



## **WCCNM Operations Standing Committee Charter**

### **Purpose**

The Operations Standing Committee will review and make recommendations to the WCCNM Full Board and or Executive Committee on service delivery, and all workforce partner matters related to WCCNM's Regional One-Stop services, performance, monitoring activities, training provider approvals and related activities.

The Operations Standing Committee identifies and monitors the Region's Continuous Quality Improvement (CQI) initiatives, which are driven by employer and job seeker needs, and may be further identified through other developments. In general, WCCNM's Operations Standing Committee, defines CQI initiatives related to partnership development and associated resource sharing opportunities that expand and enhance the reach of many programs. The committee oversees and recommends collaboration on grants and other funding opportunities for the region, informs career pathways and sector strategy development in strategic and high-growth sectors, and fosters new economic partnerships and leveraged sharing of resources.

### **Membership**

The WCCNM Board Chair or Executive Committee will appoint members and each will serve a term of one year that may be renewed \ continued on an annual basis. The WCCNM Board Chair or Executive Committee may fill vacancies on the committee and may remove a member from the committee at any time without cause.

The committee shall have a minimum of three WCCNM board members, additional members may include non-board members that are associated with other workforce partner organizations. Committee members will approve by quorum vote a Chair and Vice Chair (must be WCCNM board members).

### **Authority**

The Operations Standing Committee works with the WCCNM Administrator, Administrative Entity, One-Stop Operations and Fiscal Agent to provide recommendations to the Chief Elected Officials, WCCNM Full Board, and Executive Committee.

### **Responsibilities**

The Operations Standing Committee will report its activities to the board at each WCCNM Full Board meeting. Areas of responsibility includes, but are not limited to:

- Review, approve training services and make recommendations regarding matters related to WCCNM's Training and Service Provider Programs;
- Review and make recommendations on all program and operations related policies;
- Develop recommended performance standards for each program, monitor their progress, and provide oversight and tracking of all affiliated data collection systems;



- Define and provide oversight and guidance for Continuous Quality Improvement (CQI) Initiatives, including assisting all WCCNM committees in implementing CQI strategies. Oversee and monitor all aspects of service delivery to support both employer and job seeker needs;
- Coordinate and recommend actions regarding WCCNM’s (Federal and State) and WIOA Sub-Recipient monitoring activities and findings;
- Provide guidance, monitoring and ensure compliance with WCCNM’s Firewall Policy;
- And other related activities and \ or initiatives as directed by the WCCNM.

## Meetings

The Operations Standing Committee will meet at least quarterly and more often as needed. A simple majority of the committee members shall constitute a quorum. The committee chair may invite any director, officer, staff member, expert or other advisor who isn’t a member of the committee to attend and provided content or expertise for committee review and discussion.

The committee will review its charter at least biannually and recommend any proposed changes to the board for review.

This charter was approved by the WCCNM Board on Month/Day/Year. This charter was last updated on November 10, 2022.

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WCCNM Board Chair

Date