

WIB Committee Structure – July 2010

COMMITTEE NAME	MEETING FREQUENCY	RESPONSIBILITY/AUTHORITY
Executive Committee	Monthly or as needed	Authority to act on behalf of the full WIB; provides oversight to WIB Committees and support to WIB Chair; issue management; unified advocacy on issues to support employers and sectors of employment
Fiscal Committee	Quarterly or as needed	To review and make recommendations to WIB on budgets, special projects and general financial matters
Communications Committee	Bimonthly	To develop and oversee the implementation of regional CareerLink outreach and public relations activities. Enhance community awareness and understanding of the system network and its benefits to various consumers.
Board Development Committee	Bimonthly or As Needed	To establish the Workforce Investment Board as the recognized leader for regional workforce development policy and efforts. Board recruitment/selection process development, WIB orientation, and board self-assessment initiatives.
Programmatic Policy & Analysis Committee	Bimonthly	To continuously monitor best practices and current trends for innovative approaches and workforce system improvements. Review and make recommendations on contractor and CareerLink® performance; ensure quality standards are met. Identify and certify training providers that meet demand occupations; develop ITA process; ensure that quality system for performance of training providers is implemented; establish training priorities and skill standards based on employer needs analysis and other training issues that arise within the region
Employer Demand Services Committee	Bimonthly	To ensure diversification and sustainability of the northwest PA workforce development system through private sector partnership development. Provide guidance and recommendations to the WIB on all relevant plans, processes and projects involving strategic goals. To enhance regional collaboration and networking with the Education, Economic Development, Private Industry and Government sectors. Focus on employer demand services and support of new and existing customers.
NW PA CareerLink® Development Committee	Bimonthly	To support the WIB in ensuring the PA CareerLink system is flexible and entrepreneurial, includes an effective assessment strategy, includes a comprehensive customer satisfaction/quality review process and an employer customer service process that is aligned with industry partnerships.
Youth Council	Bimonthly	To support/advise the WIB in the establishment and delivery of youth services; functions as the forum for youth policy in the regional workforce development system