

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**ADMINISTRATIVE ISSUANCE SYSTEM**

Mayor's Order 2011-114  
July 1, 2011

**SUBJECT:** 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) (2010 Supp.), and in accordance with the Workforce Investment Act of 1998 (“Investment Act” ), approved August 7, 1998 (112 Stat. 936; 29 U.S.C. § 2801 *et seq.*), and 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. ESTABLISHMENT:**

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

**II. PURPOSE:**

The purpose of the WIC is to serve as a public-private partnership empowered to advise the Mayor, the Council and the District government on the development, implementation, and continued improvement of an integrated and effective workforce investment system. The WIC shall serve as the state and local workforce investment board charged with developing consumer-driven systems and programs to support career development and self-sufficiency and to enhance the productivity and competitiveness of the District's workforce.

**III. COMPOSITION AND ORGANIZATION:**

- A. The WIC shall be transferred from the organizational management and authority of the Department of Employment Services and shall report directly to the management and oversight of the Deputy Mayor for Planning and Economic Development.
- B. The WIC shall be composed of the following members:
  - 1. Two (2) members of the Council of the District of Columbia (“Council”) who shall be appointed by the Chairman of the Council;

2. The Mayor, or his or her designee;
3. The Deputy Mayor for Planning and Economic Development, or his or her designee;
4. The Deputy Mayor for Education, or his or her designee;
5. The Director, Department of Employment Services, or his or her designee;
6. The Director, Department of Youth Rehabilitation Services, or his or her designee;
7. Additional representatives of District of Columbia government agencies that partner with One-Stop Services, as the Mayor may designate;
8. Representatives of the local business community, recommended by local business organizations (i) who are owners, chief executive officers, chief operating officers, or other executives with hiring or policy-making authority of businesses, (ii) represent businesses with employment opportunities that reflect the employment opportunities of the local area; and (iii) area appointed from among individuals nominated by local business organizations and business trade associations;
9. Of the representatives of the local business community stated in paragraph (8), the following private sectors shall be represented:
  - a. One or more representative(s) from the construction sector;
  - b. One or more representative(s) from the higher education sector;
  - c. One or more representative(s) from the federal government;
  - d. One or more representative(s) from the healthcare sector;
  - e. One or more representative(s) from the hospitality sector; and
  - f. One or more representative(s) from the retail sector;
10. Two (2) representatives of labor organizations;
11. A representative of organizations that have experience with youth activities;

12. A representative from organizations that has experience with the delivery of workforce investment activities; and
  13. Four (4) representatives from the general community with relevant experience.
- C. At least 51% of the members appointed to the WIC shall be representatives of private sector business.
  - D. The members of the WIC shall be appointed by the Mayor.
  - E. Except for the members designated to represent the Council, the members of the WIC who are appointed based on their positions in the District government shall serve only during their tenure as employees of the District government.
  - F. The Mayor shall appoint from among the appointed business community members of the WIC a Chairperson on an annual basis who shall serve at the pleasure of the Mayor.
  - G. The WIC may elect such other officers as may be required, or that its members deem appropriate. All officers other than the Chairperson shall be elected on an annual basis by the membership of the WIC.
  - H. The WIC may establish its own by-laws and rules of procedure, subject to approval of the mayor, or his designee.
  - I. There shall be no voting by proxy.

#### **IV. COMMITTEES**

- A. The WIC shall have two (2) standing committees: the Executive Committee and the Youth Committee, also called the Youth Investment Council.
- B. The Chairperson, together with the Executive Committee, may establish such Subcommittees as deemed necessary and appropriate to perform the functions of the WIC.
- C. The Executive Committee shall consist of the following members who shall include the Chairperson and any additional elected officers of the WIC:
  1. Six (6) members appointed to the WIC from the business community;
  2. The Deputy Mayor for Planning and Economic Development, or his or her designee;
  3. The Deputy Mayor for Education, or his or her designee;

4. The Director of the Department of Employment Services; and
  5. Representative(s) of a labor organization.
- D. The Youth Investment Council shall serve as the "Youth Council" pursuant to section 117(h) of the Investment Act (29 U.S.C. § 2832(h)). The purpose of the Youth Investment Council shall be to improve the quality, comprehensiveness, and supply of youth employment services in the District by advising the WIC on matters affecting youth employment and youth employment preparation.
- E. The Youth Investment Council shall consist of the following members:
1. Five (5) members of the WIC selected because of experience with respect to youth activities;
  2. Representatives of youth service agencies, including juvenile justice and local law enforcement agencies;
  3. The Director of the Department of Youth Rehabilitative Services or his or her designee;
  4. The Chief of the Metropolitan Police Department, or his or her designee;
  5. The Deputy Mayor for Education, or his or her designee;
  6. The Executive Director of the District of Columbia Housing Authority, or his or her designee
  7. Representative(s) of the Job Corps, as appropriate;
  8. Individuals, including former participants, and representatives of organizations that have experience relating to youth activities; and
  9. Parents of youth seeking or receiving job training or job placement services.
- F. Members of the Youth Investment Council who are not members of the WIC shall be voting members of the Youth Investment Council, but non-voting members of the WIC.

V. **TERMS**

- A. The members of the WIC shall be appointed by the Mayor and serve a term of three (3) years. Of the initial group of appointments, one-third shall be appointed to a one (1) year term, one-third shall be appointed to a two (2) year term, and one-third shall be appointed to a three (3) year term.

- B. The date that the first members are sworn-in shall become the anniversary date for all subsequent appointments.
- C. The Mayor may remove any member of the WIC who fails to attend four (4) consecutive meetings of the Council shall be deemed removed from the Council, and a vacancy created.
- D. The Mayor shall appoint members to fill vacancies in a unexpired term only for the remainder of the unexpired time of the term.
- 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. Members may serve beyond the end of their terms until reappointed, or replaced, by the Mayor.

## **VI. FUNCTIONS**

- A. The functions of the WIC shall include assisting the Mayor in connection with the following:
  - 1. Developing a five-year strategic State Workforce Investment Plan;
  - 2. Developing and providing for continuous improvement of a District-wide system of workforce development;
  - 3. Developing and providing for continuous improvement of a comprehensive performance measurement system to assess the effectiveness of District workforce investment activities;
  - 4. Establishing performance standards for training and employment programs;
  - 5. Preparing and submitting an annual report to the Council and Secretary of United States Department of Labor;
  - 6. Developing a District-wide employment statistics system;
  - 7. Coordinating initiatives of the District of Columbia Public Schools, the University of the District of Columbia, the 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 to the implementation of the District employment and training policy;
  - 8. Recommending amendments to local laws or regulations that present barriers to achieving the goals of the Workforce Investment Act;

9. 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;
10. Developing an educational continuum with educational and training opportunities appropriate to a range of skill levels, with clear transitions between programs;
11. Developing an industry sector strategy to target investments to stable and high growth industry sectors that have jobs and advancement opportunities for employees with less than a four- year college degree;
12. Coordinating workforce investment activities with economic development strategies;
13. Conducting a labor market analysis;
14. Developing applications for incentive grants under section 503 of the Workforce Investment Act;
15. 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 investment approaches.
16. Designating or certifying One-Stop Operators;
17. Awarding grants and contracts to eligible providers based on a competitive selection process;
18. Overseeing all workforce investment programs;
19. Promoting participation of private sector employers in workforce development initiatives;
20. Selecting youth activity providers based on the recommendations of the Youth Committee;
21. Overseeing youth activity providers;
22. Coordinating youth workforce investment activities.
23. Developing a budget for carrying out WIC duties and functions; and

24. Identifying and securing additional private sources of funding to support the duties and functions of the WIC beyond federal and local government support, in accordance with District law and rules.

- B. The WIC shall undertake any other responsibilities enumerated in the Implementation Act and any other responsibilities assigned to state and local workforce investment boards by the Workforce Investment Act.

**VII. 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 Planning and Economic Development, or his or her designee, and subject to the availability of an appropriation.

**VIII. ADMINISTRATION**

- A. The Office of the Deputy Mayor for Planning and Economic Development shall provide administrative and technical support to the WIC.
- B. The Executive Committee of the WIC may appoint and terminate for cause an Executive Director, whose compensation shall be subject to the availability of appropriations. The Executive Director shall exercise personnel authority over any additional staff approved by the Executive Committee and the Mayor.
- C. The WIC may utilize District public space for its official duties.

**IX. SUNSET**

The Commission shall sunset on July 31, 2021.

**X. RECISSIONS**

Mayor's Order 99-85, dated June 2, 1999, and Mayor's Order 2007-88, dated April 9, 2007, are rescinded in their entirety.

**XI. EFFECTIVE DATE**

This Order shall become effective immediately.

  
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VINCENT C. GRAY  
MAYOR

ATTEST:   
CYNTHIA BROCK-SMITH  
SECRETARY OF THE DISTRICT OF COLUMBIA