

# Performance and Evaluation Committee Charter



## STATEMENT OF PURPOSE

*The Performance and Evaluation Committee provides programmatic oversight of the Workforce Development Board of Ventura County's America's Job Center of California (AJCC) System, including youth services and special projects. The Committee oversees the development of a quality AJCC System, coordination of services, performance measure attainment, workforce development policy implementation, accessibility in accordance with the Americans with Disabilities Act and partnership facilitation. In addition, the Performance and Evaluation Committee oversees the negotiation and maintenance of Memoranda of Understanding (MOUs) and Resource Sharing Agreements, measures customer satisfaction, manages the AJCC Certification process and identifies potential affiliate sites and points of service.*

## COMMITTEE MEMBERSHIP

Per WIOA, the Committee must be chaired by a member of the WDBVC, may include other members of the WDBVC, and must include other individuals appointed by the WDBVC who are not members of the WDBVC and who have demonstrated experience and expertise in accordance with § 679.340(b) and as determined by the WDBVC.

*§ 679.340 What is meant by the terms "optimum policy-making authority" and "demonstrated experience and expertise"?*

*For purposes of selecting representatives to Local WDBs:*

*(a) A representative with "optimum policy-making authority" is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.*

*(b) A representative with "demonstrated experience and expertise" means an individual who:*

- (1) Is a workplace learning advisor as defined in WIOA sec. 3(70);*
- (2) Contributes to the field of workforce development, human resources, training and development, or a core program function; or*
- (3) The Local WDB recognizes for valuable contributions in education or workforce development related fields.*

## AUTHORITY

Ordinarily actions of the WDB Committees other than the Executive Committee are advisory to the WDB. These committees will have no requirement for a quorum.

## RESPONSIBILITIES

The Committee oversees the development of a quality AJCC System, coordination of services, performance measure attainment, workforce development policy implementation, accessibility in accordance with the Americans with Disabilities Act and partnership facilitation. In addition, the Committee oversees the negotiation and maintenance of Memoranda of Understanding (MOUs) and Resource Sharing Agreements, measures customer satisfaction, manages the AJCC Certification process and identifies potential affiliate sites and points of service.

## MEETINGS

The Committee will meet at least quarterly (February, May, August, and November) and more often as needed. The WDBVC will keep a copy of the Committee meeting minutes. The WDBVC or Committee chair may invite any director, officer, staff member, expert, or other advisor who is not a member of the Committee to attend, but these individuals have no voting power.

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

This charter was approved by the committee on May 6, 2020. This charter was last updated on May 6, 2020.