



## **ROLE**

The Strategic Policy and Planning Committee (“the Committee”) serves a critical role for the Board of Directors of CareerSource Capital Region (“the Board”). The Committee was formed to make recommendations to the Board of Directors on specific policies, strategies, programs, demand occupations, training programs and activities affecting workforce development for both employer and jobseeker customers. The Committee also develops criteria for Requests for Proposal (RFP) for provision of workforce services via the CareerSource Capital Region (CSCR) career centers located in Gadsden, Leon and Wakulla Counties.

Additionally, the Strategic Policy & Planning Committee will solicit the input of the regional economic development professionals and provide a forum for the economic development organizations to report out on business recruitment, retention and expansion efforts over the previous quarter.

## **COMMITTEE LEADERSHIP (CHAIR)**

Pursuant to Article IX of the Bylaws of Big Bend Jobs & Education Council, Inc. d/b/a CareerSource Capital Region, the Committee Chair position will be held by a Board Member. A Vice-Chair, who must also be a Board Member, will serve as backup when the Chair is not available.

## **MEMBERSHIP**

Pursuant to Article IX of the Bylaws of Big Bend Jobs & Education Council, Inc. d/b/a CareerSource Capital Region, the Committee may be comprised of both Board and community members who possess relevant experience and expertise in the subject area of the respective committee and who may qualify to serve as a Board Member in the future. Therefore, emphasis will be placed on recruiting business leaders. The committee shall contain no less than three (3) and no more than twelve (12) members. The membership of the Committee shall be comprised of a majority of Board Members.

## **MEETINGS & QUORUM**

The Committee meets quarterly prior to the quarterly Executive Committee meeting so that reports and recommendations are presented to the Executive Committee for review and then to the full Board for action, as necessary. Additional or emergency meetings may be conducted at the request of the Board Chair or the Committee Chair. Members are expected to attend each committee meeting in person or via the established method of telecommunications. Any member of the Committee may be removed after three unexcused or unexplained absences. The effected member may, in writing, make a request for an appeal for reinstatement to the Committee. The appeal would go to the Chair and/or Vice-Chair.

In accordance with Article XII, Section 12.6, a quorum for all legally called committee meetings shall exist when a majority of the members are present, but if at any meetings there shall be less than a quorum, a majority of those members present may vote to continue the meeting. Voting may be accomplished in-person, via fax or via the established method of telecommunications and will be followed by the actions taken by the Executive Committee and full Board of Directors, as necessary.

Meeting agendas and action items shall be prepared prior to every meeting and provided to Committee members a minimum of five (5) business days before the scheduled meeting. Minutes of all meetings will be recorded.



## **AUTHORITY**

In discharging its role, the Committee is empowered to oversee and inquire on matters it considers appropriate to carry out its responsibilities. Staff will supply the committee with data and all documents requested for review.

## **KEY RESPONSIBILITIES**

The Committee shall undertake the following responsibilities as its guide. To fulfill its purpose, the Committee shall:

- a) Make recommendations on policies and procedures for workforce services and programs;
- b) Review the organization's strategic plan as well as the Regional Workforce Board Strategic & Operations Plan (Workforce Services Plan) and recommend modifications to the Board prior to the next fiscal year's budget being developed, as deemed appropriate;
- c) Develop and submit occupations in demand, for addition to CSCR's Regional Demand Occupations List (RDOL);
- d) Participate in regional sector driven strategies and develop a feedback process on current talent demands and gaps in training;
- e) Develop the criteria for training provider applications and select training providers using the established criteria;
- f) Develop programs and policies to promote adult workers in career advancement;
- g) Make recommendations on implementing programs and expending funds for services to reduce recidivism (including that of ex-offenders) and contribute to employer and employee retention;
- h) Provide oversight for all programs affecting adults in CSCR's operating area including persons with barriers to employment;
- i) Develop criteria for the Request for Proposals (RFPs) for workforce services (including the One-Stop Operator);
- j) Rate bids and proposals that are in response to RFPs; and
- k) Provide feedback to the Board regarding the business recruitment, retention and expansion efforts of local economic development organizations.

## **STAFF SUPPORT**

The following staff support this committee along with an additional staff member for taking minutes:

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