

# Garcia Professional Solutions

## Region 10 Options for Contracted Local Board Executive Services

<p><b>Comprehensive Executive Director Services and Board Support</b> \$84,000 Annually (\$7,000/Month)</p>	<p><b>In addition to the Essential Executive Director Services (listed below), Comprehensive Services include:</b></p> <ul style="list-style-type: none"> <li>• Organize and manage committee meetings</li> <li>• Maintain website and storage of official records for all board related documents</li> <li>• Coordinate board membership process and related documents</li> <li>• Prepare board budget for approval</li> <li>• Develop and execute board member onboarding education</li> <li>• Oversee and keep the board informed of organizational and administrative matters</li> <li>• Coordinate actions/responses as appropriate to state and federal legislation, regulations, and policies</li> </ul>
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<p><b>Essential Executive Director Services* **</b> \$66,000 Annually (\$5,500/Month)</p>	<ul style="list-style-type: none"> <li>• Organize and manage meetings for the CEO Board and Local Workforce Development Board</li> <li>• Prepare, disseminate and post CEO/LWDB documents, agendas and minutes</li> <li>• Handle contracts and other agreements</li> <li>• Prepare and manage MOU</li> <li>• Manage procurements</li> <li>• Assist with local plan development</li> <li>• Ensure compliance with federal, state and local regulations</li> <li>• Update bylaws</li> <li>• Develop and implement policies and procedures as approved by the board</li> <li>• Monitor state and federal legislation, regulations and policies</li> <li>• Report and advise on significant developments and trends in the workforce development field</li> </ul>
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\* Local Board is responsible for the coordination of all committee meetings and the creation, dissemination and posting of committee documents.

\*\* This option provides up to 32 hours/week of service. Additional hours of service for items not listed in contract will be billed at a rate of \$75/hour.

<p><b>Training</b> Price determined by location, length and audience</p>	<ul style="list-style-type: none"> <li>• Board Education</li> <li>• Professional Development for Board Staff</li> </ul>
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