



**WORKFORCE INVESTMENT COUNCIL
DISTRICT OF COLUMBIA**



WIC Policy No.	Subject	Date
2013.011	WIA YOUTH COUNCIL	10/8/2013

ISSUING ENTITY:

Workforce Investment Council

SCOPE:

Workforce Investment Council, DC WIA Administrative Entity, One-Stop Operators, and Mandatory Partner Programs

REFERENCES:

Title I of the WIA of 1998 (Public Law 105-220, 29 U.S. C. et.seq; Final Rule at Title I, Chapter 4, "Youth Activities," Sections 126 through 129 and in the Federal Register Volume 65, Number 156, dated August 11, 2000, Part 661, "Statewide and Local Governance of the Workforce Investment System Under Title I of the Workforce Investment Act," Part 664, "Youth Activities Under Title I of the Workforce Investment Act, " any amendments to the aforementioned references, Section 506(c); Pub. L. 105-220; 20 U.S.C. 9276(c); Mayor's Order 2011-114; WIC Policy No. 2013-13 Selection of Youth Providers

EFFECTIVE DATE:

January 1, 2014

OBJECTIVE:

Establish membership requirements and responsibilities of the DC Workforce Investment Council's youth council.

BACKGROUND:

Section 117(h) of the Workforce Investment Act requires local workforce investment boards to establish a youth council as a subgroup of the local board. The youth council is responsible for assisting the local board in carrying out planning and oversight activities relating to youth employment and training services. In July 2012, the WIC appointed the members of the District's Youth Council. This policy provides specific guidance on the roles and responsibilities of the Youth Council and Youth Council members.

A. MEMBERSHIP.

1. **In General.** The members of the WIC's Youth Council shall be appointed by the WIC, with the agreement of the Mayor. The members of the Youth Council shall also be members of the District's Youth Employment Change Network, and shall advise the Mayor on youth employment issues as part of the District's "Raise DC" initiative.
2. **Members.** The Youth Council shall include, at a minimum:
 - a. The WIC Executive Director, or designee;
 - b. The Deputy Mayor of Education, or designee;

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- c. Not less than five (5) members of the WIC with a special interest or expertise in youth policy;
 - d. The Director of the Office of Youth Programs, DC Department of Employment Services, or designee;
 - e. The Director of the Department of Youth Rehabilitative Services, or designee;
 - f. The Executive Director of the DC Housing Authority, or designee;
 - g. At least two (2) parents of eligible youth seeking WIA-funded services;
 - h. At least two (2) individuals, including former participants, and representatives of organizations, that have experience relating to youth activities;
 - i. A representative of Job Corps; and
 - j. Such other individuals as the WIC Chair may determine to be appropriate, with the agreement of the Mayor.
3. **Chair.** The Youth Council shall be chaired by the WIC Executive Director.
4. **WIC Members.** Youth Council members who are members of the WIC may be designated to meet the membership requirements under 1(c) and another membership requirement, as appropriate.
5. **Non-WIC Members.** Youth Council members who are not members of the WIC shall be voting members of the Youth Council, but non-voting members of the WIC.
6. **Terms.** All members of the Youth Council shall be appointed for a term of three (3) years. The WIC Chair may appoint members to fill vacancies in an expired term only for the remainder of the unexpired term. A member of the Youth Council shall serve not more than two (2) consecutive terms, except that this provision shall not apply to District government officials.
7. **Designees.** Members may appoint a designee to serve on behalf of himself or herself. Documentation identifying the appointee is required either by hard copy or electronic email.

B. Youth Council Responsibilities

1. The WIC shall have responsibility for oversight of WIA youth programs in the District, consistent with the requirements of 20 CFR 664.110, and shall retain policymaking authority with respect to responsibilities of the youth council described in 20 CFR 661.340.
2. The Youth Council shall assist the WIC by carrying out the following activities:
 - a. Advising the WIC on the coordination of youth activities in the District;
 - b. Advising the WIC on the development of portions of the state plan related to eligible youth, as determined by the WIC Chair;
 - c. Recommending local youth employment and training policy and practices to the WIC; and
 - d. Assisting the WIC in establishing linkages with educational agencies and other youth entities.

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C. Youth Council Code of Conduct

Youth Council members shall be subject to a code of conduct pertaining to unfair competitive advantage and conflicts of interest. The unfair competitive advantage provisions prohibit an entity that participates in the development of specifications, requirements, statements of work, invitations for bid, and requests for proposals from competing for the award.

To enable members who are grantees to provide needed input while not creating an unfair competitive advantage, the Youth Council needs to ensure that grantees, or potential grantees, do not participate in certain processes. At a minimum, Youth Council members who are grantees, or potential grantees, should be excluded from the development of the request for proposal, statement of work, evaluation, and selection criteria. In order to avoid the conflict of interest, a Youth Council member must excuse himself or herself from any decision-making process on grantee selection that could benefit the member's organization. This applies to any decision on whether to award a grant or contract to the Youth Council member's organization. It also applies to participating in the decision-making on competitors' proposals, since their rejection improves the chances of the member's proposal being selected. The Workforce Investment Council must maintain signed disclosures from Youth Council members that detail possible unfair competitive advantages and conflicts of interest.

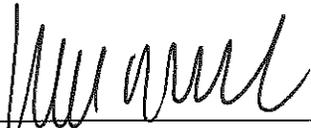
RESCISSIONS:

None.

CONTACT ENTITY:

Inquiries regarding this rule should be directed to the Executive Director for the Workforce Investment Council.

APPROVAL:



Michael N. Harreld
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