



**INFORMATION & COMMUNICATIONS TECHNOLOGY COMMITTEE
OF THE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD**

COMMITTEE GUIDELINES

September 9, 2016

Per the Bylaws of the Workforce Investment San Francisco (WISF) Board (as amended February 4, 2010), "[t]he Chairperson shall establish Sector Committees that include employers and other key industry stakeholders. These Committees shall provide recommendations to the WISF to direct workforce services to meet the needs of the targeted industry. These Committees shall also advise job training academies and other workforce services designed to serve the targeted industries."

Guiding principles of Committees of the [WISF] Board:

- a. The Standing Committees shall:
 - 1. Conduct public hearings and take public testimony when needed to ensure that all viewpoints are considered, and in all cases when required by statute or regulation.
 - 2. Provide the [WISF] with readily available expertise regarding the policies and direction of the [WISF].
 - 3. Review staff recommendations with appropriate public hearings and advise the [WISF] and the Executive Committee regarding action to be taken.
 - 4. Provide for broad community participation in [WISF] activities.
- b. Members of the Committees who are non Members of the [WISF] ... shall be voting members of the Committee, but shall no[t] be voting members of the [WISF].
- c. It shall be the responsibility of each committee to establish its schedule for meeting and to ensure that all interested parties are provided with adequate notice of such schedules in conformance with public meeting laws. Committee Chairpersons may delegate such responsibilities to Staff.

ICT Sector Committee Purpose and Mission

The WISF Information & Communications Technology (ICT) Sector Committee ("the Committee") shall provide oversight of the City's ICT sector strategy initiative, ensuring that technology sector workforce programming, employment and training services are aligned with the demand of industry. Furthermore, the Committee shall ensure that the City's ICT sector strategy has the capacity and guidance to achieve its goals of helping companies address

technology talent demand and supply across all industries, providing access for and offering a continuum of workforce training and education to jobseekers and incumbent workers to enter and advance in technology occupations, and helping to build career pathways for a future pipeline of technology workers through secondary and postsecondary education.

Committee members shall support overall efforts to address any misalignment of workforce skills and talent development for technology occupations, provide policy recommendations to the local Workforce Development Board, and guide new talent development innovations to address industry needs. Furthermore, the Committee shall increase awareness and engagement of both the workforce demand and supply side of the ICT industry, leverage and help develop multiple programmatic solutions to address workforce needs of the ICT industry, and provide analysis and evaluation of ICT sector policy and programming.

The Committee shall also provide input on hiring needs and opportunities, validate local labor market information, vet and approve a programmatic framework, review training curriculum, identify career and educational pathways, and identify partnership opportunities to effectively coordinate training and industry employment.

Membership

The Committee shall be comprised of seven (7) to nine (9) key industry stakeholder employers from multiple industry sectors as Voting Members. Voting Members shall be appointed to one- or two-year terms at the discretion of the Chairperson of the WISF and in consult with the Chairperson of the Committee. Such terms are renewable upon re-appointment by the Chairperson of the WISF.

A Chairperson and Vice-Chairperson of the Committee shall be appointed by the Chairperson of WISF, and may be confirmed by the Committee, to serve a term of two years, which is renewable upon re-appointment by the Chairperson of WISF. The Chairperson shall preside at all meetings. The Vice-Chairperson shall preside at all meetings wherein the Chairperson is absent.

Voting Members shall attend all meetings in-person to enable the Committee to meet quorum and thus allow regular business of the Committee to proceed. Committee members shall have the ability to participate by conference telephone or other telecommunications as is reasonable and upon notifying Committee staff in advance of meeting. A Voting Member may also designate an Alternate, or proxy, who meets the same Membership criteria and who is prepared to participate in-person at the meeting in the same manner as the Voting Member. Resignation by Voting Members shall be made in writing to the Chairperson of the WISF if, at any time during a designated term, a Voting Member decides to no longer serve on the Committee.

Non-voting Committee Observers may participate in Committee meeting discussion items of the agenda if indicated as "Open Discussion" agenda items, as deemed necessary by the

Chairperson to conduct the business of Committee. Open Discussion items shall be designated as such in the agenda when subject matter expertise is necessary, or otherwise at the discretion of the Chairperson of the Committee. The Chairperson in consult with the Office of Economic and Workforce Development (OEWD) staff shall invite Committee Observers in advance of meetings to participate in an Open Discussion agenda item.

The Chairperson may seek guidance from the Committee to determine the need for and formation of Ad-Hoc Working Groups, which may comprise of members of the Committee or employers and stakeholders at-large, to address specific topics, research areas of interest or implement projects related to ICT workforce development. The OEWD shall be tasked with soliciting and forming Ad-Hoc Working Group membership at its discretion with the advice and consent of the Chairperson. Ad-Hoc Working Groups shall meet by telephone conference, through webinars or in-person as necessary to address the issue or project defined by the Chairperson.

Meeting Schedule, Quorum and Voting Procedures

The Committee shall meet in-person quarterly, or four times per year. At all meetings of the Committee, in-person presence of five (5) Members shall constitute a quorum. No Action may be taken at a meeting that lacks a quorum. Committee members shall have the ability to participate by conference telephone or other telecommunications, upon notifying Committee staff in advance of meeting, however such participation will not meet in-person requirement for Committee meeting quorum. A Voting Member may designate an Alternate, or proxy, who meets the same Membership criteria and who is prepared to participate in-person at the meeting in the same manner as the member. Alternates attending in-person shall meet quorum attendance requirement. Voting Members shall designate in writing one (1) Alternate who will serve in this capacity for one or more meetings.

All Voting Members and Alternates may make motions and vote. Each Member (Voting or Alternate) shall be entitled to one vote on each matter submitted to a vote of the Committee. Voting at a meeting of the Committee may be by voice, show of hands or by ballot. Further, only votes by Voting Members and Alternates who attend meetings in-person shall be recognized by the Committee.

ICT Sector Committee Member Roles & Responsibilities

- Participate in four meetings per year
- Serve as an ambassador for OEWD and its initiatives at events and convenings
- Host or provide space for committee meetings
- Provide feedback and suggestions to OEWD staff at committee meetings
- Be a “champion” by recruiting employers to participate in OEWD programs
- Make formal recommendations to the WISF regarding tech sector strategy policy

Qualifications of ICT Sector Committee Members

- Hold senior, decision making, positions in their company, organization and/or agency
- Commitment to devote staff time and talent to workforce development and the ICT Sector Committee of the WISF
- Commitment to contribute financially and/or reprogram resources toward achieving the goals set by the ICT Sector Committee of the WISF.
- Ability to think bold and act strategically

Public Participation

Public comment is required before action can be taken on an agenda item. The Chairperson may limit time for the public testimony to three (3) minutes per individual. Time shall be scheduled on the meeting agenda, after conclusion of other business and prior to adjournment, for public testimony on matters appropriate to the responsibilities of the Committee but not stated on the agenda.