

## **NCAL Regional Workforce Planning & Development Team Charter**

November 1, 2012

NCAL WFP/D team is co-lead by one management and one union leader as accepted and agreed to by management for management and by labor for labor. The team is accountable to the NCAL LMP Leadership Council (LMPLC) and periodically reports on strategy, plans, and accomplishments.

**Purpose:** Align, integrate and coordinate all workforce planning & development efforts at a Regional level for Northern California. To accomplish this purpose, the team will:

1. Coordinate employee development activity on a regional basis
2. Assess development needs
3. Assign priorities for proposed projects
4. Deliver and implement programs
5. Eliminate barriers to job placement and training
6. Provide guidance to facility workforce teams

### **Key Components:**

1. Planning – develop a process to assess future workforce needs and a strategy to align employee skills with these future needs
2. Career Development – provide employees with opportunities to develop professionally and personally, offering skill and interest assessments, career ladders, and career counseling
3. Education & Training – prepare employees to engage in learning process, support employees in meeting their development needs, train employees for specific occupations, provide career upgrades, and support employees in adapting to technological changes
4. Coordination with – labor and education trust funds and programs, Office of Labor Management Partnership (OLMP), National Workforce Planning & Development, Workforce Investment Boards (WIB), internal and external education and training providers, and others as appropriate

**Values:** We are committed to:

1. A culture of lifelong learning
2. Internal promotion
3. Assessing and addressing development needs to enhance promotional opportunities
4. Addressing the workforce of the future, including the occupations of the future
5. The elements of the value compass

**Guests and Invitees:** Members may invite a guest(s) to the meeting and will need to notify one or both of the co-leads in advance.

**Meetings:** Meetings are held on the first Thursday of the month from 10:00am – 12:00pm, unless prearranged differently. Meeting minutes will be emailed to members with action items listed after the meeting. Notices will be emailed with an agenda one week ahead of the meeting.

### **Governance:**

1. Labor and Management will select their respective committee members and co-leads
2. Members will utilize the LMP processes of Interest Based Problem Solving and Consensus Decision Making. Consensus can only be reached by members of the committee.
3. Agendas are prepared jointly by labor and management
4. Members will demonstrate a commitment to the process and goals

5. Ad hoc members will be brought into the committee work as initiatives emerge needing specific expertise, guidance or review
6. A quorum must be present for general decision making and is defined as at both co-leads (labor and management) and at least one representative from each participating union or by proxy and at least one KFH/P and TPMG representative
7. The committee will not make a decision affecting a particular labor union unless that union is represented in the meeting
8. The committee will not make a decision affecting a particular entity (KFH/HP; TPMG) unless that entity is represented in the meeting
9. Committee will conduct periodic charter review every other year in June or at any time at the direction of the committee, determined by a consensus decision making process

**Membership:** Limited to 26 participants maximum. Members should regularly attend all meetings, prepare for all meetings and review minutes, actively listen and participate in meetings, and ensure the interest of all parties are heard. Each represented party (union and management) will designate their respective “member” for quorum and consensus purposes.

**Consenting Membership** (Participants in **Bold** are required for quorum)

Union Participation	Name	Management Participation	Name
National Coalition of Kaiser Permanente Unions (CKPU)	Jessica Butz	<b>NCAL Workforce Planning</b>	Brett Knight
NCAL Coalition of Represented Unions	Amy Harrington	National Workforce Planning	Monica Morris
<b>OPEIU Local 29</b>	Alice Robinson, Kelly Gschwend	TPMG Workforce Planning	Mike Green
<b>IFPTE Local 20</b>	Michael Aidan, Connie Savoy	<b>TPMG Operations</b>	Diane Ochoa, Kristen Birtwhistle
<b>SEIU-UHW-W</b>	Matt Lege, Ivory Evans	<b>KFH/P Operations</b>	Vacant, Peggy Hilden
Office of Labor Management Partnership    DeeDee Urdangen-Cotow, Karen Price (OLMP)			

### Consulting Membership

Ben Hudnall Memorial Trust Career Counselors	Martha Edwards, Tina Nguyen
SEIU-UHW Joint Employer Ed Fund	Lucy Runkel, Michael Kushner
NCAL Workforce Development	Bill Gilmyers
Recruitment	Dale Guest