

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**ADMINISTRATIVE ISSUANCE SYSTEM**

Mayor's Order 2016-086  
June 2, 2016

**SUBJECT:** Re-Establishment — Workforce Investment Council

**ORIGINATING AGENCY:** Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) and (11) of the District of Columbia Home Rule Act, approved December 24, 1973, 87 Stat. 790, Pub. L. 93-198, D.C. Official Code § 1-204.22(2) and (11) (2014 Repl.), and the Workforce Innovation and Opportunity Act, approved July 24, 2014 (128 Stat. 1425; 29 U.S.C. § 3101 *et seq.*), and in accordance with the Workforce Investment Implementation Act of 2000 (“**Implementation Act**”), effective July 18, 2000 (D.C. Law 13-150; D.C. Official Code § 32-1601 *et seq.*), it is hereby **ORDERED** that:

**I. RE-ESTABLISHMENT**

There is re-established in the Executive Branch of the Government of the District of Columbia, the Workforce Investment Council (“**WIC**”).

**II. PURPOSE**

- A. The purpose of the WIC is to serve as a public-private partnership empowered to advise the Mayor on the development, implementation, and continued improvement of an innovative, integrated, and effective workforce development system.
- B. The WIC is charged with assisting the Mayor and District agencies in developing a demand-driven system and programs to meet the skilled workforce needs of business and industry, support career development and self-sufficiency, and enhance the productivity and competitiveness of the District’s workforce.
- C. The WIC shall serve as the state workforce development board for the District of Columbia under section 101 of the Workforce Innovation and Opportunity Act (WIOA), and, as provided in section 107(c)(4) of the WIOA, shall carry out the functions of the local workforce development board for the District of Columbia under WIOA.

### III. COMPOSITION

- A. The WIC shall be composed of the following members, who shall be appointed by the Mayor (except as provided in paragraph 2 of this subsection):
1. The Mayor, or his or her designee;
  2. One (1) member of the Council of the District of Columbia ("**Council**") appointed by the Chairman of the Council;
  3. The Deputy Mayor for Planning and Economic Development, or his or her designee;
  4. The Director of the Department of Employment Services, or his or her designee;
  5. The Director of the Office of the State Superintendent of Education, or his or her designee;
  6. The Director of the Department on Disability Services, or his or her designee;
  7. The Director of the Department of Human Services, or his or her designee;
  8. The President of the Community College of the University of the District of Columbia, or his or her designee;
  9. Two (2) representatives of District labor organizations nominated by District labor federations;
  10. One (1) representative of a labor organization or training director from a joint labor-management registered apprenticeship program;
  11. Four (4) representatives of:
    - a. Community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive, integrated employment for individuals with disabilities; or
    - b. Organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth; and

12. Nineteen (19) representatives of businesses in the District, who:
  - a. Are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policy-making or hiring authority;
  - b. Represent businesses (including at least one (1) representative of small business), or organizations representing businesses, that provide employment opportunities that, at a minimum, include high-quality, work-related training and development in in-demand industry sectors or occupations in the District; and
  - c. Are appointed from among individuals nominated by District business organizations and business trade associations;
  - d. Shall include at least one (1) representative from the following industry sectors:
    - i. Small business;
    - ii. Law;
    - iii. Construction;
    - iv. Information technology;
    - v. Health care;
    - vi. Hospitality;
    - vii. Business organization; and
    - viii. Retail; and
  - e. Shall include at least five (5) at-large representatives from either the industry sectors listed in sub-paragraph d of this paragraph or from any other industry sector in the District.
13. At least fifty-one percent (51%) of the members appointed to the WIC shall be representatives of businesses in the District, appointed pursuant to section III.A.11 of this Order.
14. At least twenty percent (20%) of the members appointed to the WIC shall be representatives of the workforce within the District, appointed pursuant to section III.A.8, III.A.9, and III.A.10 of this Order.

15. The members of the WIC who are appointed based on positions in the District government shall serve only during their tenure as officers or employees of the District government.

#### **IV. ORGANIZATION**

- A. The Mayor shall appoint the Chairperson of the WIC from among the members of the WIC representing businesses in the District appointed pursuant to section III.A.11 of this Order. The Chairperson shall be appointed on an annual basis for a term of one (1) year and shall serve at the pleasure of the Mayor. The Chairperson shall report to the Mayor.
- B. The WIC may elect such other officers as deemed appropriate. All officers other than the Chairperson shall be elected on an annual basis by the membership of the WIC.
- C. The WIC may establish its own bylaws and rules of procedure, subject to approval of the Mayor or his or her designee.
- D. The Chairperson shall have the authority to call meetings of the WIC and work in conjunction with the Executive Committee to establish committees and task forces.

#### **V. EXECUTIVE DIRECTOR**

- A. The Mayor shall hire an Executive Director for the WIC, who shall serve at the pleasure of the Mayor and shall report to the Mayor or his or her designee.
- B. The Executive Director shall be responsible for managing the operations of the WIC, hiring additional staff, if any (which may include data analysts, support staff, subject matter experts, and other staff as appropriate to help to achieve the strategic and performance goals of the WIC), and for exercising personnel authority over such additional staff.
- C. The Executive Director, in consultation with the Deputy Mayor for Greater Economic Opportunity, shall serve as the liaison between the WIC and District agencies, including the Department of Employment Services.
- D. The Executive Director shall be responsible for assisting the Deputy Mayor for Greater Economic Opportunity in holding District agencies accountable for implementation of the WIC's plans and guidance
- E. The Executive Director shall be responsible for ensuring that the WIC complies with all pertinent federal and District laws and regulations and that it provides regular report on its progress to the Mayor or the Mayor's designee.

**VI. COMMITTEES**

- A. The WIC shall have the following three (3) standing committees:
1. The Executive Committee;
  2. The Implementation Committee; and
  3. The Youth Committee.
- B. The Executive Committee shall consist of the following members, who shall be appointed, and shall serve, as provided in subsection J of this section (except for the WIC Chairperson, who shall serve *ex officio* as a member and chair of the Executive Board):
1. The WIC Chairperson, who shall serve as the chair of the Executive Committee;
  2. Four (4) additional members of the WIC representing businesses in the District (who were appointed as members of the WIC pursuant to section III.A.11);
  3. A member of the WIC representing labor organizations (who was appointed as a member of the WIC pursuant to section III.A.9 of this Order); and
  4. A member of the WIC representing a youth-focused organization (who was appointed as a member of the WIC pursuant to section III.A.10.b of this Order).
- C. The Executive Committee shall be responsible for:
1. Recommending the bylaws and rules of procedure of the WIC;
  2. Assisting in the development of WIC meeting agendas;
  3. Making emergency or time-sensitive decisions between regular full WIC meetings; and
  4. Providing guidance and recommendations to the WIC in the areas of strategic planning, legislation, operations, and other areas.
- D. The Implementation Committee shall consist of such members who shall be appointed, and shall serve, as provided in subsection L of this section

- E. The Implementation Committee shall include individuals who are not members of the WIC, but shall be chaired by a member of the WIC, who shall be appointed as provided in subsection L of this section.
- F. The Implementation Committee shall serve in an advisory capacity to the WIC to:
  - 1. Serve as a workforce intermediary to help assure, as informed through monitoring, reporting, and guidance, that the work of the WIC is translated into action by agencies, partners, and others who have a role in advancing the District's efforts to improve workforce system performance and outcomes; and
  - 2. Serve as a sounding board for new workforce system initiatives and to make recommendations to the WIC regarding such initiatives.
- G. The Youth Committee shall include the following members, who shall be appointed, and shall serve, as provided in subsection J of this section:
  - 1. A WIC member who represents a youth-focused organization or a community-based organization (who was appointed to the WIC pursuant to section III.A.10.b or III.A.10.a of this Order);
  - 2. A representative of business in the District (who was appointed to the WIC pursuant to section III.A.11 of this Order);
  - 3. One (1) youth or an individual who completed a youth program managed, sponsored, funded, or endorsed by the WIC within the two (2) program years before the date on which the individual is appointed to the Youth Committee.
- H. The Youth Committee shall be chaired by a WIC member who represents businesses in the District (who was appointed as a member of the WIC pursuant to section III.A.11 of this Order), who shall be appointed as provided in subsection L of this section.
- I. The Youth Committee shall be responsible for providing information to the WIC relating to the provision of services to youth and for assisting with planning, operational, and other issues relating to the provision of services to youth.
- J. The Mayor shall appoint the initial members of the Executive Committee, Implementation Committee, and Youth Committee, who shall serve at the pleasure of the Mayor. Thereafter, the members of the Executive Committee, Implementation Committee, and Youth Committee shall be appointed as provided in the WIC bylaws.

- K. The Chairperson, with guidance from the Executive Committee, may establish such other committees, subcommittees, and task forces as he or she deems appropriate to perform the functions of the WIC.
- L. Each committee of the WIC shall be chaired by a business community member of the WIC (who was appointed as a member of the WIC pursuant to section III.A.11 of this Order), with the exception of the Implementation Committee, which may be chaired by any WIC member. Each committee chairperson shall be appointed by the WIC Chairperson, with the exception of the initial chairs of the Implementation Committee and Youth Committee, who shall be appointed by the Mayor. Committee chairpersons shall be appointed for a term of one (1) year and may be reappointed. This paragraph does not apply to the Executive Committee, which is chaired *ex officio* by the WIC Chairperson.

## **VII. TERMS**

- A. Each member of the WIC, other than the *ex officio* members appointed pursuant to section III.A.1 or III.A.3-8 of this Order and the member of the Council appointed pursuant to section III.A.2 of this Order, shall be appointed for a term of three (3) years; except, of the initial group of appointments, one-third shall be appointed to terms of one (1) year, one-third shall be appointed to terms of two (2) years, and one-third shall be appointed to terms of three (3) years. The *ex officio* members of the WIC shall serve during their incumbency in the position from which they were appointed, at the pleasure of the Mayor. The member of the Council appointed to the WIC pursuant to section III.A.2 of this Order shall be appointed for a term conterminous with each period of the Council.
- B. The date that the first members are sworn in shall become the anniversary date for all subsequent appointments.
- C. Any member of the WIC who fails to attend three (3) consecutive official WIC meetings shall be deemed removed from the WIC, and a vacancy created.
- D. The Mayor shall appoint members to fill vacancies in an unexpired term only for the remainder of the unexpired time of the term. Vacant seats for designated representation shall be filled with an individual meeting the requirements for the designation.
- E. A member of the WIC shall serve no more than three (3) consecutive terms, except that this provision shall not apply to District government officials.
- F. WIC members may serve beyond the end of their terms until reappointed, or replaced, by the Mayor.

## **VIII. FUNCTIONS**

- A. The WIC shall carry out the functions of both a state workforce development board as enumerated in section 101(d) of WIOA and of a local workforce development board, as enumerated in section 107 of WIOA.
  
- B. The functions of the WIC shall include assisting the Mayor in connection with the following:
  - 1. Developing and modifying the state workforce development plan, which includes providing vision and guidance for the District's overall workforce development strategy;
  - 2. Developing high-level strategies for providing effective outreach to and improved access for individuals and employers who could benefit from services provided through the workforce development system;
  - 3. Developing regional partnerships with state and local workforce development boards in surrounding jurisdictions;
  - 4. Developing and providing for continuous improvement of a District-wide system of workforce development;
  - 5. Developing and providing for continuous improvement of a comprehensive performance measurement system to assess the effectiveness of District workforce investment activities;
  - 6. Establishing performance standards for training and employment programs;
  - 7. Preparing and submitting the annual reports required by section 116 (d) of WIOA;
  - 8. Developing and reviewing statewide policies affecting the coordinated provision of services through the District's one-stop delivery system described in section 121(e) of WIOA, including the development of objective criteria and procedures for assessing the effectiveness and continuous improvement of one-stop centers;
  - 9. Providing high-level global policies that impact workforce development, adult education, and youth services, including issuing guidance when guidance is issued by the United States Department of Labor;
  - 10. Providing high level oversight for youth workforce investment activities authorized under section 129(c) of WIOA, employment and training

activities authorized under subsections (c) and (d) of section 134 of WIOA, and the District's one-stop delivery system;

11. Supporting initiatives of the District of Columbia Public Schools, the University of the District of Columbia, District of Columbia public charter schools, private colleges and universities in the District of Columbia, and adult literacy programs to enhance the contributions of public and higher education in the implementation of District employment and training policies;
12. Developing a wage and career progression strategy that includes mechanisms to help low-income workers upgrade literacy, numeracy, and basic skills to assist in their move toward self-sufficiency;
13. Developing an educational continuum with educational and training opportunities appropriate to a range of skill levels, with clear transitions between programs;
14. Developing an industry sector strategy to target investments toward stable and high-growth industry sectors that have jobs and advancement opportunities for employees with less than a four (4)-year college degree;
15. Coordinating workforce investment activities with economic development strategies;
16. Conducting a labor market analysis;
17. Developing applications for incentive grants under the Workforce Innovation and Opportunity Act;
18. Identifying ways in which the District can foster regional cooperation with the local and state workforce boards in the jurisdictions surrounding the District to develop and implement mutually beneficial workforce development approaches;
19. Designating or certifying one-stop operators;
20. Awarding grants and contracts to eligible providers based on a competitive selection process;
21. Overseeing all workforce investment programs;
22. Selecting youth providers;
23. Overseeing youth activity providers;

24. Coordinating youth workforce development activities;
  25. Developing a budget for carrying out WIC duties and functions; and
  26. Assuring compliance with all WIOA regulations and negotiated performance metrics.
- C. The WIC shall also carry out functions the following functions that are not enumerated in sections 101(d) and 107 of WIOA:
1. Identifying and securing additional private sources of funding to support the duties and functions of the WIC beyond federal and District government support, in accordance with District law and rules.
  2. Promoting participation of private sector employers in workforce development initiatives;
  3. Recommending to the Mayor amendments to District laws or regulations that present barriers to achieving the goals of the Workforce Innovation and Opportunity Act;
  4. Assisting the Mayor and Deputy Mayor for Greater Economic Opportunity in establishing a process for overseeing and monitoring the progress of the Department of Employment Services in achieving the strategic goals, initiatives and action items as described in the WIOA State Plan and any other goals, initiatives, or action items adopted or approved by the WIC
- D. The WIC shall prepare and publish an annual report describing the progress of the District government and its partners in achieving the WIC's goals, initiatives, and action items. The WIC shall also provide regular updates to the Mayor on the topics covered in the annual report.
- E. The WIC shall undertake any other responsibilities enumerated in the Workforce Innovation and Opportunity Act of 2014, approved July 24, 2014.

## **IX. COMPENSATION**

Members of the WIC shall serve without compensation, except that a member may be reimbursed for expenses incurred in the authorized execution of official WIC duties, if approved in advance by the Deputy Mayor for Greater Economic Opportunity or his or her designee, and subject to the availability of appropriated funds.

**X. ADMINISTRATION**

- A. The WIC shall report directly to the management and oversight of the Deputy Mayor for Greater Economic Opportunity, with additional administrative functions executed through the Deputy Mayor for Planning and Economic Development for a period of no longer than 1 year.
- B. The WIC may utilize District public space for its official duties.

**XI. RESCISSIONS**

Mayor's Order 2015-232, dated October 20, 2015, and Mayor's Order 2011-114, dated July 1, 2011 are rescinded.

**XII. EFFECTIVE DATE**

This Order shall be effective nunc pro tunc to October 20, 2015.

  
MURIEL BOWSER  
MAYOR

ATTEST:   
LAUREN C. VAUGHAN  
SECRETARY OF THE DISTRICT OF COLUMBIA