

Action Item: Committee Charge and Duties

Committee: Accountability

Date: March 3, 2004

At the February 2, 2004 Executive Committee Meeting, the following goals were adopted for the SWIB:

1. Engage the workforce system in anticipating and responding to businesses' current and emerging needs for skilled workers.
2. Encourage alignment among workforce development, post secondary education, and economic development.
3. Advance workforce development policies by providing recommendations to the Governor and other state leaders who support economic development efforts in Montana.

The Board will accomplish these goals through the following committees:

- **Executive Committee:** charged with general oversight of the board, and authorized in the Board's operating rules to make decisions on behalf of the board.
- **Economic Development and Business Retention Committee:** charged with determining the specific workforce needs of businesses statewide, and developing strategies to address these needs.
- **Accountability Committee:** charged with measuring the overall effectiveness and impact of the State's workforce system.
- **Workforce System Committee (formerly the Regulatory Committee):** charged with developing and reviewing statewide policies affecting provision of workforce development services.

This provides an opportunity for the Accountability Committee to review its charge and duties, and make any necessary adjustments to align the committee's goals with those of the full board.

History

During the Accountability Committee meeting on September 4, 2003, the committee discussed the existing charge and duties to redefine and develop attainable goals. During the conference call on November 10, 2003 and at the December 12 committee meeting, information was provided to committee members in an attempt to better define what data is available for system measurement. The committee was also advised of the progress of the Programs Document Map which staff is working on, which will illustrate the workforce development system programs in Montana.

Existing Charge

To develop meaningful accountability measures for Montana's workforce development investments. Measures will be used to evaluate the quality of training programs, local boards, local workforce planning efforts, and the services offered through the Job Link Centers in the state.

Existing Duties

- Design a few, strategically chosen measures that serve as key indicators for Montana's overall workforce development system in building a highly skilled workforce
- Review the performance of multiple departments and programs related to the key indicators

If auxiliary aids and services or special accommodations are required, please contact
Pam Watson at 444-1620.

- Design and implement an accountability scorecard that clearly communicates progress to the public, to employers, to the media, and to government officials
- Establish ongoing relationships with the local boards for the purpose of defining and improving the quality of board activities, the quality of local planning, and the quality of service delivery to employers and the public.
- Improve and expand the number of Job LINC Centers through stronger partnerships and improved service integration
- Strengthening the responsiveness of all training services to Montana employers and workers.

Options:

1. Keep the existing charge and duties and establish a timeline for completion.
2. Narrow the focus of the committee's duties to one or two items for 2004 and 2005.
3. Broaden the focus of the committee's duties and establish a timeline to measure progress.
4. Another option determined by the committee.

Staff Recommendation:

Staff recommends narrowing the focus of the committee's duties for 2004 and 2005 (option 2). The charge and duties as outlined below will align well with the SWIB's new goals, and the charge directed to the Accountability Committee. In addition, they coincide with the current action the committee has taken with respect to the IPI Project for development of system-wide performance measurement, as well as with the committee's role in developing and publishing the Programs Document Map which will illustrate the workforce development system programs in Montana.

Suggestion for Committee Charge:

To develop meaningful accountability measures for Montana's workforce development system. Measures will be used to evaluate the training programs, workforce-planning efforts, and the services offered through the JobLink Centers in the State.

Suggestion for Committee Duties:

- Coordinate with the Integrated Performance Information (IPI) project to design and implement performance indicators for Montana's workforce development system.
- Design and implement products that provide quality intelligence and clearly communicate, at all levels and across programs, the progress and performance of the workforce system.

Action: This is an action item before the committee to update and implement the Accountability Committee's Charge and Duties for 2004 - 2005.