

Workforce Innovation and Opportunity Act (WIOA) Subcommittee Charter

WIOA SUBCOMMITTEE ON LOCAL GOVERNANCE AND SECTOR STRATEGIES TO CLOSE SKILL GAPS IN THE WORKPLACE

Purpose and Mission

The purpose of the subcommittee is to complete the deliverables within given timelines and to develop recommendations to present to the WIOA Steering Committee (SC) for review and, subsequently, to the Workforce Board for adoption toward full implementation of WIOA.

The mission of the subcommittee is to advance Governor Inslee's charge to the Workforce Board to focus on achieving three fundamental goals for the state's workforce development system:

- *Help more people find and keep jobs that lead to economic self-sufficiency, with a focus on disadvantaged populations.*
- *Close skill gaps for employers, with a focus on in-demand industry sectors and occupations.*
- *Work together as a single, seamless team to make this happen.*

Time Commitment

The date for full implementation of WIOA is June 30, 2016. Certain activities have earlier completion dates per the Act. Our goal is to meet all deliverable dates.

Committee Responsibilities

The subcommittee will develop a work plan to complete the deliverables on time. It will create stakeholder engagement mechanisms to ensure an open and inclusive process for participation. Subcommittee discussions and actions will lead to recommendations to the Steering Committee for policy adoption to ensure full implementation of WIOA by June 30, 2016 (and certain aspects by July 1, 2015). A meeting schedule will be established to provide sufficient time to address all required workplan elements.

The Subcommittee will do the following:

- ensure recommendations are vetted among subcommittee members and interested stakeholders;
- inform the WIOA Steering Committee of its progress every six weeks so that final recommendations can be brought before the Workforce Board for timely discussion and approval for final implementation of the Act; and

- strive for consensus recommendations among subcommittee members but provide minority position information, if unanimous consent is not achieved (*a committee member signature page shall be attached*).

Committee Governance and Membership

The subcommittee will be co-led by a representative from business and labor, selected by AWB and WSLC. (If there is only one private sector person (business or labor) who agrees to be on the committee, then they will be chair.) The lead agency/agencies who will staff the committee will be selected by the co-chairs. All core programs will be represented on the committee, as well as other stakeholders and interested partners.

Co-leads: (*complete roster*)

Name	Representing	Email	Phone
Creigh Agnew	Business	cagnew@nbr.org	253-279-2700
Bill Messenger	Labor	bmessenger@wslc.org	360-357-8736
Annette Herup	Business	Annette.herup@sglacf.com	509-762-4620
Caitlyn Jekel	Labor	cjekel@wslc.org	360-705-9469

Agency Staff to the Committee: (*complete roster*)

Name	Representing	Email	Phone
Terri Colbert	Workforce Board	tcolbert@wtb.wa.gov	360-709-4623
Dave Wallace	Workforce Board	dwallace@wtb.wa.gov	360-709-4613
Agnes Balassa	ESD	abalassa@esd.wa.gov	360-902-9571

Membership:

Name	Representing	Email	Phone
Dale Peinecke	ESD	dpeinecke@esd.wa.gov	360-902-9500
Mark Mattke	WWA	mmattke@wcdspokane.com	509-533-8470
Carolyn McKinnon	Commerce	Carolyn.mckinnon@commerce.wa.gov	360-725-3121
Kathy Goebel	SBCTC	kgoebel@sbctc.edu	360-704-4333
Betty Klattenhoff	OSPI	Betty.klattenhoff@k12.wa.us	360-725-6243
David Stillman	DSHS/TANF	stild@dshs.wa.gov	360-725-4350
Katie Mirkovich	DVR	Katie.mirkovich@dshs.wa.gov	360-725-3656
David Kaz	Seattle Jobs Initiative	dkaz@seattlejobsinit.com	206-628-6974
Mark Adreon	DSHS-DSB	Mark.adreon@dsb.wa.gov	206-721-6410
William Durden	SBCTC-Adult Ed.	wdurden@sbctc.edu	360-704-4368
Lyle Hildahl	WA Restaurant Assn.	lyleh@warestaurant.org	360-701-9923
Jeannie Bennett	Large WDCs	jbennett@swwdc.org	360-567-1073
Cos Edwards	Small WDCs	cxedwards@bf-wdc.org	509-734-5984
Tracy Woodman	SEIU Healthcare	twoodman@healthcarefund.org	206-601-9051
Elizabeth Iaukea	WA State Libraries	Elizabeth.iaukea@sos.wa.gov	360-570-5578

Mike Schindler	Operation Military Family	mschindler@operationmilitaryfamily.com	877-516-8323 Ext. 101
Darlene Molson	Bellevue College	Darlene.molsen@bellevuecollege.edu	425-564-2033
Marlena Sessions	SKWDC	msessions@seakingwdc.org	206.448.0474

Subcommittee Operating Functions

The subcommittee meetings will be conducted in an open and transparent environment, allowing opportunity for input from stakeholders and interested participants. The committee will establish communication vehicles to ensure participation of relevant stakeholders.

This committee is empowered to meet as-needed to meet due dates and to develop recommendations. The co-chairs are committed to the following operating principles:

- An open and inclusive process of gathering input and recommendations from key stakeholders.
- To be good listeners, be respectful of all points of view and have robust discussions on the key issues.
- If consensus is not reached, the minority viewpoint will be fairly presented to the Steering Committee.
- Public notification of meeting dates, meeting minutes and key documents will be posted on the Workforce Board WIOA webpages: www.wtb.wa.gov/WIOAmeetings.asp. This will enable open communications among WIOA committees and interested stakeholders.

Initial Committee Deliverables and Timeline *(This list may be revised to include additional decision-making milestones.)*

Task	Start Date	Completion Date	Utilize Task Force Option
By June 2015			
Conduct data analysis to identify planning regions	2/12/15	May	Yes
<i>Provide input to Steering Committee's technology plan</i>	TBD		
<i>Provide input to Steering Committee for s system and vendor staff training and development plan</i>	TBD		
<i>Consult with CLEOs and WDCs on regions, area designations and local board configurations.</i>	3/9/15	May	Potentially
<i>Develop recommendations on planning regions and local area designations and planning regions</i>	3/9/15	May	Yes
<i>Develop recommendations on local Council membership composition (membership composition and member appointment criteria in consultation with CLEOs)</i>	3/9/15	May	Yes
<i>Develop Local Council certification process</i>	3/9/15	June/July	Yes
<i>Sector Strategy and Industry Engagement (Conduct</i>	2/12/15	April	Yes

data analysis for identification of state and local targeted sectors)			
<i>Identify targeted sectors, including required data analysis</i>	2/12/15	April	
<i>Recommend guidelines for local sector targeting</i>	3/9/15	April	Yes
By June 2016			
<i>Recommend guidelines for incumbent worker training programs</i>	<i>TBD</i>	<i>RBD</i>	<i>TBD</i>
<i>Identify critical skill gaps and recommend solution strategies</i>	4/2015	11/2015	Yes

*The Subcommittee may form a Focused Task Force to address a task. A Focused Task Force is a relatively small group (committee members, stakeholders, interested parties, or content area experts) who meet two or three times to complete the task and report back to the committee. This short-term task force is an opportunity to become involved in the WIOA decision-making process, broadening participation without an 18-month commitment.