

**Workforce Development Board (WDB) of Contra Costa County
Policy, Program, and Performance (P3) Committee Charter**

Charter Element	Charter Agreement Information
Business Objective	The primary objective of the P3 Committee is to increase the number of Contra Costa residents who obtain marketable and industry-recognized credentials or degrees, with a special emphasis on those who are unemployed, low skilled, low-income, veterans, individuals with disabilities, and other in-need populations. Additionally, the committee also establishes and reviews salient indicators and outcomes that measure the impact of the WDB's programs and services in order to continually improve and evolve in alignment with changing demands and conditions in the regional economy and labor market.
Case for Action	As we advance our work toward realizing our vision for creating shared opportunity and economic prosperity, a number of key factors drive our work: <ul style="list-style-type: none"> • Good jobs in today's economy and labor market require workers to have a growing level of knowledge and skill in order to compete for them; • The employment gap is widening between those with higher levels of education and credentials and those who lack them; • Jobs are growing at both the high-skill and low-skill end of the labor market, while growth of "middle skill" jobs has been lagging; however, the retirement of baby boomers from the labor force will create openings in nearly every industry and occupation; • The incoming workforce does not have the education and skill-sets needed to perform many of these jobs, as manifested by a continued lag in the educational attainment levels of young people (although beginning to show some signs of improvement, student preparedness for post-secondary education remains very low); and • The difference between supply and demand indicates that there is a "skills gap" between what most workers have to offer and what businesses need, creating the urgency to develop and support new strategies that can better equip and train people for jobs in today's economy.
Requirements	The P3 Committee will: <ul style="list-style-type: none"> • Create a high level of accountability for results and strengthen program performance and reporting • Collaborate with education, employer, local government, and other partners to develop and/or enhance career pathway training programs in priority sectors • Increase the number of under-prepared job seekers and displaced workers who enter and successfully complete education/training in demand industries • Develop and implement a strategic layoff aversion strategy to retain workers in current jobs and provide rapid transition to new employment • Collaborate with business and labor to determine needs for apprenticeships, OJT, and other customized training and plan accordingly
Boundaries/ Guidelines	The P3 Committee advises and influences the direction and implementation of adult services strategies as outlined the WDB 2013-2017 Strategic Plan. It also reviews and analyzes program trends and performance metrics for all Workforce Development Board programs with an eye toward considering implications for policy development.
Team Membership	The P3 Committee brings together leaders from business, economic development, education, labor, community-based organizations, and the public sector. The P3 Committee co-chairs are members of the WDB Executive Committee and all members of the P3 Committee hold a seat on the Workforce Development Board. The P3 Committee and the WDB work on behalf of the Contra Costa County Board of Supervisors and the businesses and residents of Contra Costa County. The WDB and the P3 committee often draw upon the knowledge and expertise of other individuals and organizations that are not members of the WDB and occasionally form <i>Ad Hoc</i> committees to do work.
Timing	The work of the P3 Committee is aligned with the timeline of the WDB's 2013-2017 Strategic Plan.
Resources	The WDB and the P3 Committee provide and/or support convening and networking functions that draw together a wide spectrum of stakeholders that contribute to the health of the local economy and prepare residents for effective participation in the workforce. These include local and regional businesses, economic development experts and organizations, public agencies, education, labor, and community-based organizations.
Review Process	The P3 Committee monitors and reports its progress at regular committee meetings and full WDB member meetings as appropriate. Progress against the WDB 2013-2017 Strategic Plan is reviewed at regular intervals as determined by the WDB and any of its relevant governing authorities at the local, state, and/or federal levels.