internal and external) and audit reports. The committee evaluates program goals, performance measures, the extent to which programs meet standards, and the implementation of new program components. The purpose of the Quality Assurance Committee is to monitor fiscal, program operations and the Continuous Quality Improvement (CQI) system of the NWC.

Typical duties of the committee are:

- Develop and review program evaluation criteria to measure the effectiveness of programs
- Develop performance reports that are tailored to the NWC and local elected officials needs
- Oversee the design and operations of internal administrative systems
- Review and act upon internal and external audit and monitoring reports
- Develop those portions of plans relating to system measurement
- Review program budget fiscal expenditures
- Responsible for Customer Satisfaction analysis, including establishing goals for improvement and increased accountability
- Promote CQI throughout the system and monitor CQI strategies against the strategic and operational plans
- Monitor performance outlined in Partnership Memorandum of Understanding and/or Resource Agreements. Recommend adjustments based on analysis of customer satisfaction data.
- Monitor coordination of performance between Youth, Adult, Dislocated Workers, and other programs/services
- Oversight of One-Stop chartering and the identification of gaps in services

PLANNING COMMITTEE

The purpose of the Program Planning Committee is to recommend policy and provide oversights to all aspects of the Workforce Investment Act programs and services. This committee performs planning of new programs, develops policies for the WIA operational plan, and initiates requests for programs and collaborations.

Typical duties of the committee include:

- Oversee the design and operation of the NWC's Strategic and Local Operations Plans cycle
- Analyze training needs and requirements within the local labor markets.
- Develop program design, priorities and objectives for program operations
- Recommend program policies
- Review program operational budgets to ensure adequacy of support of program design and goals

- Develop Request for Proposal to solicit program providers as needed
- Review and recommend action on plans and funding applications
- Review performance
- Evaluate program effectiveness, recommending modifications as necessary
- Perform oversight of programs to ensure compliance with policies and goals of the NWC
- Participate in the development of Coordination and/or Resource Agreements and other plans that ensure collaboration
- Coordinate with Youth Council agenda and recommendations
- Provide a forum for initial discussion on emerging issues affecting the NWC and the workforce development system
- Analyze training needs and requirements (skill standards) of employers and keeps focus on employer linkages and economic development strategies

YOUTH COUNCIL COMMITTEE

The Workforce Investment Act of 1998 requires the local Workforce Council to form a subgroup to assist the larger Council with workforce issues related to youth. This “Youth Council” must be appointed by Northwest Workforce Council members in cooperation with the Chief Local Elected Official. The Youth Council is advisory to the NWC. The Youth Council provides a forum for the discussion and review of youth program models and problems encountered.

Duties of the Youth Council include:

- Develop the portions of the local WIA Title I-B Plan relating to eligible youth, as determined by the Council Chairperson. Ensure that parents, participants, and other interested community members are involved in the design and implementation of these programs
- Subject to the approval of the WDC:
 - Recommending eligible providers of youth activities to be awarded grants or contracts on a competitive basis by the local Workforce Council to carry out the youth activities
 - Conducting oversight with respect to the providers of youth activities in the local area.
- Coordinate WIA Title I-B youth activities in the area
- Other duties determined to be appropriate by the Workforce Council Chair, such as establishing linkages with educational agencies and other youth entities
- Providing a forum for initial discussion on emerging issues affecting youth and the workforce development system
- Responsible for Customer Satisfaction analysis of youth programs and services, including recommending goals for improvement and increased accountability
- Coordinates with the Program Planning and Committee agenda and reports recommendations

CERTIFICATION COMMITTEE

The Council designates and certifies one-stop Career Center operators and sites wishing to become, or remain, a part of the WorkSource-Northwest system. The certification process is managed by the Quality Assurance Committee's Certification Committee. The Committee reviews applications for certification against a stringent set of standards based on the Baldrige model, and issues recommendations based on the quality of the application, and an on-site visit. The full Council acts upon the Committee's recommendations.

The Northwest Workforce Council Certification Committee meets at intervals to review and assess applications for certification as WorkSource Centers or Affiliates.