



PROFILE

INTRODUCTION

This document offers a profile of the new State Workforce Development Board, the goals, duties and responsibilities for the purposes of orienting new members, educating existing members and new member recruitment.

The State Workforce Development Board's principal assets are its informed and dedicated members. We are grateful for the business, community and government leaders who volunteer their time, knowledge and expertise to Utah's workforce development efforts.

GOVERNOR'S VISION, BOARD MISSION AND COMMITMENT TO TAXPAYERS

The State Workforce Development Board's vision anticipates a dynamic state with a richly diversified economy that is attractive both to employers who create and sustain jobs, as well as individuals who bring knowledge and skills to those jobs. The State Workforce Development Board supports its vision, mission and commitment to taxpayers through its partnership of state and local government, business, economic development, and community organizations. Based on direct partner input and data, the State Workforce Development Board guides the strategic alignment of programs, resources, and services with employer needs creating a strong workforce development system for Utah.

GOVERNOR'S VISION FOR UTAH

Utah will lead the nation as the best performing economy and be recognized as a premier global business destination.

STATE WORKFORCE DEVELOPMENT BOARD MISSION

To strengthen Utah's workforce development system to meet employer needs through innovative strategies that keep pace with economic change.

OUR COMMITMENT TO TAXPAYERS

To provide quality, accountable and streamlined services that connect a world class workforce with employment.

GUIDING PRINCIPLES

The following principles guide the State Workforce Development Board in lending support to the vision, mission and commitment to taxpayers:

1. The State Workforce Development Board understands the key current and future workforce needs of business and industry.
2. Workforce partnerships are formed between business, local government, education, community partners and economic development organizations to address and identify key needs.
3. The State Workforce Development Board serves as a convener of diverse stakeholders who will actively participate and collaborate with all partners, both public and private. Solid partnerships are keys to success.
4. The State Workforce Development Board will adopt a common set of key workforce development data elements, goals, measures and a continuous improvement process among the six core programs.
5. Training resources focus on programs that prepare and connect unemployed workers with high quality training to get good jobs, stay employed and meet needs of employers.
6. The State Workforce Development Board, led by business, focuses a significant portion of its workload on labor market demand trends and issues, which shape the jobs of today and influence the opportunities of tomorrow.

STATUTORY RESPONSIBILITIES

The State Workforce Development Board oversees strategic direction for the six core partners of the Workforce Innovation and Opportunity Act. Board members are appointed by the Governor and have the following statutory functions:

- Provide leadership in the development and expansion of strategies for meeting the needs of employers, workers, job seekers, through industry and sector partnerships related to in-demand industry sectors and occupations.
- Assist the Governor in the development, implementation and modification of the Unified State plan.
- Assist in the development of strategies to support the use of career pathways to include low-skilled adults, youth, and individual with barriers to employment, including individuals with disabilities.
- Review the statewide policies and programs and make recommendations on actions that should take place to align workforce development programs in the state with the six core programs.
- Coordinate the planning and delivery of workforce development services with the six core programs and other mandatory partners.
- Assist in the development and continuous improvement of the workforce development system and one-stop delivery system in the state.
- Designate one-stop operator (the Department of Workforce Services is currently Utah's designated one-stop operator).

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- Assist in the development and updating of comprehensive State performance accountability measures to assess the effectiveness of core programs in the state. This includes approving criteria and eligibility of training providers, as well as publishing performance outcomes on training providers.
 - Develop annual report.
 - Assist in the development of strategies for technological improvements to improve the quality of services and activities provided through the one-stop delivery system.
 - Improve the understanding and visibility of state workforce service efforts through external and internal marketing strategies.
 - Perform other responsibilities within the scope of workforce services as requested by the Legislature, the Governor or Governor's designee.

MEMBER RESPONSIBILITIES

The State Workforce Development Board members shall act in the best interests of the State and the following is expected of each member:

- Attendance and Punctuality

Attend quarterly State Workforce Development Board meetings and designated committee meetings. The State Workforce Development Board and committee chairs shall start and conclude each meeting in a timely fashion. A minimum of five hours each quarter is the expected quarterly commitment of each member.

- Meeting Schedule

The meetings are generally held on the second Thursday of each quarter.

Committee meetings are typically held on the day of the State Workforce Development Board meeting, usually between 10:00 a.m. and noon, and the board meets from 1:00 to 3:00 p.m., unless otherwise indicated. The location of meetings is announced and meeting materials are sent to members in advance and posted on the website at <http://jobs.utah.gov/edo/statecouncil/index.html>

- Participation

Beyond attendance and punctuality, each member should prepare for the meetings by reviewing pre-meeting materials and contacting resources for further information and opinions, as necessary. To ensure collective effectiveness, each member should provide his/her knowledge and expertise on substantive State Workforce Development Board issues. A candid expression of ideas and opinions among colleagues as well as respect for differences and similarities will ensure success.

- Committee Participation

Each member of the State Workforce Development Board should actively participate on his/her designated committee.

ACCESS TO RESOURCES

Beyond preparing for and participating in State Workforce Development Board activities, each member should be prepared to tap into other available resources in order to carry out the board's mission, including professional networks, technical supports, etc.

COMPENSATION, PER DIEM AND EXPENSES

State Workforce Development Board members who are not public members, state or local government members, or higher education members, may receive compensation, per diem and expenses at the rates established by the Division of Finance.

CONFLICT OF INTEREST

The State Workforce Development Board exists for purposes that transcend personal, professional and corporate self-interests. Consequently, any member who may have a conflict of interest must announce such potential conflict prior to voting on an affected issue.

APPLICATION FOR MEMBERSHIP

Members of the State Workforce Development Board serve four-year terms and are appointed by the Governor.

For a list of current members and more information, please visit:

<https://jobs.utah.gov/edo/statecouncil/members.html>

To fill out the nomination application form, visit:

<http://jobs.utah.gov/edo/statecouncil/swdbnom.pdf>

PLEASE DIRECT QUESTIONS TO:

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