



## Guidance:

# How to Transition From a Youth Council to a Youth Standing Committee

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### Overview:

- The Workforce Investment Act of 1998 (WIA) required<sup>1</sup> the establishment of a Youth Council as a subgroup of the regional workforce development board (RWDB).<sup>2</sup>
- The Workforce Innovation and Opportunity Act (WIOA) rescinded the WIA Youth Council requirement.
- WIOA authorizes RWDBs to “designate and direct the activities of standing committees to provide information and to assist the local board in carrying out activities.”<sup>3</sup>
- WIOA allows a RWDB to change its WIA Youth Council into a RWDB standing committee.
- This Guidance addresses how to transition from a WIA Youth Council to a WIOA Youth Standing Committee.

## I. Background.

### I.1. Youth Councils Under WIA.

WIA mandated that each RWDB create a Youth Council as a subgroup of the board. The required Youth Council membership<sup>4</sup> structure included the following:

- RWDB members with a special interest or expertise in youth policy
- Representatives of youth service agencies, including juvenile justice and local law enforcement agencies
- Representatives of local public housing authorities
- Parents of eligible youth seeking assistance under WIA Title I
- Individuals, including former participants, and representatives of organizations, that have experience relating to youth activities
- Representatives of the Job Corps (as appropriate)

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<sup>1</sup> WIA § 117(h)(1).

<sup>2</sup> Even though Iowa’s local boards were known as regional workforce investment boards (RWIBs) under WIA, this Guidance uses RWDB throughout for consistency and ease of understanding.

<sup>3</sup> WIOA § 107(b)(4)(A).

<sup>4</sup> WIA § 117(h)(2)(A).

The RWDB also had discretion to appoint other individuals to serve on the Youth Council if the board chairperson and chief elected official determined the individual's appointment was appropriate.<sup>5</sup> Under WIA, those Youth Council members who were not also voting members of the RWDB were to serve as nonvoting members of the RWDB.

The Youth Council's duties included:

- Developing the portions of the local plan relating to eligible youth, as determined by the RWDB chairperson
- Coordinating youth activities authorized under WIA § 129
- Other duties as determined to be appropriate by the RWDB chairperson

The Youth Council also had the following duties, subject to the approval of the RWDB:

- Recommending eligible providers of youth activities to be awarded grants or contracts on a competitive basis by the RWDB to carry out the youth activities
- Conducting oversight with respect to the eligible providers of youth activities in the region

## **1.2. Standing Committees Under WIOA.**

WIOA authorizes RWDBs to “designate and direct the activities of standing committees to provide information and to assist the local board in carrying out activities.”<sup>6</sup> The standing committee is a tool for the RWDB that is meant to be flexible. The RWDB may authorize a standing committee to collect information, carry out some of the RWDB's duties, or both.

WIOA imposes the following requirements<sup>7</sup> for the structure of a RWDB standing committee:

- A standing committee must have at least one RWDB member on it
- A standing committee must have a RWDB member serve as its chairperson

A standing committee may include more than one member of the RWDB. And there is no requirement that a standing committee have a voting member of the RWDB as a member. An ex officio, nonvoting RWDB member may satisfy the WIOA requirement that at least one RWDB member serve on a standing committee and/or the RWDB-member-as-chairperson requirement.

A RWDB is free to appoint non-members to one of its standing committees.<sup>8</sup> The RWDB may appoint non-members to a standing committee if the board determines that those individuals “have appropriate experience and expertise” to serve on the standing committee.<sup>9</sup>

A RWDB may designate an already existing entity—such as a WIA Youth Council—to serve as a standing committee so long as the entity meets the WIOA standing committee requirements.<sup>10</sup> In other words, to be designated as a standing committee, an entity must include at least one RWDB

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<sup>5</sup> WIA § 117(h)(2)(B).

<sup>6</sup> WIOA § 107(b)(4)(A).

<sup>7</sup> WIOA § 107(b)(4)(A).

<sup>8</sup> WIOA § 107(b)(4)(A).

<sup>9</sup> WIOA § 107(b)(4)(A).

<sup>10</sup> WIOA § 107(b)(4)(C).

member and the chairperson of the entity must be a RWDB member. In order to meet the WIOA standing committee requirements, an entity can add a RWDB member to its membership and/or change its chairperson to a RWDB member.

A RWDB standing committee is subject to the Iowa Opening Meets Act<sup>11</sup> and the Iowa Public Records Act.<sup>12</sup> This means that, among other things, a RWDB standing committee must: post public notice of its meetings that includes a tentative agenda at least 24 hours prior to the meeting at the meeting location or the local Iowa *WORKS* Center; keep minutes of its meetings and post them to iowawdb.gov or its website; and, make the documents distributed at its meetings available to the public, which is best done on iowawdb.gov or its website.

## 2. How to Transition From a WIA Youth Council to a WIOA Youth Standing Committee.

The RWDB established the Youth Council under WIA by board action. The WIA membership requirements for a Youth Council outlined in Section 1 above mean that, as established, the Youth Council should meet the WIOA standing committee requirements. Consequently, the RWDB should be able to designate the Youth Council as the board’s Youth Standing Committee under WIOA. Before doing so, however, the RWDB should check to make sure that the Youth Council has at least one RWDB member on it and that a RWDB member is its chairperson.

<p>If the Youth Council meets the WIOA standing committee requirements, the RWDB should take action to:</p> <ul style="list-style-type: none"> <li>➤ Designate the Youth Council as its Youth Standing Committee</li> </ul> <p>And then:</p> <ul style="list-style-type: none"> <li>➤ Create a membership spot on the Youth Standing Committee to be filled by an Iowa Vocational Rehabilitation Services representative with experience and expertise in working with students and youth with disabilities</li> </ul>	<p>If the Youth Council does <b>not</b> meet the WIOA standing committee requirements, the RWDB should take action to:</p> <ul style="list-style-type: none"> <li>➤ Appoint a RWDB member to the Youth Council</li> </ul> <p>And/or:</p> <ul style="list-style-type: none"> <li>➤ Designate a RWDB member as the Youth Council’s chairperson</li> </ul> <p>And then:</p> <ul style="list-style-type: none"> <li>➤ Designate the Youth Council, with its new WIOA-compliant structure, as its Youth Standing Committee</li> </ul> <p>And then:</p> <ul style="list-style-type: none"> <li>➤ Create a membership spot on the Youth Standing Committee to be filled by an Iowa Vocational Rehabilitation Services representative with experience and expertise in working with students and youth with disabilities</li> </ul>
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<sup>11</sup> Iowa Code chapter 21.

<sup>12</sup> Iowa Code chapter 22.

In addition to an Iowa Vocational Rehabilitation Services designee, the RWDB is free to add other individuals with the requisite expertise and experience in youth services—including but not limited to services for students and youths with disabilities—to the Youth Standing Committee. This can be done at the time of the conversion or at a later date.

### **3. Best Practices When Establishing a WIOA Standing Committee.**

Every standing committee that a RWDB establishes should include the following:

- **Chairperson.** The chairperson must be a RWDB member. The chairperson will preside over the standing committee's meetings.
- **Vice Chairperson.** There is no requirement that a standing committee's vice chairperson be a RWDB member. But a standing committee's vice chairperson may be a RWDB member. The vice chairperson will fulfill the chairperson's duties when the chairperson is absent from a meeting.
- **Secretary.** There is no requirement that a standing committee's secretary be a RWDB member. But a standing committee's secretary may be a RWDB member. The secretary is responsible for taking minutes and collecting documents distributed at the meeting, and working with Iowa Workforce Development (IWD), WIOA Title I service provider, or RWDB staff to make sure the minutes and documents are posted in PDF format on [iowawdb.gov](http://iowawdb.gov) or the RWDB's website. The secretary will perform the chairperson's duties when the chairperson and vice chairperson are both absent from a meeting.

The RWDB should provide the roster for each of its standing committees on [iowawdb.gov](http://iowawdb.gov) or its website, including the identification of the chairperson, vice chairperson, and secretary.

### **4. Potential Initial Duties for the Youth Standing Committee.**

The RWDB may charge the Youth Standing Committee with tasks such as:

- Report back to the RWDB at least quarterly on its activities
- Prepare a summary for the RWDB of partner programs, services, and activities for youth in the region
- Perform a critical assessment of program alignment and integration across partner agencies within the region that identifies strengths, areas that need improvement, and propose steps that partners can take to leverage strengths and improve in areas of weakness
- Perform a critical assessment of youth outreach by partners within the region that identifies strengths, areas that need improvement, and propose steps that partners can take to leverage strengths and improve in areas of weakness
- Collaborate with the state-level Youth Work Group regarding policies, procedures, and proven and promising practices for youth services.

The above are merely examples of tasks the RWDB may elect to assign to the Youth Standing Committee. Some RWDBs may not feel the need to assign some or all of the listed tasks. Other

RWDBs may feel it is appropriate to assign other tasks instead of or in addition to the listed tasks. It is up to the RWDB to define the duties and responsibilities of its Youth Standing Committee to help increase the efficiency, quality, and accessibility of youth services in its region.

## **Questions?**

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