

ATTACHMENT E: **IWIB Protocols**

Introduction

The IWIB protocols outline the general expectations related to board and committee meeting conduct and procedures; officer, chair, and staff responsibilities; as well as legal requirements. Additionally, this protocol document outlines the official structure of committees, task forces, and work groups; provides guidance for scheduling and timelines; and clarifies the requirements of the board, committees, and members as established in the IWIB Bylaws.

The IWIB protocols were established at the direction of the board, resulted from comprehensive discussions between committee chairs and other board members, and were compiled by board staff with consideration for effective practices from WIBs in other states. No protocol should be interpreted to counteract anything established in the IWIB bylaws or any requirement of WIOA.

Committees, Task Forces, and Work Groups

IWIB and all committees, task forces, and workgroups of the IWIB will have the following elements to provide a format for meetings, structure to agenda items, and guide processes in accordance with the Illinois Open Meetings Act (OMA).

Agendas should:

- follow the established format,
- be posted to workNet 24 hours prior to the meetings,
- adhere to all protocols; and
- align with objectives in the strategic plan.

Functions of Committees

The functions of the committees are to carry out the work and policies of the Illinois Workforce Initiative Board (IWIB). Committees are expected to meet at regular intervals and report their work back to the IWIB. Regular is defined as monthly, but committees can choose to meet more frequently.

Executive Committee

The executive committee shall meet on a scheduled basis of every two weeks or at the request of the co-chairs, as necessary.

The executive committee shall not exceed nine (9) members and consist of the following: *(i) a board co-chair (ii) a majority of business members (iii) a representative of the education system;*

- co-chairs (IWIB business co-chair and one business member),
- the IWIB vice-chair, and
- at least one (1) representative of the educational system; and
- maintain a majority of business members.

The roles and responsibilities of the executive committee co-chair:

- set meeting agenda based on committee members and key stakeholder input.
- lead discussions during the meeting, and
- participate in the strategic planning task force, other committees, and task forces as necessary. (Purpose: to provide an opportunity to coordinate efforts of all subgroups.)

The roles and responsibilities of the executive committee:

- review and be included in discussions on new policies related to workforce development in the State of Illinois,
- establish committees that are deemed necessary to assist the IWIB in performing their duties (i.e. standing committees, task forces, and work groups),
 - Select a committee chair from IWIB business members.
 - Assign/appoint board staff to assist in developing issue papers (background information) and formal Requests to Approve for establishing new committees.
- discuss and make recommendations to the board on innovative approaches to the training and education of its workforce customers and employers including the use of Registered Apprenticeships,
- recommend chairs for standing committees and task forces to the board and provide official invitations,
- recommend amendments to the bylaws,
- provide recommendations to the governor and legislative bodies concerning amendments to the State Workforce Board Act,
- recruit businesses,
- conduct other duties assigned by the board; and,
- ensure minutes are reviewed for accuracy and approved.

The executive committee shall have the authority of the board when it is not feasible for the entire board to be convened.

Leadership Committee

The leadership committee is comprised of the executive committee and the chairs of each of the IWIB committees. The purpose of this committee is to support a coordinated system by providing the chairs of each committee the opportunity to share the work of their committee at a functional level and identify areas for coordination and collaboration.

Standing Committees and Task Forces

Standing committees address short and long-term goals for a specific sector, population, and/or initiative. Task forces address targeted objectives that focus on a specific sector, population, and/or initiatives within a limited timeframe (approximately one year).

The following protocols apply to all standing committees and task forces:

- a chair will be appointed to each standing committee or task force by the executive committee, with approval by the board, and shall be selected from the members of the board who serve as business representatives.
 - committee chairs may request to have a co-chair in accordance with the IWIB Bylaws.
- membership of standing committees and task forces shall be consistent with requirements outlined in the IWIB By-Laws,
- other individuals may be issued invitations (either standing or on an as-needed basis) to attend committee meetings as content experts or for discussion or coordination with other committees or partners; these individuals shall not count as members of the committee or be included for the purposes of voting or quorum; and,
- in order for a meeting of the board or a committee or task force, a majority of a quorum must be present.
 - A quorum is defined as a majority of the membership. It is at the discretion of the chair or co-chairs to identify who are considered members, content experts, and others.

Committees and task forces are also encouraged to seek contributions from:

- business and core partners must have at least one representative appropriate for the topic and goals of the sub-group,
- education entities (ISBE, IBHE, ICCB/CTE) and other stakeholders as deemed necessary.
- local workforce boards and chief elected officials,
- One-Stop operators,
- local workforce partners,
- community-based organizations,
- organized labor (if appropriate and if selected in consultation with the governor's office),
- economic development entities,
- service & training providers; and,
- other content experts.

Committee and Task Force Chair Roles and Responsibilities

(with the assistance of staff)

- Officiate and conduct meetings to ensure that the standing committee and/or task force is operating within its objectives.
- Facilitate the goals, objectives, and work plan for the group.
- Lead relevant discussion on agenda items.
- Contribute or approve appropriate agenda items:
 - new topics,
 - recommendations; and,
 - participate in subgroups as necessary.
- In conjunction with the staff, standing committee and task force chairs will ensure that the agenda items are sent out two days prior to each meeting.
- **Ensure that all standing committee members' voices are included and actively support participants' engagement in discussions and decisions of the committee.**
- Ensure minutes are reviewed for accuracy and provided in a manner consistent with requirements of the Open Meetings Act (OMA).
- In conjunction with the staff, make requests for items to be added to IWIB meeting agendas and provide all necessary information.
- Provide a quarterly summary ten (10) days prior to each quarterly board meeting to the executive committee and IWIB staff to be included in the quarterly meeting materials.
- Delegate responsibilities as deemed necessary.
- Seek participants for the standing committee and task force.
- Coordinate staff assigned the committee.

Member Roles and Responsibilities (with the assistance of staff)

- Upon appointment, members will complete required Open Meetings Act Training and provide documentation of completion to staff appointed for OMA compliance.
- Members will be active participants by providing relevant knowledge and experience related to topics of discussion.
- Members will assume responsibility for certain activities or projects as appropriate.
- Members will communicate as needed with the chair and other members between meetings regarding projects and concerns.

Work Groups

Work groups have a singularly focused goal and meet for approximately 6-12 months. This goal could be a standalone effort or a focus group such as policy development, performance, data analysis, or guidance needs. Work groups can be appointed by the board, the executive committee, a standing committee, or task force. Work groups are task-oriented teams that accomplish activities for the board. Due to the nature of their

work, work groups do not follow the same protocols required of board committees and task forces.

It is recommended that work groups conform with the guidelines outlined in the IWIB Bylaws, but their make-up and structure shall be left to the discretion of the chair with approval by the IWIB executive committee.

Work Group Chair/Designated Facilitator Roles and Responsibilities (with the assistance of staff)

- Officiate and conduct meetings to ensure that the work group is operating within its objectives.
- Facilitate the goals, objectives, and work plan for the group.
- Lead relevant discussion at work group meetings.
- Ensure that all committee members' voices are included and actively encourage participant engagement in discussions and decisions of the committee.
- Provide updates regarding the work group's activities to the committee that established the group, the executive committee, or IWIB, as appropriate.
- Delegate responsibilities as deemed necessary.
- Recruit participants for the work group.
- Provide final report to document task completion with results, timelines, expectations, and/or evaluation tools.

Work Group Member Roles and Responsibilities (with the assistance of staff)

- Actively participate by providing relevant knowledge and experience related to topics of discussion.
- Assume responsibility for certain activities or projects as appropriate.
- Communicate as needed with chair/facilitator and other members between meetings regarding projects and concerns.

Staff Responsibilities

The requirements for staff of the IWIB or its committees, task forces, or work groups will be contingent upon the goals and needs to which they are assigned. However, all staff will have the following responsibilities:

Pre-Meeting Responsibilities

- Provide logistical support for scheduling and execution of meetings.
 - Upload meeting information including date, time, location, and associated documents to the IWIB calendar on Illinois workNet®.
 - Secure the location for meetings and ensure accommodations are provided if requested.

- Assist the chair/facilitator with operational pre-meeting elements.
 - Work with the chair/facilitator to develop the agenda and prepare documents. The agenda should reflect the time allotted for the meeting.
 - Ensure that proposals for agenda items are submitted with background information and are distributed to members with sufficient time for meeting preparation.
 - Prepare appropriate reports and documents for all meetings.
 - Coordinate with required content experts to ensure their availability at required meetings.
 - Ensure compliance with the OMA regarding public notice and physical and programmatic accessibility.

Meeting Responsibilities

- Assist with procedural elements required by the OMA, including meeting minutes.
- Track the alignment between committee work and the Strategic Plan/Unified State Plan, where appropriate.
- Provide content expertise or information as appropriate.
- Collect minutes of the meeting's proceedings.

Procedural Matters

All Committees

Sharing of information and documents prior to an in-person or virtual meeting.

- No less than TWO (2) business days prior to each scheduled meeting, ALL meeting documents MUST be shared with the committee if they are to be discussed or included as an agenda item.

Thus, if there is a 10 am meeting on a Monday, all documents MUST be shared with the committee no later than 10 am on the preceding Thursday. If such lead-time is not provided, the agenda item will be pushed to the following meeting agenda.

This timeline applies to all in-person and virtual meetings related to the IWIB. The only exceptions are the quarterly IWIB meetings, which require a 7-business day minimum timeline to share documents. For a quarterly board meeting, any topics or documentation to be on the agenda must be submitted to the IWIB Lead Staff seven days prior to the scheduled meeting to be reviewed and finalized prior to the 48-hour window closing.

Request for Information from Agency Partners

When requesting information from agency partners, the lead staff of the IWIB must be courtesy copied (cc'd) on the request. This prevents the partners being asked multiple times for the same information. Requests should give the agency partner specific details

about the information needed, so that they can provide information that is useful to the IWIB.

Meeting Procedures: (Who, What, When and Where of Meetings)

- Meetings should be held on a regular basis – regular can be defined as monthly, bi-monthly or bi-weekly.
- All meetings of the IWIB, its committees, taskforces, and workgroups must comply with the Open Meetings Act (OMA) and be scheduled by fiscal year. These scheduled meetings must be added to the calendar on Illinois workNet 30 days prior to the end of the fiscal year.
- Additional meetings may be called as deemed necessary by the committee chair.
- The chair and staff members will review, confirm, and/or make amendments to, the minutes from the previous meeting.
- Agendas for all meetings should be posted **48 hours** in advance of the meeting.
 - Regular meeting agendas shall be posted at the principal office of the public body and at the location where the meeting is to occur.
- If there is a change in the date of a scheduled meeting, there must be at least a **10-day** notice and posting requirements.
- Following a meeting, records and documents will be shared with the committee.
- Minutes are required for all meetings, previous meeting minutes must be approved within 30 calendar days or before the second subsequent meeting, whichever is the latest.
 - Meeting minutes should be approved by the chair before they are shared with the rest of the committee.
 - The meeting minutes should be uploaded to the IWIB calendar no later than 10 days after they are approved.
 - Minutes shall include, but need not be limited to:
 - (1) the date, time, and place of the meeting;
 - (2) the members of the public body recorded as either present or absent; and
 - (3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

Telecommunication Protocols for Committees and Taskforces

- The Illinois Workforce Innovation Board (“IWIB”) is a State of Illinois advisory board pursuant to the Illinois Workforce Innovation Board Act, 20 ILCS 3975/1 *et seq.*
- The Executive Committee of the IWIB (“Executive Committee”) is an advisory committee created pursuant to the IWIB’s bylaws. The members of the Executive Committee are located throughout the State of Illinois.

- The Executive Committee is considered a “public body” as defined by the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* (the “Open Meetings Act” or the “Act”). As such, if a majority of a quorum of members of the Executive Committee have a meeting as defined by the Act, the requirements of the Act apply.
- To conduct business, a quorum of members of a public body must ordinarily be physically present at the location of both open and closed meetings under the Act. However, State of Illinois advisory boards are not required to have a quorum physically present at an open or a closed meeting. 5 ILCS 120/2.01, 120/7(d). State advisory boards may permit members to attend meeting by other means “only in accordance with and to the extent allowed by specific procedural rules adopted by the body.” 5 ILCS 120/7(d).

Accordingly, the Executive Committee, having considered the aforesaid matters, hereby adopts and immediately establishes this policy to be used whenever needed by the Executive Committee and IWIB standing committees:

1. IWIB committees shall be permitted to conduct any meeting via telephone and/or video conference.
2. For IWIB committee meetings conducted in person, IWIB committee members will be permitted to participate via telephone and/or video conference, if the technology is available.
3. All IWIB committee members who attend a meeting by telephone or video conference shall be entitled to participate in and vote on all matters discussed.
4. All meetings, whether conducted in whole or in part via telephone and/or video conference shall comply with all requirements of the Open Meetings Act and any other applicable law.

IWIB Only

- The board shall meet four times per calendar year (March, June, September, December).
- Additional meetings may be called as deemed necessary by the co-chair.
- At the beginning of each year or fiscal year, public notice should be given of dates, times, and locations of regular meetings.
- Previous business - members will confirm, or make amendments to, the minutes from the previous meeting.
- Minutes shall include, but need not be limited to:
 - (1) the date, time, and place of the meeting;
 - (2) the members of the public body recorded as either present or absent; and
 - (3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

- At the commencement of each meeting the chair will check that a quorum of the Board and a business majority are present and if so, declare the meeting open to consider Requests to Approve.
- The meeting will commence with:
 - Confirmation that a quorum is present:
 - A quorum shall consist of the majority of the voting membership of the board, with at least 50 percent of those present being from business.
 - a welcome to any new members,
 - a request that members declare any possible conflicts of interest,
 - a request that committee members confirm the agenda; and
 - a call for any additional items to be shared (for discussion purposes only).

Creation of a Request to Approve

A Request to Approve is presented to the executive committee; and must be drafted and all relevant information and documentation provided by the committee from which the item originates and consensus on the item has been achieved.

- Standing committees and task forces should make recommendation for Requests to the executive committee of an action **six (6) weeks prior** to the board meeting in which it will be introduced using a standardized template that can be provided by board staff.
- All Requests to Approve must be submitted to the IWIB executive committee for review and approval at least 21 days prior to the quarterly meeting for which the Request will be submitted to the IWIB for discussion and approval.
- Any Request to Approve must be discussed during the preceding IWIB meeting.
- The Draft Request to Approve must be submitted to the IWIB lead staff at least seven (7) calendar days prior to the meeting of the IWIB executive committee for which they will review and approve.

A Request will be introduced, and resources provided for the board, at the board meeting prior to the meeting in which any action is taken related to that item. The purpose of this introduction is to allow board members time to familiarize themselves with the topic and keep the public informed.

Approval of a Request to Approve

- Requests should be presented to the IWIB by an IWIB member sitting on the committee, task force, or work group from which the item originates.
- First and second motions to act should be made by voting members only.
 - These individuals should not be involved in the development of a Request.

- This is to ensure all other IWIB members understand and are in approval of the Request, as those involved in its development would already be assumed as in approval of the Request.
- An opportunity for open discussion should be made prior to a vote.
- Requests are approved by a majority of members present at a meeting in which quorum has been established, unless otherwise specified in the By-Laws.

Amendment of Request to Approve:

- can only occur prior to a vote of the IWIB,
- can only be done once the substantive motion is made,
- must be debated prior to the mover of the motion taking their right of reply,
- will lapse if not seconded,
- may, with leave of the meeting, be incorporated into the substantive motion without debate if it is acceptable to the mover of the motion,
- requires the approval of the majority of members present at a meeting that has established quorum for it to be approved; and
- can only be considered one amendment at a time.
- *Process for amending a Request:*
 - Motion to amend by inserting, striking out, striking out and inserting, or substituting;
 - a second provided for the motion;
 - debate if original Request is debatable;
 - a vote on the amendment.

Committee, Task Force, and Workgroup Work Plans and Quarterly Summaries

Each committee, task force, and workgroup is required to develop a Work Plan that tracks the committee's progress, outlines alignment with the strategic plan/state unified plan, and can be used to keep the board apprised of progress. Quarterly Summaries provide a brief overview of activities, decisions made, and challenges for the previous three calendar months (since the previous summary was submitted to the IWIB) **ten (10) days** prior to the IWIB meeting.

- Methods and tools used to develop work plans will be determined by the committee chair.
- Work Plans, at a minimum, should address all identified priority activities from the IWIB Strategic Plan and the Illinois Unified State Plan.
- Standard work plans and Quarterly Summary templates should be utilized to ensure consistency.
 - A paper template for Work Plans has been established in the interim of having a project management portal.

- A template for Quarterly Summaries has been developed to provide required information to the IWIB.
- These expectations apply to all other groups representing the IWIB and responsible for any elements of the IWIB Strategic Plan or Illinois Unified State Plan.
- Work Plans and Summaries, once reviewed by the IWIB executive committee, will be the basis of determining whether a committee, task force, or work group should present to the IWIB at a Quarterly Meeting.
 - IWIB lead staff will inform the chair and staff of any decisions requiring presentation to the IWIB.

Committee, Task Force, and Workgroup Scheduling

When possible, meeting schedules should be consistent (same day and same time for every meeting), however, meetings can be held between quarterly board meetings at the discretion of the committee chair.

- Meetings held on the same day and in the same location as a quarterly board meeting must coordinate schedules with IWIB Lead Staff. Staff are responsible for this coordination and will attempt to maintain a consistent schedule.
- Flexibility should be considered allowing for committee meetings to coincide with IWIB quarterly meetings, keeping in mind locations and travel requirements that encourage maximum participation.
- Coordination should include the IWIB lead staff to minimize conflicts in meeting times and attendance of members.
- All meetings should be conducted in a timely manner, beginning and ending on time.

Meeting Protocol

Minutes are required for all meetings, and must;

- include the date, time, and place of the meeting,
 - record whether each member of the body is present or absent, and, if present, whether physically present or present by video or audio conference,
 - include a summary of discussion on all matters proposed, deliberated, or decided; and a record of any votes taken,
 - include a verbatim record if a meeting is closed to the public; and
 - ensure all recommendations made are provided to the executive committee for further discussion and action.
- Public comments shall be limited to five minutes per individual, unless there is an exception made on a per-person basis at the discretion of the chair.

- All comments shall be addressed to the co-chairs and answered by the co-chairs.
- Other interested parties may be given an opportunity to address the public comments as determined appropriate by the co-chairs.
- Chairs facilitate the group discussion, unless otherwise specified for a specific discussion topic.
- Meetings are officially closed by the chair.

IWIB Timeline

The following timeline should be complied with for all meetings and documents associated with meetings in accordance with WIOA, the Illinois Open Meetings Act, the IWIB By-Laws and other agreement with the IWIB chairs.

IWIB Quarterly Meetings

Scheduling Meetings

- The annual IWIB schedule for quarterly meetings shall be approved by the IWIB executive committee at least 21 days prior to the IWIB December Winter Meeting of the preceding calendar year.
 - “Save the Date” emails for IWIB quarterly meetings shall be issued to all IWIB members, secondary contacts, staff, and other interested individuals within 21 calendar days following the preceding meeting.
 - “Save the Date” emails should provide, when known and appropriate:
 - the date, time and location of the meeting,
 - lodging and parking information, driving directions,
 - requests for sponsors, proxy form requests,
 - information for all committee meetings scheduled in conjunction,
 - identified keynote speakers and notable guests; and,
 - links to the IWIB calendar, and other applicable information online.
 - “Reminder” emails shall be sent at least seven (7) calendar days prior to a quarterly meeting, and:
 - reiterate the information provided in the “Save the Date” email,
 - include any new information; and,
 - contain all supporting documents for the meeting.
- All meeting materials shall be uploaded to the IWIB calendar at least seven calendar days prior to a quarterly meeting.

Meeting Minutes

- Meeting minutes shall be completed no later than 30 days following a quarterly meeting or seven calendar days prior to the next IWIB executive committee meeting, following a quarterly meeting of the IWIB.

- All meeting minutes shall be submitted to the IWIB executive committee for review and approval at their next meeting following a quarterly meeting of the IWIB.
- All approved meeting minutes shall be included in the packet of documents sent to the IWIB at their subsequent meeting.
- Final approved minutes shall be uploaded to the IWIB calendar no fewer than 14 days following a quarterly meeting.

Meeting Attendance

- Attendance at each quarterly meeting shall be documented from the roll call in the IWIB database no later than seven calendar days following each meeting.
 - IWIB staff should note any IWIB member who fails to attend, or have a proxy attend on their behalf, two consecutive scheduled meetings.
 - An attendance report shall be developed annually that documents attendance for the previous two calendar years for all current members at the time of the report issuance.

IWIB Annual Retreat

- The IWIB will hold an annual IWIB Retreat in conjunction with the June Summer Meeting, unless otherwise indicated by the IWIB or the IWIB executive committee.
- All scheduling requirements for a quarterly meeting shall apply to an IWIB Retreat.
- Minutes are not required from an IWIB Retreat, however a summary of any discussions should be developed by lead staff and provided at the following IWIB quarterly meeting in accordance with meeting minutes of a quarterly meeting.

Committee, Task Force and Work Group Meetings

Scheduling Meetings

- All meetings of committees, task forces, or work groups should be scheduled at least 30 calendar days prior to the meeting date.
 - It is preferred that all meetings be scheduled at least 90 calendar days prior to the meeting date. A best practice is to schedule committee meetings annually each June.
 - This will require the chair and staff to discuss a regular schedule of meetings.
 - Scheduling meetings in this manner will ensure maximum participation by reducing the potential for conflicts in scheduling.
- "Save the Date" emails for committee meetings should be issued to all committee, task force and work group members, secondary contacts, staff, and

other interested individuals no fewer than 30 calendar days in advance of a meeting.

- “Save the Date” emails should provide, when known and appropriate:
 - the date, time, and location of the meeting,
 - call information and/or webinar URL links if the meeting is to be held via technology,
 - lodging and parking information, driving directions,
 - notable guests and,
 - links to the IWIB calendar, and other applicable information online.
- “Reminder” emails shall be sent at least two calendar days prior to a meeting, and:
 - reiterate the information provided in the “Save the Date” email,
 - include any new information; and,
 - include the agenda and all supporting documents for the meeting.
- All meeting materials shall be uploaded to the IWIB calendar at least two (2) business days prior to a meeting.

Meeting Minutes

- Meeting minutes shall be completed no later than 10 business days following a meeting following a meeting of a committee, task force or work group.
 - All approved meeting minutes shall be included in the packet of documents sent to the members at the subsequent meeting and uploaded to the IWIB calendar along with all other documents two business days prior to the meeting.

Meeting Attendance

- Attendance of members of a committee, task force or work group should be maintained by staff.
- Chairs should discuss with any non-IWIB member their failure to attend two consecutive committee, task force, or work group meetings.
 - Chairs have the discretion to replace or remove any non-IWIB member for failure to maintain active participation in meetings.
- Chairs should notify the IWIB executive committee of any IWIB member who fails to attend two consecutive meetings.
 - The IWIB executive committee is responsible for any discussions with the member, including potential removal or replacement.

IWIB Communication Protocols and Tenets

The IWIB's Communication Protocols provide guidelines for communication between stakeholders, the board, staff and contractors.

Communication refers to exchange of information and direction through:

- personal interactions (telephone, meetings, conferences),
- electronic media (emails, social media, SMS),
- written documentation (letters, reports, briefing papers),
- project/contract management activities,
- industry consultative forum/group activity; and,
- government and stakeholder strategic direction, policies, and programs.

The general protocol is that the executive committee is the primary media/public contact for the dissemination of all external information. This ensures that all information provided is consistent, complete, and contextual.

The Communication Protocols:

- ensure that all partners use official agreed upon written communication protocols when responding to various types of inquiries and/or initiating communications,
- foster better communication among committees and the board, leading to more informed decisions and earlier detection of miscommunications/issues,
- ensure consistent communication to the public; and
- develop a continuous improvement mindset about clear and consistent communication.

IWIB Communication Tenets

1. Official IWIB organizational positions are solely those that have been adopted by the executive committee.
2. In general, the chairperson and co-chairperson of the board will jointly speak on behalf of the board. Individual board members may speak on behalf of IWIB if delegated to do so by the board as a whole or jointly by the chairperson and co-chairperson.
3. The chair and co-chair may speak on behalf of IWIB within the scope of their responsibilities, including testifying at the Legislature or providing information to state agencies. They may also speak about organizational positions that have been adopted by the board or executive committee.