

TEXOMA WORKFORCE DEVELOPMENT BOARD MEMBER MANUAL

Section 2 – Meeting Schedule & Committees

TWDB MEETING SCHEDULE

DATE	MEETING TYPE
January 16, 2008	Board Meeting
March 19, 2008	Board Meeting
May 21, 2008	Board Meeting
July 16, 2008	Board Meeting
September 17, 2008	Board Meeting
November 19, 2008	Meeting will only be held if needed

All Board meetings will take place at Noon.

Committees will meet when required and announced via email.

TEXOMA WORKFORCE DEVELOPMENT BOARD COMMITTEES

Texoma Workforce Development Board has several committees that meet independently of regularly-scheduled Board meetings. These committees conduct meetings as needed to prepare recommendations for Board consideration and to exercise the functions of the Corporation as stated in ARTICLE III of the Bylaws. Each committee is chaired by a Board member and has an appointed Board staff liaison to assist the committee chair.

Executive Committee
Child Care Committee
Youth Advisory Committee
Board Development Committee
Business Services Committee

EXECUTIVE COMMITTEE

ROLE: Policy guidance and decisions, and coordination activities with the Elected Officials. The Executive Committee performs general supervision of the affairs of the Board between regular Board meetings; has responsibility for hiring and firing the executive director, conducts annual performance evaluation of the executive director; prepares budget for board approval; determine the hours and places of meetings; and makes recommendations to the Board. This committee is subject to the order of the Board and none of its acts shall conflict with action taken by the Board.

Expected Results:

- Develop policy guidance for board
- Interact with Elected Officials on behalf of the Board
- Conduct annual performance review of executive director
- Develop preliminary budget for recommendation to Board
- Determine the meeting schedule, dates and times

CHAIR: **Candy VanSant**

Members: **Kathryn Hicks, Immediate Past Chair**
 Asa Jessee, First Vice Chair
 Janet Gott, Second Vice Chair
 Alvin Bailey, Secretary
 D. D. McKnight, Chair Child Care
 Mike DeLong, Chair Youth Committee

Staff Liaison: **Janie Bates**

CHILD CARE COMMITTEE

ROLE: Develops Texoma Child Care Program policy for Board approval; monitors Child Care and Child Care Training programs for compliance; develops rules, local standards and sets rates to recommend to full board; develops marketing strategies to increase awareness of child care programs for potential clients; and increases the number of local initiative contracts and local matching funds.

Expected Results:

- Development of child care policy
- Review and recommendation of rates to full board
- Development of rules and local standards
- Development of outreach strategies for child care
- Identification of local matching funds

CHAIR: D. D. McKnight

Members: Alvin Bailey
Janet Gott
Brenda Parks
Asa Jessee
Carol Brownlee
Patty Pool
Skip Jones

Staff Liaison: Rachel Mitchell

YOUTH ADVISORY COMMITTEE

ROLE: Recruit employers who will hire or train youth; identify youth and educational programs in local area which meet the needs for basic academic skills training, pre-employment skills and job skills training; advise the Texoma Workforce Development Board in the formulation of youth projects in addition to encouraging WDA local education/youth agency coordination on a continuing basis; coordinate activities funded through WIA funds and other local youth agencies; review and evaluate youth program plans and worksites.

Expected Results:

- Identify “youth friendly” employers
- Approve and recommend youth policies to the full board
- Approve and recommend youth worksites to full board
- Develop and approve youth plan for recommendation to full board
- Convene local youth agencies
- Review and evaluate youth programs

CHAIR: **Mike DeLong**

Members: **Mark Ewig**
 Dee Lough
 Sharon Felderhoff
 Rufus Baca
 Mark Taylor
 Obie Greenleaf

Adhoc Members: Tricia West
 Patricia Taylor
 Lance SanMillian
 David Woodson
 Suzette Jewel
 Deborah Hendley
 Terri Green
 Mike Eppler
 Bettye Finnell

Staff Liaison: **Bob Rhoden**

BOARD DEVELOPMENT COMMITTEE

ROLE: Responsible for writing a board member job description and recruiting new members. Committee members will be responsible for scanning the workforce issues and trends and making regular reports to the board. This committee will serve as the nominating committee for board officers.

Expected Results:

- Board member job descriptions
- Officer job descriptions
- Prospective Board Members
- Meetings/Luncheons with Prospects
- Scanning reports
- Nominations for officers

CHAIR: Janet Gott

Members: Kathryn Hicks
Pam Hoedebeck
Dee Lough
Sam Ciani

Staff Liaisons: Carlotta Doolittle
Janie Bates

BUSINESS SERVICES COMMITTEE

ROLE: The role of this committee is to review the demand occupation list and emerging occupations, direct skills development and incumbent worker training dollars, and address labor force challenges. Committee membership consists of private sector representatives.

Expected Results:

- More employer involvement in determining targeted occupations for Texoma,
- A more focused use of skills development and incumbent worker training dollars
- A proactive approach to employment challenges in Texoma

CHAIR: Janet Gott

Members: T.J. Eddleman
Janet Gott
Warren Jamieson
Candy VanSant
Larry Adams
Pam Hoedebeck
Lea Ann Blain

Staff Liaisons: Bob Rhoden
Jennifer Gann