



Central Oregon Workforce Coordinating Council Steering Team

Transition Year Operating Guidelines
July 1, 2009 to June 30, 2010
Approved: August 5, 2009

1. Purpose

The Steering Team will oversee the transition of the Central Oregon Workforce Investment Board into the Central Oregon Workforce Coordinating Council. The transition period will end on June 30, 2010. The Steering Team will accomplish tasks identified by the Central Oregon Workforce Investment Board:

- Develop the Steering Team form and structure
- Develop an outreach and engagement strategy
- Develop strategic initiatives
- Create a structure for the Workforce Coordinating Council, to be launched July 1, 2010
- Transition administrative functions to OWA
- Achieve endorsement and continued support from OWA

2. Structure and Membership

The Steering Team will have an open membership structure. Members can be added by majority vote of the existing Steering Team members.

Members shall declare a potential conflict of interest before taking any official action. Members shall declare to the Steering Team the nature of an actual conflict of interest and must not participate in the discussion or debate and must not vote on the issue from which the conflict arises.

3. Quorum

A majority of current Steering Team members constitutes a quorum.

4. Decision Making

The Steering Team will use a consensus decision-making process and will foster a collaborative approach. Consensus means that all members agree to support the decision. Members may choose not to block the consensus even though they do not fully agree with the decision. Members are encouraged to voice and have recorded all views. Once a consensus decision has been reached, all members agree to support that decision. Any member may abstain from the consensus and may request to be acknowledged as abstaining in any publication of the consensus. Abstaining is a choice not to block or to support the decision.

5. Officers

Officers of the Steering Team shall be a Chairperson and a Vice Chairperson. The Chairperson and Vice Chairperson shall be appointed by consensus of the Steering Team membership. The Chairperson shall reside at all Steering Team meetings. The Vice Chairperson shall reside at Steering Team meetings in the absence of the Chairperson.

6. Committee Formation

The Steering Team can appoint committees for the purpose of developing and implementing strategic projects and initiatives. The committee composition may include non-Steering Team members.

7. Public Outreach

All Steering Team meetings will be open to public attendance and any member of the public may attend any meeting. The public is encouraged to participate at the appropriate time on the meeting agenda. At a minimum, the Steering Team will ensure that advanced public meeting notices are issued to media outlets and posted on the COIC web site.

8. Role in Regional Workforce System

The Steering Team will engage in the regional Workforce System by providing:

- Staff support to the Business Resource Network
- Staff support to the WorkSource Redmond Management Team
- Coordination with the Workforce Response Team
- Convener of events, forums and collaborative initiatives

9. Steering Team Administrative Functions

The Steering Team will fulfill certain administrative functions:

- Ensure regional membership on the Oregon Workforce Alliance
- Approve the Steering Team budget, review monthly financial reports, and approve expenditures
- Other administrative functions as requested by TOC

10. WorkSource Conflict Resolution

The Steering Team will serve as a neutral entity in evaluating and resolving conflicts between WorkSource Central Oregon partner organizations.

11. Staff Support

The Central Oregon Intergovernmental Council will provide staff support to the Steering Team. At a minimum, staff support shall include preparation and distribution of public meeting notices, agenda preparation, Steering Team communication, budget monitoring, financial reporting, communication of meeting minutes, and the maintenance of public records.