

**ST. LAWRENCE COUNTY  
WORKFORCE INVESTMENT BOARD**

Committee Responsibilities

- Ensure appropriate orientation for new Board members
- Work with local and County business membership groups for new member referrals.
- Monitor budget expenditures and appropriations
- Evaluate employment & training funding streams and Partner resource contributions
- Review and recommend changes to by-laws
- Receive standing committee recommendations and resolutions

Adult and Dislocated Worker  
Services Committee

- Certify training providers
- Develop needs based payment system
- Monitor voucher us
- Ensure coordination of non-WIA adult E&T programs
- Update five-year plan

Youth Committee

- Work with community organizations to ensure workplace and employer concerns addressed at schools
- Review in- and out-of-school programs
- Ensure linkage between youth programs and One-Stop Career Center
- Recommend youth program contractors

Marketing & Quality Programs

- Develop performance criteria for adult and youth programs
- Benchmark youth and adult programs
- Develop and monitor customer survey instruments
- Ensure feedback is acted upon
- Implement and monitor speakers bureau
- Ensure quality of web site
- Engage media to ensure community awareness
- Develop and implement employer outreach

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Committee Functions

Executive Committee

- Exercise authority of WIB during intervals between meetings
- Annual budget preparation
- Recruitment of new members
- Review and recommend by-law changes
- Personnel issues

Adult and Dislocated Worker  
Services Committee

- Provide life-long learning
- Reduce barriers to employment
- Develop strategic workforce plans
- Identify training programs to meet demands of local employers

Youth Committee

- Linkage to Youth Council
- Recommend eligible youth providers
- Review youth Plans
- Provide oversight for youth workforce development activities and services

Marketing & Quality Programs

- Ensure program accountability to community
- Implement continuous improvement measures
- Promote community awareness of programs
- Provide linkage to employer community