



February 26, 2009

Governance Committee Update to the CWP Board of Directors

The Governance Committee of the CWP Board of Directors has met on a number of occasions and has made excellent progress towards implementing the 2008-2009 Governance Work Plan. For those of you interested in the details you can access committee minutes as well as the work plan through the CWP Board member portal on the website.

Today I will give you an update on progress to date and outline what the next steps will be through June 2009.

Progress to date:

A. The governance structure of the board has been revised and includes:

- By-laws were revised and adopted to reflect changes in Board membership, size of the board, committee structure, etc.
- Board committees reconfigured to align with the strategic objectives of CWP and to reflect “best practice” in nonprofit board governance.
- A Board Member-Management Expectation document has been developed
- A Board-Management Conflict of Interest Policy has been drafted for board review and adoption today.
- The Board manual has been updated.

B. Board Communications:

- The CWP website is updated and a Board portal was developed. A website policy has been developed and recommended to the Board.
- The Board newsletter: The Governance Committee reviewed the purpose of the Board newsletter and recommended the newsletter be discontinued. Instead, it was recommended that CWP publish a newsletter for internal and external use to better inform the community concerning trends in the field, legislative issues, etc.
- In response to Board member requests a CWP “acronym cheat sheet” was developed and placed on the website to inform Board members of key terms and acronyms in the workforce development field.
- Background information on Board members was updated and will be available on the CWP website- we still need all members to respond to and complete this information.

C. Board Practices:

- A consent agenda format was implemented and a policy guiding what should be placed on the consent agenda was drafted and recommended to the Board.

- At the conclusion of each Board meeting in 2009, the Governance Committee recommended a five-to-ten minute discussion with the Board to determine the effectiveness of new practices, discuss issues, recommend alternatives, etc.
- A Board education/knowledge capacity building schedule has been drafted—Board member input is appreciated and welcomed---a training on the new 990 and the implications for CWP was presented today, with other updates provided as necessary throughout the year.
- CWP Committees have been charged with vetting each respective committee's responsibilities, how minutes are developed, and what key actions need to be shared with the Board. The expectation is that the committees will conduct the detailed analysis and the vetting process with final approval and oversight provided by the full Board.
- Board meetings will be increasingly focused on strategy discussions with less "reporting" of activities that have already occurred at the committee level.
- Board meetings have been increased to six per year or more as necessary
- The Executive Committee has been reduced and is no longer "vetting" decisions—these decisions now rest with the full Board.

Next Steps:

A. Board Recruitment:

- The Governance Committee and Management are working to recruit new Board members for the 2009-2010 fiscal year. Once the Governance Committee has developed a profile of the skills, experiences, contacts, etc. that the Board will need to replace and/or fill this will be sent to the full Board for their input and most importantly for recommendations for individuals to be placed on the Board and/or CWP Board committees.
- The Board/Consortium of Chief Elected Officials MOU will need to be amended and adopted to reflect the revisions to the Board member recommendation and appointment process.
- Additional policies recommended by the IRS regarding the new 990 form will be developed. These will include a Whistle Blower Policy and a Document Retention Policy for CWP (in addition to a Conflict of Interest Policy.)
- A new Board orientation procedure will be developed and implemented with the incoming slate of new Board members for 2009-2010.

B. Board Practices:

- A Board assessment tool will be developed and implemented by June 2009.
- A Board Succession Plan will be developed to ensure a smooth transition in Board leadership.
- Each CWP Board Committee will develop a more formal annual work plan beginning with FY 09-10.
- A set of annual goals and objectives for the Board itself will be developed beginning with FY09-10.
- The Governance Committee will work in collaboration with the Strategic Management Committee on the development of key objectives for the Governance Committee for 2009-2010.

