

## Section 2

# Workforce Development Board & Committees

## Overview

### Introduction

Under the Federal Workforce Innovation and Opportunity Act (WIOA) of 2014, the Local Workforce Development Board (WDB) has jurisdiction over any function or activity carried out using Federal Department of Labor (DOL) funds. The WDB has policy oversight for programs within its jurisdictional area for San Bernardino County. In addition, the WDB has designated specialized committees to remain informed in various operational areas.

This chapter provides a basic understanding of how Workforce Development Department (WDD) interfaces with the WDB and Board of Supervisors (BOS) and outlines the roles and responsibilities of the WDB and WDD staff.

### References

This handbook chapter references the WDB By-Laws, WIOA regulations, and directives received from the U.S. Department of Labor (DOL) and/or Employment Development Department (EDD) Workforce Services.

### Quorum

Any meeting of the WDB or committee of the WDB, a quorum of a majority of the members appointed must be present at the meeting. Members may conduct business and vote on agenda items when a quorum is present. A meeting which a quorum is initially established may not continue to transact business if the quorum is not maintained due to the withdrawal or departure of members.

Any noticed meeting with less than a majority of WDB members attendance may continue to meet for discussions purposes only.

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# Workforce Development Board (WDB)

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## **Introduction**

Workforce Development Board (WDB) is the policy-making entity with authority under Workforce Innovation and Opportunity Act (WIOA) to direct, invest in, and support Workforce Development activities. The WDB is to serve as a strategic leader and convener of local workforce development system stakeholders. WDB partners with employers and the workforce development system to develop policies and investments supporting workforce system strategies and regional economies.

This section will provide information about the WDB.

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## **How is the WDB appointed**

The WDB is appointed by the chief elected official(s) in each local area in accordance with State criteria established under WIOA section 107(b) and is certified by the Governor every two (2) years, in accordance with WIOA section 107(c)(2).

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## **WDB members**

The WDB consists of 19 members with representation in the following categories:

- Ten (10) Representatives of Business in the local area who provide opportunities in demand industry sectors or occupations and nominated by local business organizations and business trade associations.
  - Four (4) Representatives of Workforce in the local area:
    - Two (2) representatives of labor organizations nominated by local labor federations,
    - One (1) representative of a Joint Labor-Management Apprenticeship program, and
    - One (1) representative of a community-based organization or an additional representative of a labor organization or joint labor-management apprenticeship program
  - Two (2) Representatives of Education and Training Entities:
    - One (1) representative of Adult Education and Literacy nominated by local providers representing such providers or institutions, and
    - One (1) representative of Higher Education nominated by local providers representing such providers or institutions.
  - Three (3) Representatives of Government and Economic Development:
    - One (1) Representative of Economic and Community Development,
    - One (1) Representative of State Employment Office, and
    - One (1) Representative of Vocational Rehabilitation.
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## Workforce Development Board (WDB), Continued

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**Term in office** The term of office for WDB members will be two (2) years after appointment unless earlier terminated or expired. Pursuant to San Bernardino County Policy Manual 02-09, terms of office shall be staggered so that no more than 12 shall expire in any one-year period. State and federal regulations require the terms of WDB members be staggered in order to maintain continuity of operations.

A member whose appointment has expired may continue to serve until a new appointment is made or the BOS declares the position vacant. Such member is eligible for reappointment subject to County Policy 02-09 and Article III herein.

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**Functions of the WDB**

Pursuant to WIOA Section 107(d), the main functions of the WDB include:

- Administration and oversight of local WIOA funding for adults, dislocated workers, and youth.
  - Support programs who build employable skills of the County workforce.
  - Create a strategic plan aligned with the Governor and California Workforce Development Board's objectives.
  - Align WIOA services with the countywide vision of creating a vibrant economy with a skilled workforce.
  - Operate the three (3) America's Job Centers of California (AJCC) located within the County.
  - Identify and understand the workforce development needs of local businesses and job seekers.
  - Lead efforts with representatives of secondary and postsecondary education programs to develop and implement career pathways within the local area.
  - Commission independent research studies, data collection, and analysis related to the workforce needs of the local and regional economic conditions and identify top industry demand sectors.
  - Provide strategic and operational oversight in collaboration with the required partners and workforce stakeholders to help develop a comprehensive and high-quality workforce development system in the local area and larger planning region.
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**Types of items requiring WDB approval**

Any action or program supported by WIOA that is statutorily required or WIOA funded contracts for which WDD does an RFP (**examples:** youth providers, Public Relations firm, Business Services contracts, Labor Market Economist, etc.) must be approved by the WDB, and based on the dollar amount may be required to submit to the BOS.

If staff is unsure about whether something needs to go to the WDB for approval, check with the leadership team.

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## Workforce Development Board (WDB), Continued

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**Responsibilities**    The WDB members responsibilities include:

- Development and submittal of a:
    - Local workforce development plan, and
    - Regional plan.
  - Workforce research and regional labor market analysis.
  - The convening of local workforce development system stakeholders.
  - Employer engagement to support the regional economy and employer needs.
  - Aligning employment, training, education, and supportive services for adults, dislocated workers, and youth.
  - Identification and promotion of proven and promising strategies for meeting the needs of employers, workers, and job seekers.
  - Technology strategy development to maximize accessibility and effectiveness.
  - Participate in negotiation of local performance accountability measures.
  - Selection of:
    - One-stop operators,
    - Youth providers,
    - Eligible providers of career services, and
    - Eligible training providers.
  - Coordination with education providers,
  - Coordination of accessibility for individuals with disabilities.
  - Oversight of WIOA program operation, administration and budget.
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# WDB Committees

## Introduction

The Workforce Development Board (WDB) is complex in nature with broad scope of responsibilities and designated specialized committees to remain informed in various operational areas. This section provides information about the WDB Committees, including the Ad-hoc committee.

## Ad-hoc Committee

Ad-hoc Committee is created and dissolved at the Chair's discretion. The formation of an Ad-hoc Committee may be called for when the full WDB, Executive Board, or any of the four (4) WDB Committees are unable to assemble promptly or special circumstances warrant. Each ad-hoc committee shall consist of less than a quorum of the WDB and/or a standing committee. Ad-hoc Committees have been used for the following reasons, but are not limited to:

- Reviewing new WIOA regulations,
- Selecting providers and contractors, and
- Providing RFP recommendations.

## Committees of the WDB

The WDB has designated specialized committees to discuss in detail policy and action recommendations. The five (5) established committees within the WDB are:

Committee	Description
Executive Board	Advises the full WDB on strategic planning, policy and direction.
Economic Development and Business Resource (EDBR)	Focuses on businesses engagement in workforce, promoting board participation in: <ul style="list-style-type: none"><li>• Demand sectors, and</li><li>• Developing links with employers in the region to support employer utilization of the system.</li></ul>
Finance	Tasked with fiscal and budget oversight of WIOA funds, reviewing monthly expenditure reports and working with fiscal staff in the development of the annual fiscal year budget.
Special Populations	Tasked with identifying resources for special population customers who may include, but are not limited to: <ul style="list-style-type: none"><li>• Veterans,</li><li>• Seniors,</li><li>• Individuals with disabilities,</li><li>• Re-entry population, and</li><li>• Native Americans.</li></ul>
Youth	Focuses on assisting with coordinating youth activities and making recommendations related to grants and contracts for the provision of services to WIOA-eligible youth.

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## WDB Committees, Continued

### Committee members

The WDB Chair appoints the chair of each standing committee from amongst members of the WDB in good standing. Each committee will have an appointed chairperson as set forth in Section 8.1 of the By-laws and fill by appointment any vacancies. The members in committees are represented as follows:

Committee	Members
Executive Board	<ul style="list-style-type: none"><li>• Chairperson,</li><li>• Vice-chairperson,</li><li>• Treasurer,</li><li>• Immediate Past Chair, and</li><li>• 3-5 WDB Members</li></ul>
<ul style="list-style-type: none"><li>• EDBR</li><li>• Finance</li><li>• Special Populations</li><li>• Youth</li></ul>	<ul style="list-style-type: none"><li>• Chairperson,</li><li>• Appointed members of the WDB in good standing, and</li><li>• Non-WDB members per WIOA.</li></ul> <p><b>Note:</b> No committee may have a quorum of Executive members.</p>

### Appointing and/or dismissing members to a committee

The chair of each standing committee shall, with the concurrence of the Chair of the WDB:

- Appoint members of each standing committee, and/or
- May dismiss any member of the standing committee.

### Committees' responsibilities

In general, the standing committees' responsibilities are to:

- Provide information and assist with operational and other issues relating to the:
  - One-stop delivery system,
  - Provision of services to youth, and
  - Provision of services to individuals with disabilities.
- Set goals,
- Strategic planning, and
- Assist the local board in carrying out activities.

### Public attendance

On a regular basis, the WDB shall make available to the public through electronic means and open meetings the following, but not limited to:

- Information regarding the activities of the local board,
- Information regarding the local plan prior to submission of the plan and regarding membership,
- The designation and certification of one-stop operators,
- The award of grants/contracts to eligible providers of youth workforce investment activities,
- Minutes of formal meetings of the local board, and
- The opportunity to provide public comments.

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## WDB Committees, Continued

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### **Standing Agenda items for the committees**

Each committee typically has certain standing Agenda items discussed and/or presented. The following is a list of typical standing items, but is not limited to just:

- Consent items,
  - Discussion items,
  - County report, and
  - Presentations.
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### **Recommendations**

WDB committees review staff's recommendations for action and other relevant issues. The committees then form their own recommendations. Before an action can become effective, all committee recommendations must be approved by the full WDB.

The Chair of the committee is responsible to report any committee approved item to the full WDB.

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# Staff

<b>Introduction</b>	<p>The Workforce Development Board (WDB) and its committees are supported and assisted by Workforce Development Department (WDD) and WDB staff. This section provides information on the WDD and WDB staff and the assistance provided to the WDB.</p>
<b>WDD staff</b>	<p>The WDD staff does not report to the WDB and/or its committees. The WDD staff's responsibilities include, but are not limited to the following:</p> <ul style="list-style-type: none"><li>• Researching issues,</li><li>• Assisting in conducting studies, in developing procedures and forms, and providing information to help the WDB and its committees make administrative and operational decisions.</li><li>• Submitting Agenda Items for the WDB and committees for review and consideration.</li></ul> <p>The WDD Staff, as assigned by and under the guidance of the Assigner, will:</p> <ul style="list-style-type: none"><li>• Draft a WDB Agenda Item (WDBAI) detailing a proposed action requiring consent, or</li><li>• Provides background on a subject used for informational or discussion purposes.</li></ul>
<b>WDB staff</b>	<p>There are two (2) staff members considered to be “WDB staff” supporting the WDB and its committees and they are the:</p> <ul style="list-style-type: none"><li>• Director, and</li><li>• Executive Secretary II (WDB Secretary)</li></ul> <p><b>Note:</b> Refer to the <i>Executive Secretary II</i> section of this handbook for detailed information of the Executive Secretary II's responsibilities.</p>
<b>Assigner</b>	<p>The Assigner administers the process for the creation of a WDBAI, ensuring the WDBAI is written appropriately by the designated staff. Designated staff must receive the approval of the Fiscal Administrative Supervisor I (FAS I) for fiscal requirements, and Assistant Director prior to forwarding to the Executive Secretary II for inclusion in the agenda packet.</p>
<b>Fiscal</b>	<p>The Director discusses the WDBAI with the Fiscal Administrative Supervisor to ensure proposed actions are fiscally sound and in compliance with County, State, and Federal regulations.</p>
<b>WDD Leadership Team</b>	<p>The WDD Leadership Team works with the Executive Secretary II in finalizing meeting agendas for the WDB and the Committees.</p>



# WDB Agenda Item

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**Introduction** Workforce Development Department (WDD) staff submits Agenda Items to the Workforce Development Board (WDB) for consideration. This section outlines the process.

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**Timeline** Items requiring WDB or Committee consideration must be presented to the WDB Executive Secretary II in sufficient time to disseminate the materials at least seven (7) calendar days prior to the meeting.

Items where written materials have not been distributed at least seven (7) calendar days in advance will not be considered for the upcoming meeting, unless specifically recommended by the Director of the Board.

In situations where an item is sent to the Board of Supervisors after WDB approval, the preparer should anticipate County Counsel review, holidays, and other possible delays of a week or more. The preparer should have a contingency timeline in the event of delay.

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**Agenda item template** WDD staff is required to complete, an agenda item using templates for the:

- Full WDB,
- Executive Board, and
- Committees.

The WDD staff will use a justified format when submitting items for consideration, in order to facilitate a clear process. Items presented to the WDB or committee should be as follows:

Format	Description
Single page	Item should be limited to a single page, whenever possible. In exceptional cases, a recommendation may extend to a second page.
Specific information	Be as specific as possible, providing such information as: <ul style="list-style-type: none"><li>• Actual numbers or amounts,</li><li>• Dates,</li><li>• Description, and</li><li>• Entity names.</li></ul>
Succinct presentation	Written recommendations should be: <ul style="list-style-type: none"><li>• Clear,</li><li>• Complete, and</li><li>• Concise.</li></ul>

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## WDB Agenda Item, Continued

**Agenda Items** The WDD staff is responsible for coordinating Agenda Items for the WDB, Executive Board and the Committees. Agenda items, including supporting documentation (i.e. Agenda Packet), requiring WDB or committee consideration must be:

- Written in the prescribed format (Refer to the *WDB Agenda Item template* block),
- Approved by the appropriate Assigner in the unit generating the item,
- Forwarded to the Assistant Director, with necessary explanatory or supporting documentation, and
- Presented to the WDB Secretary seven (7) calendar days prior to the meeting for dissemination to the WDB or committee members for review.

**Note:** Any WDBAI presented to the Executive Board or Committee must also go to WDB for approval.

**Content of Agenda item** The WDBAI has specific topics/contents required to be completed by WDD staff. The WDBAI must include the following:

Topic	Description
Subject	Item submitted to the WDB or Committees for consideration. <b>Note:</b> Subject line will appear on the Agenda.
Recommendation	Begins with an action verb and explains, in one sentence the recommended action (i.e. the who, what, when, where, why and how much).
Background	Pertinent information supporting the recommendation: <ul style="list-style-type: none"><li>• Legislative or regulatory mandate,</li><li>• Concise summary of the steps leading to the recommendation, such as but not limited to:<ul style="list-style-type: none"><li>– Research</li><li>– Survey or questionnaire</li><li>– Competitive Request for Proposal</li></ul></li><li>• Timeframe of the recommended action/activity,</li><li>• Actual or estimated cost/financial impact, and</li><li>• Potential consequences of failing to approve, when applicable.</li></ul>

**Naming convention** Staff will use a specific naming convention for WDB agenda item and documents. Document names should be simple and descriptive.

**Examples (prefix–WDB–COMMITTEE, if applicable–date–TITLE):**

- MIN–WDB–11-15-17–YOUTH GRANT
- MIN–WDB–YOUTH–11-15-17–YOUTH GRANT-FIRST INSTITUTE
- ATT–WDB–11-15-17–YOUTH GRANT-REPORTING REQUIREMENTS

The table below is a list of the required abbreviations for WDB.

Document Type	Prefix	Suffix
Minutes/Item	MIN-	Description of subject
Handouts	HO-	Description of handout
Attachment	ATT-	Description of attachment
Contract	CON-	Description of contract

# WDB Agenda Item Creation & Review Process

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**Introduction** The Workforce Development Board (WDB) and Committees receive and act upon WDB Agenda Items (WDBAIs). It is necessary to draft well written and easy to read WDBAIs. The WDBAIs are utilized to deliver information, initiate discussion, or request consent. A WDBAI must be created, posted, and reviewed prior to being included in an agenda packet.

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**Scheduling items for review** In rare circumstances, due to timing requirements, the agenda of the full WDB may include an item before it has been reviewed by a committee.

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**Creation & Review Process** The Workforce Development Department (WDD) designated staff is responsible for creating a WDBAI. The table below outlines the stages completed for the creation and review process for the WDBAI.

Stage	Description
1	The WDD Leadership Team with the WDB Secretary will gather to discuss and decide what WDBAIs need to be developed for the next scheduled WDB and Committee meetings.
2	The Assigner will assign the creation of the WDBAIs to a designated staff based on combination of expertise and workload.
3	The designated staff will: <ul style="list-style-type: none"><li>• Draft the WDBAI,</li><li>• Work with Reviewer on the WDBAI,</li><li>• Submit the final draft WDBAI and any attachments to the Assigner and Deputy Director no later than 10 days prior to the WDB or committee meeting,</li><li>• Submit WDBAI to the Fiscal Lead for review, if applicable, and</li><li>• Incorporate any feedback received from the Reviewer, Deputy Director, or Fiscal Lead.</li></ul>
4	The Reviewer will work with the designated staff to improve the Agenda Item and is the first level of review before submission to the Assigner.
5	The Deputy Director will: <ul style="list-style-type: none"><li>• Review the WDBAI within two (2) days of receipt from the designated staff,</li><li>• Notify the designated staff and Reviewer of any issues still needed to be addressed on the WDBAI, and</li><li>• Provide approval of the WDBAI as received or after requested changes are made.</li></ul>
6	The designated staff will: <ul style="list-style-type: none"><li>• Forward approved WDBAI and all attachments to the WDB Secretary seven (7) days prior to the meeting to be included in the agenda, and</li><li>• Inform the WDB Secretary if attachment needs to be posted or handed out at the meeting.</li></ul>
7	The WDB Secretary will email: <ul style="list-style-type: none"><li>• Draft Agenda packet to Director to review for content and ensure any presentation listed is in the appropriate WDB meeting, and</li><li>• County Counsel and CAO Finance Analyst the WDB Agenda for review.</li></ul>

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# Executive Secretary II

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## Introduction

The Executive Secretary II is vital to ensuring the success in the planning, preparation, and execution of the Workforce Development Board (WDB) and WDB Committee meetings. The Executive Secretary II is the WDB staff member who is assigned to the WDB.

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## Brown Act

The Brown Act passed in 1953, guarantees the public a right to attend, discuss, and participate in meetings of local legislative bodies. The Act also protects the rights of citizens to participate in open meetings at local and county level. The Act requires posting meeting agendas 72 hours prior to any meeting.

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## Executive Secretary II responsibilities

The WDB Executive Secretary II responsibilities include, but are not limited to the following:

- Serving as primary contact for members of the WDB.
  - Assigning designated staff to purchase goods and services for the WDB and committees.
  - Preparing and distributing WDB and committee meeting agendas and related matters requiring publication.
  - Emailing ***draft*** WDB agenda to the Workforce Development Department (WDD) Staff prior to posting to:
    - Review for content, and
    - Ensure any presentation is included in the agenda.
  - Posting agendas for WDB and committees 72 hours prior to the scheduled meeting (Brown Act) on:
    - Designated bulletin board near entrance of building, and
    - WDB website.
  - Representing the WDB or its committees at community or agency meetings and functions to provide information and answer inquiries related to the program.
  - Providing supporting information during WDB and committee meetings.
  - Scheduling WDB and committee meetings.
  - Arranging for meeting space and equipment use.
  - Developing meeting agendas with Director based on the Leadership Team discussions.
  - Forwarding WDB agenda for approval one (1) week prior to posting requirements to:
    - Pre-identified Deputy County Counsel, and
    - County Administrator Office (CAO) Analyst.
  - Emailing the ***final*** WDB Board Agenda Packet to the:
    - Board members,
    - Committee members,
    - WDD staff, and
    - Post to WDB website.
  - Ensuring close coordination between the WDB, WDD and other agencies in fulfilling the mandates and direction of the WDB.
  - Preparing official meeting minutes for the WDB and committees.
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## Executive Secretary II, Continued

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### Executive Secretary II responsibilities (continued)

- Coordinating and taking meeting minutes with the WDB and other agencies.
- Managing and executing year-end WDB meeting, two (2) months of advanced planning based on recommendations from the Executive Board.
- Planning annual WDB strategic planning session/retreat.
- Developing annual WDB and Committee calendar for approval at the last General Board meeting of the calendar year.
- Arranging WDB Travel, creating corresponding Board Agenda Items (BAI) with Travel Request Form, and supporting documentation for all events.

**Note:** In situations where the Executive Supervisor is unable to set-up or purchase goods, a checklist is available in the **Public Share Drive>WDB>WDB Checklist** for staff to utilize to ensure proper process is completed.

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#### Goods and services

The Executive Secretary II or designated person is responsible for submitting 003 request form when purchasing goods and services for the WDB and committee meetings. The 003 must be submitted in plenty of time and prior to the meeting to ensure the goods and services will be approved and ordered in time for the meeting.

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#### E-mails

The Executive Secretary II will send e-mails to the WDB and Committee members for invites, reminders, and advance agendas. However, the Executive Secretary II should be mindful about the number of e-mails being sent out as some members attend other WDB meetings in the same day.

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# WDB Checklist

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## Introduction

To ensure necessary actions and preparation are executed for the Workforce Development Board (WDB) and committees, Excel checklist documents have been created and available for designated staff to utilize in facilitating the following activities:

- WDB and Committee Meetings,
- WDB Travel, and
- Annual WDB Retreat.

The Checklists are not mandatory, rather they are tools to assist when the Executive Secretary is not available. The Checklists are located in the **Public Share Drive>WDB>WDB Checklist** folder. Access to the folder will be given to the Executive Secretary II and WDD supporting staff (i.e. Office Assistant III, etc.).

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## WDB Meeting checklist

The WDB Meeting checklist is for WDD supporting staff to use for coordinating WDB meetings. By entering a date in the excel document under column “C”; pre-populated dates will appear on the various tasks to be completed.

A separate Meeting Checklist is used for the WDB Committees and the full WDB. The WDB Secretary will complete the following actions for any given full WDB, Executive Board, or Committee meeting.

Step	Action
1	Access the Meeting Checklist excel document.
2	Enter the meeting date on column “C3”.
3	Assign designated WDD supporting staff to assist with the Tasks.
4	Complete actions by the due dates populated in the document. <b>Note:</b> This action can be completed by the WDD supporting staff.
5	Check the “done” column as each item is completed.
6	Save a copy of the Meeting Checklist by date and name of the WDB or committee in the <b>Public Share Drive&gt;WDB&gt;WDB Meeting Prep</b> folder by year when complete.

**Note:** Do not delete any entries from column “C4 and ongoing” of the excel document as this may corrupt the formula. When reusing the excel document, just enter a new date in column “C3” and remove the checks under the “done” column only.

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## WDB Checklist, Continued

### Committee Meeting checklist

The Committee Meeting checklist is for coordinating WDB committee meetings. The differences between the Executive Board, full WDB and the Committee meetings checklist are the:

- Floor plan set up,
- Location for the meeting,
- Name plates,
- Goods and Services, and
- Binders.

The same process is used for all the WDB meetings to ensure **Tasks** are completed timely and nothing is overlooked.

**Note:** Refer to the *WDB Meeting Checklist* block in this section for the process.

### Samples

Below are samples of the various WDB checklists.

MEETING CHECKLIST FOR:		MEETING DATE:		
<b>Workforce Development Executive Board</b>		Enter Date ----->	Wednesday, August 16, 2017	
TASK	ACTION TAKER	DAYS PRIOR	TASK COMPLETION TARGET	DONE
Develop meeting agenda with Deputy Director based on Leadership team discussion	Executive Secretary II	14	Wednesday, May 03, 2017	
Finalize agenda packet with Deputy Director		14	Wednesday, August 02, 2017	
Submit 003 for Food Request		14	Wednesday, August 02, 2017	
Forward Board Agenda to: - County Counsel & Administrative Analyst - Board/Committee Chair		7	Wednesday, August 09, 2017	

MEETING CHECKLIST FOR:		MEETING DATE:		
<b>Workforce Development Full Board</b>		Enter Date ----->	Wednesday, August 16, 2017	
TASK	ACTION TAKER	DAYS PRIOR	TASK COMPLETION TARGET	DONE
Develop meeting agenda with Deputy Director based on Leadership team discussion	Executive Secretary I	14	Wednesday, August 02, 2017	
Submit 003 for Food Request - Lunch		14	Wednesday, August 02, 2017	
Send reminder email to Board members		14	Wednesday, August 02, 2017	
Contact EDA for updates to be included in the Full Board		14	Wednesday, August 02, 2017	
Finalize agenda packet with Deputy Director		10	Sunday, August 06, 2017	
Monitor & track for Quorum - Make phone calls if necessary to Board members		7	Wednesday, August 09, 2017	

MEETING CHECKLIST FOR:		MEETING DATE:		
<b>Workforce Development Board Committees</b>		Enter Date ----->	Wednesday, August 16, 2017	
TASK	ACTION TAKER	DAYS PRIOR	TASK COMPLETION TARGET	DONE
Develop meeting agenda with Deputy Director based on Leadership team discussion	Executive Secretary I	14	Wednesday, August 02, 2017	
Submit 003 for Food Request - Lunch		14	Wednesday, August 02, 2017	
Send reminder email to Committee members		14	Wednesday, August 02, 2017	
Finalize agenda packet with Deputy Director		10	Sunday, August 06, 2017	
Monitor & track for Quorum - Make phone calls if necessary to Committee members		7	Wednesday, August 09, 2017	
Forward Committees Agenda to: - County Counsel & Administrative Analyst - Committee Chair		7	Wednesday, August 09, 2017	
Follow up with Staff Analysts for strategic action goals spreadsheet updates		7	Wednesday, August 09, 2017	