

**PORT OF SEATTLE COMMISSION  
WORKFORCE DEVELOPMENT COMMITTEE CHARTER**

**Adopted March 26, 2019**

**I. INTRODUCTION**

The Workforce Development Committee, herein referred to as “the committee,” is a special committee created by the Port of Seattle Commission. The committee will provide information, advice and recommendations about the Port’s workforce development strategy to advance both the Port’s mission to promote workforce development and to increase equity, diversity, and inclusion in *all* the work that we do. The purpose of the Committee is to provide guidance on how best to use the Port’s influence to provide a foundation for a diverse economy with a focus on supporting the industries necessary for Port development.

This charter defines the composition, authority, scope, responsibility, and meeting structure of the committee.

**II. COMPOSITION**

The Workforce Development Committee will consist of two members of the commission, appointed by the commission president at the beginning of each calendar year in which the committee is active.

Advisory members are non-voting members and will be invited to participate in committee work at the discretion of the committee.

**III. SCOPE OF WORK**

The work of the 2019 Workforce Development Committee shall include the following:

- A. Provide recommendations to the Port of Seattle Commission to revise its Century Agenda goals to increase workforce development by providing career and business opportunities for local communities in maritime, trade, travel, and logistics.
- B. Provide recommendations to the Port of Seattle Commission with regard to policy directive language in order to update the direction provided in the July 1, 2014, Workforce Development motion, including proposals that leverage the port’s contracting, statutory and policy authority to achieve its workforce development goals.
- C. Communicate the Port’s approved legislative agenda as it relates to creating and sustaining effective regional workforce development.

- D. Provide recommendations to the Port of Seattle Commission to revise the 2015 workforce development five-year strategic plan.
- E. Guide and administer consultant work to research the feasibility of a maritime high school on the Seattle waterfront and help make recommendations to the Port of Seattle Commission on the development of a strategic action plan, stakeholder engagement, and a final detailed pro forma financial statement.
- F. Provide recommendations to the Port of Seattle Commission on how to support regional initiatives aligned with the committee's scope of work, including, but not limited to, advancement of the following:
  - 1. Career Connected Learning with an emphasis on creating K-12 connections to career opportunities within the maritime, manufacturing, and building trades;
  - 2. Priority Hire;
  - 3. Pre-apprenticeships; and
  - 4. Worker Training and Retention.

#### **IV. AUTHORITY**

In pursuit of its mission and scope, the committee is not legally authorized to act on behalf of the Port of Seattle Commission, but is authorized to conduct the following activities:

- A. Gather information, consider all matters within the committee's scope of work, and provide information, advice and recommendations to the Port of Seattle Commission.
- B. Communicate the workforce development priorities of the Port of Seattle Commission.
- C. Engage in outreach efforts and activities to gather information to provide to the Port of Seattle Commission.
- D. If the committee determines that to meet its responsibilities it needs the independent services of an outside advisor or consultant with workforce development expertise, it may propose the retention of such advisor or consultant for Port of Seattle Commission approval.

#### **V. DURATION**

The work of the Workforce Development Committee will continue through the review and revision of the five-year strategic plan and the completion of the feasibility study of a maritime high school on the Seattle waterfront.

## **VI. RESPONSIBILITY**

- A. The role of the committee chair(s) shall be to:
  - 1. Preside at meetings and serve as committee sponsor(s);
  - 2. Ensure that the committee is addressing the purposes described in this charter; and
  - 3. Set committee meeting agendas.
  
- B. The Commission policy manager is the committee liaison, and commission specialists will support the work of the committee as assigned. The role of the committee liaison shall be to:
  - 1. Regularly update the commission in memos, individual briefings, and public session;
  - 2. Support the work of the committee;
  - 3. Help develop, manage, and distribute meeting materials; and
  - 4. Provide logistical support including meeting rooms, scheduling, creating meeting records, and providing technical assistance.
  
- C. The Port of Seattle Economic Development Division Managing Director and Port of Seattle Human Resources Senior Director will support the committee as the primary executive staff contacts. The role of the executive staff contact shall be to:
  - 1. Support the committee with timely and responsive information;
  - 2. Coordinate with other executive staff in support of the committee's work; and
  - 3. Serve as a resource for committee deliberation.

## **VII. MEETINGS**

- A. The committee will meet approximately every other month and will subsequently report out to the port commission in public session to provide transparency as to the progress it is making in meeting the charter.
  
- B. A quorum of the committee is required to conduct official committee business. A quorum is defined as the presence of both commissioners assigned to the committee.
  
- C. Meetings of the committee shall be open to the public when required by applicable law or the bylaws of the Port of Seattle Commission.

- D. Agendas will be prepared and made available to the committee members in advance of meetings.
- E. Agendas for updates to the full commission will be presented in public session and will be published as part of regular or special commission meeting notices.
- F. Minutes will be prepared and retained for all meetings associated with the work of the committee.
- G. Records of committee meetings, including any meeting minutes, shall be provided to the commission clerk for appropriate retention in accordance with applicable law and best practices.