

*State Council on Workforce Services
or State Workforce Investment Board (SWIB)*

SWIB Profile

March 14, 2012

Introduction

This document offers a profile of the State Council on Workforce Services or State Workforce Investment Board (SWIB) goals, duties and responsibilities for the purposes of orienting new members, educating existing members and new member recruitment. The board's principal assets are informed and dedicated members. We are grateful for the business, community and government leaders who volunteer their knowledge and expertise to Utah's workforce development efforts.

Vision, Mission and Guiding Principles

The State Workforce Investment Board has high hopes for the state's economic vitality and workforce readiness and to that end supports the mission and vision of the Department of Workforce Services (DWS). The State Board's vision anticipates a dynamic state with a richly diversified economy, attractive both to employers who create and sustain jobs, as well as individuals who bring knowledge and skills to those jobs. The board works to support and advance the DWS mission and vision.

DWS Mission

The Department of Workforce Services strengthens Utah's economy by supporting the economic stability and quality of our workforce.

DWS Vision

We are preparing our customers to prosper now and as the workforce of the future.

Guiding Principles

The State Workforce Investment Board adopted the following principles to guide the manner in which it lends support to the DWS Mission and Vision.

- 1) The SWIB supports the DWS demand-driven approach to providing services to both employers and job seekers. Under the demand-driven approach, employers are our primary customers.
- 2) The SWIB and DWS must understand the key workforce needs of business and industry, both now and in the future.
- 3) Workforce partnerships must be formed between business, local government, education, community partners and economic development organizations to address key identified needs. Solid partnerships are keys to success.

- 4) It's important for the SWIB to adopt a common set of key workforce development data elements, goals and measures.
- 5) Training resources should focus on occupations that prepare unemployed workers for good jobs now and in the future
- 6) Economic Service Area(ESA) representation and participation are vital to the success of the SWIB.
- 7) The SWIB supports ESA flexibility and accountability.
- 8) ESA's may identify different local training priorities but should work together to support training at a standard level.

SWIB and Future Labor Market Demands

The State 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.

Workforce Investment System Governance

The statutory authority and duty of the State Board are to create employer driven plans for, and to assess the implementations of, the federal/state workforce investment system to meet Utah's employment needs.

State Workforce Investment Board Legal Status and Authority

The SWIB is a required body under the Workforce Investment Act of 1998 (Federal Law). Its members are appointed by the Governor and have the following statutory functions:

- Develop Utah's [workforce investment plan](#)
- Conduct oversight to ensure implementation of the plan
- Develop a statewide employment statistics system
- Monitor and oversee the system
- Prepare an [annual report](#) for the US Department of Labor
- Designate One-Stop operators (i.e. DWS)
- Identify [eligible training providers](#)
- Negotiate performance measures and ensure continuous improvement
- Publish "report cards" on training providers
- Organize the Youth Council and select [youth services providers](#)
- Oversee public funds
- Forge industry-led partnerships
- Integrate economic and workforce development
- Assist employers with hiring needs.

State Law, the [Workforce Services Code, Title 35A, Chapter 1, Section 206](#) also outlines additional responsibilities for the State Council/Board as summarized below:

- Review economic service area workforce services plans;
- Work with the department to provide technical assistance to the economic service areas;
- Improve the understanding and visibility of state workforce service efforts through external and internal marketing strategies;
- Coordinate the planning and delivery of workforce development services with public education, higher education, vocational rehabilitation, and human services.
- Perform other responsibilities within the scope of workforce services as requested by the Legislature, the Governor or the Executive Director.

State Workforce Investment Board Member Responsibilities

The SWIB members shall act in the best interests of the state. Consequently, the following is expected of each member:

- **Attendance and Punctuality**

Attend quarterly State Board meetings and designated committee meetings. The State Board and committee chairs shall start and conclude each meeting in a timely fashion. A minimum of 5 hrs is the expected quarterly commitment of each member.

- **Meeting Schedule**

The meetings are held on the 2nd Thursday of each quarter. The 2012 schedule is as follows:

April 12, 2012

July 12, 2012

October 11, 2012

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

- **Participation**

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

- **Committee/Task Force Participation**

Each member of the State Board should actively participate on his/her designated committee or task force, as determined by the chair and/or the Department.

Access to Resources

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

Compensation, Per Diem and Expenses

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

Application for Membership

Members of the State Workforce Investment Board serve 4-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/index.html> .

To apply for membership, visit

<http://gval.utah.gov/boards/boards.aspx?id=102487>

Please direct questions to:

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