



**WORKFORCE INVESTMENT COUNCIL  
DISTRICT OF COLUMBIA**



WIC Policy No.	Subject	Date
2012.001	Designees Policy and Procedures	January, 10, 2012

**Purpose:** This policy provides the Workforce Investment Council (WIC) board members policy and procedures for assigning designees for WIC quarterly meeting AND committee meetings.

**Applicability:** This policy applies to all WIC board members.

**Authorities:**

- A. Workforce Investment Act of 1998, Section 117(a) and (b)(1)
- B. Mayor's Order 2011-114

**Policy and Procedures:** The Workforce Investment Council (WIC) board convenes at least four (4) times a year. Board members **are required to attend each meeting in person.**

The WIC's executive and youth committees also meet regularly and in person attendance is required. These committees are mandated under Section 117 - Local Workforce Investment Boards of the Workforce Investment Act of 1993 for the youth council and under Section IV.A of the Mayor's Order 2011-114 for executive and youth committees. In accordance with Mayor's Order 2011-114, the Chairperson, together with the Executive Committee, may establish Subcommittees as deemed necessary and appropriate to perform the functions of the WIC

**A. Quarterly meetings**

In accordance with Mayor's Order 2011-114, **the Mayor, the Deputy Mayor for Planning and Economic Development, the Deputy Mayor for Education, the Director of Department of Employment Services, and the Director of Department of Youth Rehabilitation Services may assign a designee to represent their government agency. In addition, members of the Council of the District of Columbia may assign a designee to represent their office.** Should a WIC member choose to nominate a designee, said designee must hold a senior management position within the agency or office they represent, be in a position to serve for a full year to preserve board continuity, and the nomination must be made by letter addressed to the Chair of the WIC.

Other WIC members, not specified in the paragraph above, **MAY NOT** designate someone to serve or vote on their behalf at the full-board meetings.

**B. Committee meetings**

All WIC members **MAY** designate a representative to serve on sub-committees on their behalf.

**1. Executive Committee**

To serve of the Executive Committee, the designee **MUST** be another member of the WIC board and **CANNOT** be receiving or seeking **ANY** workforce development funding



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from the District. Furthermore, the designee must serve on an ongoing basis and the responsibility cannot rotate.

**2. Other Committees**

To serve on all other committees, the designee must be a permanent, high-level designee empowered to make decisions on the member's behalf. The responsibility cannot rotate.

**Attachment(s):**

- A. 2012 Quarterly WIC Schedule
- B. Mayor's Order 2011-114, Establishment – Workforce Investment Council
- C. Workforce Investment Act of 1998, Public Law 105-220--Aug. 7, 1998

**Effective Date and Implementation:** This policy is effective immediately upon signature.

**APPROVAL:**

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Michael N. Harreld  
Chair, Workforce Investment Council  
Regional President, PNC Financial Services Group

\_\_\_\_\_  
Date

5/1/12