



TO: Governor's Workforce Cabinet  
FROM: Rebecca McCuaig, General Counsel  
RE: Standing Committees  
DATE: August 15, 2019

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**Recommendation: Approve Policy Committee absorbing the Executive Committee and renaming the Workforce Innovation and Opportunity Act (WIOA) taskforce to the State Strategic Workforce Plan Committee.**

**Background:** In February, after reviewing the structure and process of many other state workforce boards and in order to fulfill the duties outlined by SEA 50 when the Cabinet was established, it was the recommendation of the Governor's Workforce Cabinet staff (Cabinet Staff) to establish standing committees. The Cabinet voted on the establishment of five committees with the Policy Committee becoming effective upon approval of the recommendation. The committees are designed to not only ensure the duties of the Cabinet but also the State Strategic Workforce Plan (State Plan).

**Changes to the Standing Committees:** Evaluating the work completed at the Policy Committee meetings that has occurred and acknowledging that the Policy Committee and Executive Committee have a large amount of overlap in membership, Cabinet Staff is recommending that the Executive Committee be removed and the Policy Committee absorb the responsibilities of the Executive Committee. This will streamline Cabinet members' time and deliberation for the execution of Cabinet decisions.

Cabinet Staff also recommends renaming the Workforce Innovation and Opportunity Act (WIOA) taskforce to the State Strategic Workforce Plan Committee, as there will be continued work for this committee broader than the state's 2020 federal WIOA plan.

Cabinet Staff will perform all administrative tasks necessary for the committees.

Bylaws with any approved committees to be forthcoming.

The Governor's Workforce Cabinet Committee Structure is recommended as follows:

**I. Executive Committee**

Removed.

**II. Policy Committee**

The Cabinet shall have a Policy Committee which shall be comprised of the Chairperson and eight (8) members, of which five (5) members will represent business and industry and the Commissioner of the Department of Workforce Development, Commissioner for Higher Education, and the Superintendent of Public Instruction. Proxies may represent agency heads assigned to the committee. Membership shall run January 1<sup>st</sup> to December 1<sup>st</sup> every two years. Committee members may be re-elected for subsequent terms. The Policy Committee shall review, analyze, and make recommendations regarding policies concerning education and workforce development. Specifically, the Policy Committee shall ensure there is strategic alignment across programs governed by state or federal programs that impact the education and workforce system. The Policy Committee shall be responsible for coordinating and overseeing the activities of the Cabinet and committees to ensure the satisfactory performance of functions stipulated by the Governor, the Bylaws, and all pertinent federal and state statutes and regulations. The Policy Committee shall have general supervision of the affairs of the Cabinet in the intervals between meetings

including administrative management. The Policy Committee shall make recommendations to the Cabinet. Actions of the Policy Committee shall be the actions of the Cabinet as authorized by the Cabinet unless rejected by a majority of the Cabinet. The Policy Committee shall meet at least monthly and may meet more frequently as determined by the Chair.

### **III. Industry Committee**

The Cabinet shall have an Industry Committee which shall be comprised of the Chairperson and four (4) members to be elected from the Cabinet and may include ad hoc membership as determined by the Policy Committee. Proxies may represent agency heads assigned to the committee. Membership shall run January 1<sup>st</sup> to December 1<sup>st</sup> every two years. Committee members may be re-elected for subsequent terms. The Industry Committee shall review and determine the current and future needs of the economic drivers in Indiana. This shall include specific skills and credentials (industry recognized certifications, technical certificates, associate degrees, bachelor degrees, etc.). This may also include housing, transportation, labor supply, automation, talent attraction/recruitment, and other factors that will contribute to the success of Indiana's economy. There will be a particular focus on the Future of work and will also inform the State Plan in tackling Indiana's industry challenges.

### **IV. Constituent Support Committee**

The Cabinet shall have a Constituent Support Committee which shall be comprised of the Chairperson and four (4) members to be elected from the Cabinet and may include ad hoc membership as determined by the Policy Committee. Proxies may represent agency heads assigned to the committee. Membership shall run January 1<sup>st</sup> to December 1<sup>st</sup> every two years. Committee members may be re-elected for subsequent terms. The Committee shall review and determine the current and future needs of the various populations that the education and workforce system serves. This shall include ways in which individuals can gain access to specific employability skills, technical skills, and postsecondary credentials (industry recognized certifications, technical certificates, associate degrees, bachelor degrees, etc.). This may include wraparound supports that provide access to housing, transportation, healthcare, and other factors that may contribute to an individual's economic self-sufficiency in the economy of today and tomorrow.

### **V. State Strategic Workforce Plan Committee (WIOA)**

The Cabinet shall establish a committee that will drive the process of the State Strategic Plan. A primary focus of this Committee will be the state's federal WIOA plan, though this Committee will examine and determine comprehensive and holistic strategies addressing the state's talent development efforts that extend beyond WIOA. The Committee shall be comprised of four (4) members to be elected from the Cabinet, and may include ad hoc membership as determined by the Policy Committee. Proxies may represent agency heads assigned to the committee. Membership shall continue until May of 2020. Membership may be extended for purposes of reviewing potential modifications. The Committee may utilize insight from other committees established and various state agencies to form the strategy. This Committee will review the current State Plan and promote individual and economic growth. Additionally, the Committee will oversee modifications of the State Plan.