

**BARRY/BRANCH/CALHOUN WORKFORCE DEVELOPMENT BOARD
STANDING COMMITTEES**

Monitoring and Evaluation: Responsible for monitoring, reviewing and evaluating the performance of the programs and activities for workforce development in the MWA. The committee will have access to all appropriate MWA records and reports. It will be the responsibility of the committee to regularly prepare recommendations and reports for the Board's consideration.

(This committee meets two to three times per year, usually in April and June when they meet with contractors and determine a recommendation for the full Board on continuation of their contract into the subsequent funding year. Meetings have been on Fridays, begin with lunch and last for about two hours.)

Planning and Development Committee: It will be the responsibility of the Planning and Development Committee to develop and recommend activities and programs to the Board. The Planning and Development Committee will utilize the information generated by the Job Market/Employer Involvement Committees in order to design activities and programs that are responsive to the local MWA's needs, as well as in compliance to the intent and purpose of the various workforce development programs administered by the Board. Members of the Planning & Development Committee evaluate and score program proposals and interview the bidders in the "Request for Proposal" (RFP) process and subsequently develop recommendations for the full Committee and, ultimately, to the Board for contractor selection.

(This committee meets six times per year, in the same month as the Board meetings. Meetings have been on Fridays, begin with lunch and last for about two hours.)

Job Market/Employer Involvement Committee: Responsible for assisting staff in the development and implementation of procedures that will determine if there is a demand for labor in particular occupations and whether or not the skill level to be provided by proposed training programs is acceptable to area employers. The committee shall also have the responsibility to assist staff to ascertain local business short and long term employment and skill needs, as well as to identify hard-to-find jobs and the skills essential to emerging occupations.

Also, in cooperation with local chambers of commerce and other business organizations, the committee shall assist staff in the design and implementation of programs and activities that will increase the number of area businesses participating in the MWA's employment and training effort. This may include the marketing of financial incentives, and human resources development services to area firms based upon employer needs. The committee may also monitor, support and participate in the efforts of local economic development agencies to attract jobs to the area by providing access to training and retraining funds and support services.

(This committee currently meets two to three times per year, usually to prepare the Occupations in Demand and Employability Skills annual document updates for the January Board meeting. Meetings have not been on any certain day of the week. These meetings are typically about one hour in length.)

Membership Committee: The Membership Committee is responsible for seeking out and recommending the appointment of new Workforce Development Board members. The committee also assists with Board member orientation and ongoing member training.

(This committee meets on an as-needed basis, either via conference call or in person. These meetings are typically one hour or less in length.)