

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**ADMINISTRATIVE ISSUANCE SYSTEM**

Mayor's Order 2014-232  
October 09, 2014

**SUBJECT:** Establishment – Adult Career Pathways Task Force

**ORIGINATING AGENCY:** Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(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(11) (2012 Repl.), and section 2121 of the Fiscal Year 2015 Budget Support Emergency Act of 2014, effective July 14, 2014, D.C. Act 20-0377, 61 DCR 7598, and any similar succeeding legislation, it is hereby **ORDERED** that:

**I. ESTABLISHMENT**

There is hereby established an Adult Career Pathways Task Force (“Task Force”) within the executive branch of the government of the District of Columbia.

**II. PURPOSE**

The purpose of the Task Force is to develop a city-wide strategic plan for connecting adult basic skills programs administered in the District to career pathways.

**III. FUNCTIONS**

No later than June 1, 2015, the Task Force shall submit to the Council and the Mayor the city-wide strategic plan required under this section. In developing the strategic plan, the Task Force shall:

- A. Review best practices for improving literacy, numeracy, and technology skills for adults;
- B. Review and analyze adult basic skills programs currently administered by the Office of the State Superintendent of Education, the District of Columbia Public Schools, the District of Columbia Public Charter Schools, the University of the District of Columbia Community College, the District of Columbia Public Library, and other agencies identified by the Task Force, with focus provided on the missions and goals of the various programs, the types of credentials offered, the degree of funding

levels, the age and educational functioning level of students at time of program entry and the rates of gains upon completion, and the degree to which the program partners with job training providers, postsecondary education programs, or employers;

- C. Consult with stakeholders, including the following:
  - (1) Organizations with research or policy expertise in adult basic skills programs and career pathways;
  - (2) Organizations focused on adult education and workforce development research or service provision;
  - (3) Representatives of the District's business community in high-demand occupations or sectors that the Task Force has identified for potential career pathways; and
  - (4) Representatives from the philanthropic community;
- D. Perform an analysis of evidence-based approaches for helping adult learners with different needs and skill levels advance in career pathways, with special attention paid to practices for adult learners with basic skills below the 6th grade level;
- E. Develop a city-wide mission statement for ensuring that adult learners have access to career pathways by 2020 and annual benchmarks for measuring progress toward that goal;
- F. Analyze the high-demand occupations or sectors in which career pathways can be developed;
- G. Develop responsibilities among the Task Force agencies for meeting the city-wide goals, including recommendations to better align policies and practices around support services;
- H. Develop common performance definitions and measures that adult basic skills programs will use to track progress, including educational gains, GED or secondary school diploma attainment, employment placement and retention, entrance into postsecondary education or training, and other credential completion; and
- I. Analyze existing professional development opportunities for adult educators and develop a strategy for addressing any identified gaps.

#### IV. COMPOSITION

The Task Force shall be convened by the Workforce Investment Council, and shall consist of the following 13 members:

- A. The Chairman of the Council, or his or her designee;
- B. The Chair of the Workforce Investment Council, or his or her designee;
- C. The Deputy Mayor for Education, or his or her designee;
- D. The State Superintendent of Education, or his or her designee;
- E. The Chancellor of the District of Columbia Public Schools, or his or her designee;
- F. The Chair of the Public Charter School Board, or his or her designee;
- G. The Director of the Department of Employment Services, or his or her designee;
- H. The Director of the Department of Human Services, or his or her designee;
- I. The Executive Director of the D.C. Public Library, or his or her designee;
- J. A representative of the University of the District of Columbia Community College, appointed by the President of the University of the District of Columbia; and
- K. Three community representatives, appointed by the Mayor, as follows:
  - (1) A representative of a District organization engaged in the direct provision of a basic skills program;
  - (2) A representative of a District school engaged in the direct provision of a basic skills program; and
  - (3) A representative of a District job training provider.

#### V. TERMS

- A. Community representatives of the Task Force shall be appointed to serve a term of three (3) years and shall serve until their successor is appointed. A member of the Task Force may be re-appointed but may serve no more than two (2) consecutive terms.

- B. Members who are appointed based on their positions within the District government, not including the Chairman of the Council or his or her designee, shall serve at the pleasure of the Mayor and shall only serve during their tenure as employees of the District government.
- C. The Chairman of the Council's designee shall serve at the pleasure of the Chairman of the Council.
- D. The Mayor may remove any member of the Task Force appointed by the Mayor for failure to attend three (3) consecutive meetings of the Task Force

#### **VI. ORGANIZATION**

- A. The Mayor shall designate, from among the members appointed to the Task Force, the Chairperson, who shall serve in that capacity at the pleasure of the Mayor.
- B. The Task Force may establish such subcommittees as it deems appropriate. Any subcommittee must be chaired by a member of the Task Force although it may include any other public or government member.
- C. The Task Force shall be convened by the Workforce Investment Council. Meetings of the Task Force shall be held in the District at such times and locations as are designated by the Workforce Investment Council.
- D. The Task Force may utilize telephone or video conferencing technologies to satisfy the District's Open Meetings Act requirements.

#### **VII. COMPENSATION**

The members of the Task Force shall serve without compensation.

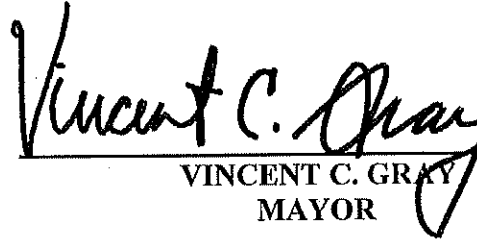
#### **VIII. ADMINISTRATION**


- A. Each meeting shall be open to the public and shall include a period of time for the public to comment on issues being considered by the Task Force.
- B. The Workforce Investment Council shall provide technical and administrative support to the Task Force.
- C. The Task Force may, at the request of the Chairperson, request information or technical support from any other agency of the District government.

D. A quorum to transact business shall consist of a majority plus one of the members.

E. Following the completion of the city-wide strategic plan, the Workforce Investment Council shall convene the Task Force on a quarterly basis to track implementation of the strategy.

IX. **EFFECTIVE DATE:** This Order shall become effective immediately.

  
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VINCENT C. GRAY  
MAYOR

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