

EXECUTIVE AND STANDING COMMITTEE RESPONSIBILITIES

The **Executive Committee** is composed of the Board Officers and Board Committee Chairs.

The Executive Committee's responsibilities include, but are not limited to:

- a. Serve as liaison to elected officials;
- b. Link with other community boards;
- c. Coordinate agendas of other committees;
- d. Develop a committee/board dispute resolution policy;
- e. Review recommendations from committees to ensure they are in accordance with federal, state, and local criteria in order to make recommendations to the Board;
- f. Review and revise bylaws periodically;
- g. Oversee the development of the four-year local plan, review to assure alignment of Core Partner Programs, and recommend modifications as needed;
- h. Determine local labor market needs;
- i. Propose new initiatives to meet local needs;
- j. Recommend an annual Board budget;
- k. Explore new funding streams and options, include fee-for-service options; and
- l. Responsible for reviewing one-stop operator proposals and recommending their choice to the full board.

The **Personnel Committee** responsibilities include, but are not limited to:

- a. Review personnel policies, including incentive and bonus plans, pay and classification studies for staff.
- b. May provide interview panelists for new position hires.

The **Finance Committee** responsibilities include, but are not limited to:

- a. Oversees the development of the budget, tracks accountability for funds, and reviews major grants. The Finance Committee may perform the responsibilities described for Accountability and Performance above. If not covered by the Executive Committee, they may make recommendations on the division of funds between workNet Centers/core services, intensive services and training, including individual training accounts.

One-Stop Operations Committee

- a. Makes recommendations regarding the number of workNet Centers, budget appropriations, coordinates the negotiation and approval of workNet Centers agreements, agrees to workNet Centers partners not mentioned in the legislation, reviews workNet Centers performance including customer satisfaction, and other issues related to workNet Centers implementation.

Youth Committee

- a. Provides leadership for the development of services and programs which benefit all youth and contribute to a comprehensive workforce development system for Illinois. The committee will review those parts of the Local Plan which address youth services and make recommendations on the funds to be devoted to year round activities. The committee is responsible for coordinating youth services and recommending Service Providers to the Board. It provides oversight of youth programs.

Individuals with Disabilities Committee

The purpose of the committee is to prepare findings, conclusions and recommendations for the Secretary of Labor on:

- a. Ways to increase employment opportunities for individuals with intellectual or developmental disabilities or other individuals with significant disabilities in competitive integrated employment;
- b. The use of certificate program carried act under section 14(c) of the Fair Labor Standards Act (FLSA) for the employment of individuals with intellectual or developmental disabilities or other individuals with significant disabilities; and
- c. Ways to improve oversight of the use of such certificates.
- d. Integrated employment refers to jobs held by people with disabilities in workplace settings where the majority of persons employed are not persons with disabilities. In these jobs, the individuals with disabilities earn wages consistent with wages paid workers without disabilities in the community performing the same or similar work, earn at least minimum wage and are paid directly by the employer.

Oversight Committee

- a. *Accountability and / or Performance IU*
Reviews monitoring and audit reports of both the organization and its Service Providers. If the Board has provided for the evaluation of its programs, the evaluations would also be properly brought before this committee. The committee may consider the elements of what is monitored as well as evaluated along with the results. Appropriate to this committee would also be reports relating to the organization's success in meeting federal and state performance standards.
- b. *Program Development*
Reviews requests for proposals specification elements, new grants, hear contractor performance reports and make recommendations regarding new services to be implemented.
- c. *Training Provider/Training Programs*
Review training provider applications, requests for proposals, and contracts for special segments of the population.

Employer Engagement Committee

- a. Research the needs of local employers with respect to hiring needs and skills gaps.
- b. Identify potential partners based on industry needs and standing employer relationships through existing programs, local workforce investment boards, Chambers of Commerce, economic development organizations, trade associations, and non-profits.
- c. Schedule meetings of employers interested in pursuing a partnership.
- d. Create a single-point of contact at the one-stops to facilitate the creation and cultivation of partnerships between the workforce system and the business community.
- e. Engage employers in program design, curriculum development, and work-based learning, for both adults and youth.
- f. Invite feedback and other support as the program develops, and build long-term relationships with employers.
- g. Maintain regular communications.

Policy and Planning Committee

- a. Reviews the creation and development of employment statistics, labor market information and demand occupations for the local area.
- b. May set a wage rate applicable to occupations for which training will be offered, oversee job fairs and business services funded by the Board including fee for service, fund raising, retreats and planning.
- c. Reviews State and Local Policy
- d. *Marketing*
Oversees development and implementation of a marketing plan. This may encompass public relations, employer relations, and outreach to the community.
- e. *Public Relations*
Approves public relations and marketing strategies. May approve, review or recommend the purchase of public relations services to the full Board. May review publications, press releases, annual reports and send spokespersons to other community business organizations to represent the Board.