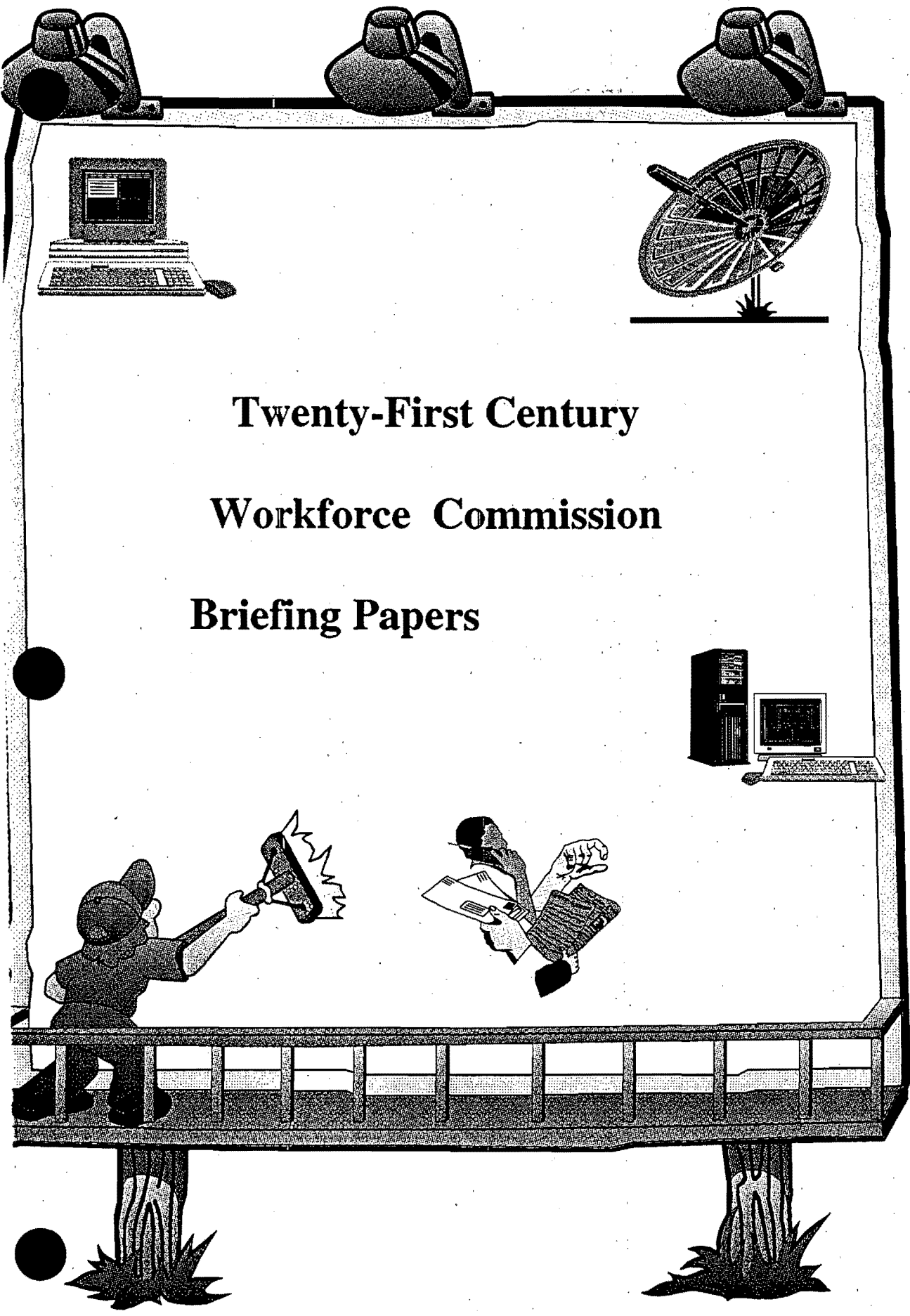




**Twenty-First Century
Workforce Commission
Briefing Papers**

WELCOME LETTER

U.S. Department of Labor

Assistant Secretary for Policy
Washington, D.C. 20210



October 21, 1999

Ms. Susan M. Green
Acting Assistant Secretary
For Policy
U.S. Department of Labor
200 Constitution Ave., N.W.
Room S-2006
Washington, DC 20210

SAMPLE

letter to Commissioners

Dear Ms. Green:

Congratulations on your appointment to the Twenty-First Century Workforce Commission. The Workforce Investment Act, signed into law on August 7, 1998, mandates the establishment of the Twenty-First Century Workforce Commission, a body within the Legislative Branch, and charges it with studying all aspects of the information technology workforce in the United States.

The Workforce Investment Act requires that the first meeting of the Twenty-First Century Workforce Commission (herein referred to as the Commission) be held no later than 30 days after all Members have been appointed, and that a final report is due to be submitted to the President and the Congress no later than six months after the first meeting. In view of these statutory time frames, it is especially important that the Commission begin its efforts shortly.

To carry out its work, the Commission will soon need to make some important decisions concerning its own organization, staffing, and support. Because the Commission's initial funding was established in the Labor Department (DOL) appropriation, I believe it appropriate that the Department of Labor provide some preliminary assistance to help the Commission become operational. I am writing you in my capacity as Acting Assistant Secretary for Policy, and ex-officio Member of the Commission. In later stages of the Commission's work, the Department of Labor (DOL) is willing and available to supply the Commission with further help, as may be mutually agreed.

In recognition of the important tasks the Commission has at hand and the short statutory timeframes involved, DOL has compiled some draft documents to assist the Commission in getting started. These documents, which are enclosed, include:

- 1) a list of members and contact numbers;
- 2) a proposed agenda for the first meeting;
- 3) a draft charter for the establishment of the Commission;
- 4) a draft summary of statutory requirements for the Commission;
- 5) a summary of the general statutory framework for commission management;
- 6) a draft reference guide to statutory and administrative guidelines for commission management;
- 7) a summary of federal travel rules; and
- 8) an authorization letter provided for your signature which would authorize DOL to convene the first meeting and authorize the payment of associated travel expenses.

Regrettably, as we seek to assist the members of the Commission in convening an initial organizational meeting, we also must acknowledge the Commission's uncertain circumstances from a budgetary standpoint. The Commission's initial appropriation, for fiscal year 1999, lapsed September 30, 1999. The Commission's current authority to expend funds arises from a generally applicable continuing resolution for fiscal year 2000. That continuing resolution currently expires October 29, 1999. The Commission's ability to expend funds beyond this date, or a later date if subsequent applicable continuing resolutions are enacted, will depend ultimately upon whether Congress provides funding for the Commission for fiscal year 2000, a result which at this time remains uncertain.

Despite this uncertainty, the statute requires the Commission to convene within 30 days of the date on which all Members have been appointed. Thus, the Commission must hold its first meeting by November 20, 1999, provided that funding is available on the date of that first meeting. Moreover, it is anticipated that Commission Members will want to meet as quickly as possible to elect a Chairperson and Vice-chairperson and to decide on how the group will organize itself to accomplish its responsibilities. The Department of Labor will be pleased to make arrangements for your first meeting, assuming that a majority of Commission Members provide their approval for such action.

Accordingly, if convenient, the Commission could meet on Tuesday, November 16, 1999 to organize the Commission's work and make some initial decisions. Limited facilities can be made available for members who are unable to attend in person, but can attend via telephone conference call. If a majority of Commission members respond favorably and if funding remains available, my staff will submit the proper notification to the *Federal Register* (public notice of these meetings is required, including time and location and an agenda of what will be discussed for publication 15 days in advance of the meeting). If a majority of Commission members approve and if funding remains available, the Department of Labor will issue the travel authorizations and pay the travel expenses.

To allow time for making travel arrangements and the required notification of the public, it is imperative that you respond promptly indicating your authorization for DOL to take the necessary steps to convene this first meeting. **Included, under tab number eight (8) of this package, is an authorization letter for your use. Please fax the signed authorization letters to Ruth Samardick at fax number (202) 219-6924, by Thursday, October 28, 1999.** Ms. Samardick is the Secretary's designated liaison to the Commission. Other correspondence can be mailed to her at the Office of the Assistant Secretary for Policy, U. S. Department of Labor, Room S-2312, 200 Constitution Avenue, N.W., Washington, DC 20210. If you have any comments or questions on the materials we have provided, or if there is any additional information you need to prepare for the first meeting please feel free to contact Ms. Samardick at (202) 219-6197, extension 130.

Sincerely,



Susan M. Green
Acting Assistant Secretary for Policy

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TWENTY-FIRST CENTURY WORKFORCE COMMISSION

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- 5) General Statutory Framework for Commission Management
-  6) Draft Reference Guide
-  7) Summary of Federal Travel Rules
-  8) Authorization Letter
-  9)
-  10)
-  11)
- 12)

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**Twenty-First Century Workforce Commission
Proposed Agenda for 1st Meeting**

- I. Introduction of Members
- II. Election of Chair and Vice-Chair
- III. Adoption of Charter
- IV. Commission Organization and Staffing
- V. Timeline

OCTOBER 19, 1999 DRAFT

ADVISORY COMMITTEE CHARTER

Twenty-First Century Workforce Commission.

OFFICIAL DESIGNATION:

Twenty-First Century Workforce Commission.

OBJECTIVES AND SCOPE OF ACTIVITY:

The Twenty-First Century Workforce Commission advises the President and the Congress in the formulation of policies related to the information technology workforce.

PERIOD OF TIME NECESSARY TO CARRY OUT PURPOSE:

In establishing the Twenty-First Century Workforce Commission, Congress mandated that the Commission will be in existence for 10 months following its establishment.

AGENCY AND OFFICIAL TO WHOM THE COMMITTEE REPORTS:

The Commission reports to the President and the Congress.

AGENCY PROVIDING THE NECESSARY SUPPORT TO THE COMMITTEE:

The Commission is responsible for determining how its activities will be supported. The Department of Labor is responsible for providing support incident to the location of the Commission's funding in the Department of Labor appropriation.

DESCRIPTION OF COMMITTEE DUTIES:

The Twenty-First Century Workforce Commission advises the President and Congress in the development of policies to ensure an adequate supply of skilled information technology workers. In order to develop such advice, the Commission is charged with examining: (1) the skills necessary to enter the information technology workforce; (2) ways to expand the number of skilled information technology workers; and (3) the relative efficacy of programs to train information technology workers.

MEMBERSHIP:

There are seventeen members appointed by the President and the Congress who serve on the Twenty-First Century Workforce Commission, including fifteen voting members and two *ex officio* members. The President appoints five voting members -- two representatives of business, one representative from State and local government, one representative from labor, and one who shall be an educator. The President also appoints an *ex officio*, non-voting member from the Department of Labor and one from the Education Department. The Speaker of the House of Representatives and the Senate Majority Leader each appoints five voting members -- three representatives from business, one representative from State and local government and one educator. In total, the Commission will be comprised of 15 voting members representing the viewpoints of business (8 members), State and local government (3 members), and labor (1 member). There will also be three voting members selected from among educators.

Members will serve for the life of the Commission. They receive no compensation for serving on the Commission.

ESTIMATED ANNUAL OPERATING COSTS IN DOLLARS AND STAFF YEARS:

The estimated annual operating costs of the committee are \$500,000.

The estimated staff-years are to be determined.

ESTIMATED NUMBER AND FREQUENCY OF MEETINGS:

The Commission will meet at least three times during its life.

TERMINATION DATE:

This Charter will expire 90 days after the date on which the Commission submits its report to the President and the Congress.

DATE OF FILING:

This Charter is filed on the date shown below.

XXXXXXXXXX

Chairperson, Twenty-First
Century Workforce
Commission

DATE

OCTOBER 20, 1999 DRAFT

A SUMMARY OF STATUTORY REQUIREMENTS FOR THE TWENTY-FIRST CENTURY WORKFORCE COMMISSION

General Purpose

The Commission shall conduct a thorough study of all matters relating to the information technology workforce in the United States.

Membership

- The Workforce Investment Act (Pub. L. No. 105-220), signed into law on August 7, 1998, mandates that 15 voting members be appointed by the President, Majority Leader of the Senate, and Speaker of the House (5 members each), including 3 educators, 3 state and local government representatives, 8 business representatives and 1 labor representative.
- The Act also mandates that the President appoint 2 ex-officio members, one each from the Departments of Labor and Education.

Statutory Deadlines

1. The first meeting must take place within 30 days after all Commission members have been appointed and cleared. The Commission is required to meet at least three times.
2. A final report must be submitted to the President and the Congress six months after the first meeting.
3. The Commission will expire three months after the submission of the final report.
4. Funds appropriated by Congress for the Commission lapsed on Sept. 30, 1999.

The First Meeting, Elections and Staffing

During the initial meeting, the chair and vice-chair will be elected from among members of the Commission by a majority vote. The elected chair will appoint an Executive Director who would be subject to confirmation by the Commission. Additional staffing may be hired as necessary to enable the Commission to perform its duties.

Scope of Commission Study

The Commission is charged with carrying out a study of the information technology workforce in the U.S., including the examination of the following issues:

1. What does existing research and information conclude is the current status of the information technology workforce and what predictions are made regarding future industry employment needs?
2. What skills are currently required to enter the information technology workforce? What technical skills will be demanded in the near future?
3. How can the United States expand its number of skilled information technology workers?
4. How do information technology education programs in the United States compare with other countries in effectively training information technology workers? The Commission study should place particular emphasis upon contrasting secondary, non-and-post-baccalaureate degree education programs available within the U.S. and foreign countries.

Public Hearings

The Commission is charged with holding public hearings on these issues in each region of the United States.

Consultation with the Chief Information Officers Council

The Commission is required to consult with the Chief Information Officers Council before issuing a final report.

Facilitating the Exchange of Information

In conducting its studies, the Commission is required to encourage the exchange of information among federal, state and local officials and educators from institutions of higher education and secondary schools.

The Final Report

The Commission must submit a Report to the President and the Congress of its findings and conclusions combined with recommendations for appropriate legislative and administrative action no later than six months after the Commission's first meeting.

Funding

Congress appropriated \$500,000 for the Commission in the Department of Labor's FY 1999 budget. The Commission's current authority to expend funds arises from a generally applicable continuing resolution for fiscal year 2000. That continuing resolution currently expires October 29, 1999. The Commission's ability to expend funds beyond this date, or a later date if subsequent applicable continuing resolutions are enacted, will depend ultimately on whether Congress provides funding for the Commission for fiscal year 2000, a result which at this time remains uncertain. The Department will be responsible for making the appropriated funds available to the Commission, in accordance with applicable law, and ultimately monitoring Commission expenditures to ensure that these funds are spent in accordance with applicable law.

GENERAL STATUTORY FRAMEWORK FOR COMMISSION MANAGEMENT

Public Notice and Open Meetings.

- With few exceptions, any meeting held by the Commission must be open to public observation. A Notice of Meeting must be published no later than 15 days prior to the scheduled meeting date. The notice must include the time, date and location at which the meeting will be held and, a summary of the meeting's agenda.
- The Federal Advisory Committee Act provides guidelines regarding public access to Commission meetings and materials. While a list of exceptions that allow for closed meetings is provided, few of these exceptions will be available options to the Commission as most of the exceptions involve national security issues or protection of the privacy of individuals.

Closed Meetings.

If the Commission is compelled to hold a closed meeting which meets all the legal requirements for closed meetings, any votes taken during that meeting must be recorded. The recorded votes, and a written explanation for the closed meeting must be made available to the public by the following day.

Public Access to Written Materials.

Any written materials made available to the Commission pertaining to its purpose and mission must also be made available to the public, unless otherwise privileged under law.

Canceled Meetings.

Cancellations of Commission meetings must be published in the Federal Register and a press release must be issued as soon as possible.

Library of Congress Depository.

The Commission charter, official reports and papers will be deposited at the Library of Congress for public use.

Commission Compensation.

Commission members will not be compensated for their service to the Commission. However, travel and other expenses will be paid or reimbursed, within the limits of the government travel rules, when a member is engaged in the performance of their duties away from their home or regular place of business.

Staff Member Compensation.

The Commission's authorizing legislation states that Commission staff members can be compensated at a rate no higher than the rate payable for a Level V of the Executive Schedule under Section 5316 of Title 5, United States Code.

APRIL 28, 1999 DRAFT

THE TWENTY-FIRST CENTURY WORKFORCE COMMISSION

Reference Guide

April 1999

Note: The Commission may wish to adopt a version of this draft "Reference Guide". The "Guide" is intended as a non-technical summary of some of the principal statutory requirements, as supplemented by optional policies, procedures, and assignments of responsibility to facilitate the Commission's work. This draft draws heavily upon previous Department of Labor experiences with several important and productive advisory bodies.

THE TWENTY-FIRST CENTURY WORKFORCE COMMISSION

Reference Guide

Contents

Background

- Relevant Provisions of the Federal Advisory Committee Act (FACA)
- Duties and Responsibilities of the Twenty-First Century Workforce Commission

Operational Procedures

- Time frame
- Membership
- Task Force Organization
- Quorum
- Alternates
- Voting

Roles and Responsibilities of Key Players

- Chair
- Executive Director
- Recorder
- Group Members

I. BACKGROUND

The Twenty-First Century Workforce Commission was established in accordance with the Workforce Investment Act. The Commission, which is a part of the Legislative Branch, will advise the President and the Congress on issues related to the information technology workforce. Specifically, the Commission is charged with examining the following: (1) the skills necessary to enter the information technology workforce; (2) ways to expand the number of skilled information technology workers; and (3) the relative efficacy of programs to train information technology workers. The Commission's report will include a detailed statement of its finding and conclusions, together with any recommendations for legislation and administrative actions as it considers to be appropriate. In carrying out its studies, the Commission is mandated, to the extent practicable, to encourage the exchange of information among officials of Federal, State, and local governments and among educators.

The purpose of this Reference Guide is to provide some preliminary information concerning the Commission's operations. It is not intended to provide detailed guidance on the full range of issues which the Commission will face.

A. Relevant Provisions of the Federal Advisory Committee Act (FACA)

The Twenty-First Century Workforce Commission will file a charter under the Federal Advisory Committee Act (FACA) and be guided by the open government policies reflected in that law. We include here a reference to many of these operational policies.

1. There shall be published in the Federal Register at least 15 calendar days prior to a Commission meeting a notice which includes: 1) the date, place and purpose of the meeting; 2) a summary of the agenda; and 3) a statement whether all or part of the meeting is open to the public, and if closed, the reasons why (citing specific exemptions of the Government in the Sunshine Act as the basis for closure).
2. Any member of the public is permitted to file a written statement at a Commission meeting and may speak at the pleasure of the Chairperson.
3. The Chairperson of the Commission must approve all meetings and agendas, and attend meetings.
4. Detailed minutes of each Commission meeting will be kept and must contain:
 - the date and location of the meeting;
 - a detailed record of the persons present;
 - a complete and accurate description of matters discussed and conclusions reached; and
 - any advice or recommendations provided by the Commission.

5. Commission records will generally be available to the public, except where confidentiality is necessary and appropriate under applicable law.
6. The use of photographers and videotaping may be employed to the extent permitted by the Commission.

B. Duties and Responsibilities of the Twenty-First Century Workforce Commission

The Twenty-First Century Workforce Commission will advise the President and the Congress on issues related to the information technology workforce. The Commission will study the skills needed to enter the information technology workforce, ways to expand the number of information technology workers, and the relative efficacy of programs in the U.S. and foreign countries to train information technology workers, with special emphasis on programs that provide for secondary education or postsecondary education a program other than a 4-year baccalaureate program (including associate degree programs and graduate degree programs). As part of this study, the Commission will hold public hearings in each region of the United States. The Commission will be responsible for advising and issuing a report to the President and the Congress on these and related matters which will include recommendations for legislation and administrative actions, as the Commission considers to be appropriate. In carrying out its studies, the Commission should, to the extent practicable, facilitate the exchange of information among Federal, State, and local officials and educators.

II. OPERATIONAL PROCEDURES FOR THE TWENTY-FIRST CENTURY WORKFORCE

A. Time frame

The Twenty-First Century Workforce Commission will require approximately 10 months to carry out its assignment.

B. Membership

1. Composition and Pay

As required by statute, the Commission will be comprised of 15 voting members representing the viewpoints of business (8 members), state and local government (3 members), and labor (1 member). Three members will be educators. Five members shall be appointed by the President. Five members shall be appointed by the Speaker of the House of Representatives, and five members shall be appointed by the Majority Leader of the Senate. The President also shall appoint two *ex officio* non-voting members to the Commission -- one each from the Departments of Labor and Education.

No members of the Commission shall be compensated by virtue of their participation on the Commission. Members will be entitled to appropriate reimbursement for travel expenses, as provided by law.

2. Chairperson and Vice Chairperson

The Commission shall select by vote a Chairperson and Vice Chairperson from among its voting members.

3. Vacancies

Any vacancy occurring in the membership of the Commission shall be filled in the same manner as the original appointment for the position being vacated. The vacancy shall not affect the power of the remaining members to execute the duties of the Commission.

C. Commission Organization

If the Commission or Chairperson deems it appropriate, the full panel may be divided into subcommittees or working groups to focus attention on specific issues and concerns. These subgroups, if formed, must report all activities to the full Commission.

D. Quorum

A quorum shall consist of one more than one-half of the currently appointed Commission membership. The Commission shall not meet without a quorum present, but a lesser number may conduct hearings. The Commission may take official action by a majority vote of those present at a meeting at which a quorum is present.

E. Commission Policy on Alternates

The Twenty-First Century Workforce Commission will not allow alternates or substitutes to participate in the place of members in meetings. Substitutes may attend and take notes, but not participate as a member.

F. Voting by Proxy

The Twenty-First Century Workforce Commission will not allow voting by proxy. Commission members must be present at meetings to cast their vote on issues. Subject to appropriate procedures, meetings may, however, be conducted by teleconferencing or other appropriate electronic means.

III. Roles and Responsibilities of Principal Commission Officials

A. Commission Chairperson

The Commission Chairperson is the principal officer of the Commission. He or she works with the Executive Director, staff, and contractors to help plan, organize and implement the operation of an effective advisory panel.

Specifically, the Chairperson is responsible for:

- appointing an Executive Director, subject to confirmation by the Commission, and appointing other personnel as may be necessary to enable the Commission to perform its mission;
- collaborating with the Executive Director and Commission members on the agenda, schedule and dates for all meetings;
- reviewing reports and materials for all meetings prior to dissemination to Commission members and the general public;
- requesting Commission panel members to review reports and materials and prepare draft recommendations;
- serving as meeting facilitator - moving the group process along to enable the Commission to meet its goals and objectives;
- keeping the group focused on tasks;
- adhering to the time schedule;
- ensuring everyone on the Commission participates;
- calling for a vote;
- assigning topics to subcommittees for further consideration;
- tabling discussion until subsequent meetings;
- managing public participation process;
- ensuring that each meeting results in a list of action items, including who will do what by when;
- setting a date for next meeting or establishing process to set date; and
- reviewing the Commission minutes and certifying their accuracy (this includes: date and location of meeting; record of persons present; complete and accurate description of matters discussed and conclusions reached; and any advice or recommendations provided by the Commission).

B. Executive Director

The Executive Director of the Commission has primary responsibility for ensuring that the Commission is appropriately supported and prepared to carry out its charge. In consultation with the Chairperson, this person executes the actions needed to keep the Commission on track and in conformity with the open government principles embodied in the Federal Advisory Committee Act. The Executive Director is appointed by the Chairperson and confirmed by the Commission.

Specific duties and responsibilities of the Executive Director include:

- ensuring all Federal Register notices are published on time (15 days prior to meeting);
- preparing agendas and reports as requested;
- distributing copies of the agenda and other materials to Commission members sufficiently in advance of Commission meetings;
- attending all Commission meetings;
- assisting the Chairperson in assuring that meetings are kept on track and that there is compliance with the Federal Advisory Committee Act;
- serving as back-up support to Chairperson, ensuring the smooth facilitation of all meetings;
- assuring that detailed minutes of meetings are kept, that appropriate records are maintained;
- maintaining all records of the Commission including reports, transcripts, minutes, appendices, working papers, drafts, studies, agendas or other documents;
- handling all logistics for Commission meetings including travel plans, hotel arrangements and equipment needs; and
- coordinating Commission efforts to conduct its study and develop final recommendations and the formal written report to the President and the Congress and with the Library of Congress; and
- providing other orientation and assistance to members as appropriate;
- performing such other responsibilities as may be delegated.

C. Recorder

In addition to overseeing logistic issues that arise on site, the Commission Recorder has primary responsibility for minutes in accordance with the Federal Advisory Committee Act.

Specifically, the Recorder is responsible for:

- capturing basic ideas, decisions and actions of the group and writing them up into coherent detailed minutes no later than 30 days from the date of the meeting;
- ensuring that the Chair "certifies" the accuracy of all minutes;
- maintaining neutrality and not commenting on or editing someone else's ideas;
- working for the Commission's Executive Director and seeking assistance if needed from the Chair or group to determine how an idea should be recorded;
- ensuring that the meeting minutes capture all action items including who will do what by when; and
- obtaining a list of members of the public who were present and those who presented oral statements at all meetings.

D. Members

The effectiveness and success of the Commission ultimately depends on the collective efforts of its members.

Specifically, they are responsible for:

- attending as many committee meetings as practicable;
- focusing on accomplishing the objectives of the Commission rather than personal concerns;
- contributing ideas where appropriate and listening to and respecting other members of the group;
- participating as active group members by supporting the Chairperson in adhering to the schedule throughout the meeting; and
- preparing appropriate materials as requested by the Commission Chair including reviewing portions of Commission reports and drafting recommendations.

**U.S. Department of Labor
Office of the Assistant Secretary for Administration and Management
Financial Management Service Center**

Temporary Duty Travel Guide

Travel Authorization (Form DL 1-33)

A specific trip travel authorization is the employee's official permission to take the trip. A travel authorization must be prepared, authorized by the appropriate authorizing officials and issued for every official trip made. The employee traveling must have a copy of the approved authorization in his/her possession before the travel occurs. The travel authorization lists the itinerary for the trip and authorized amounts for lodging, and meals and incidental expenses (M&IE) as well as any common carrier transportation used to and from the official business destination. This type of authorization must always be used for overseas and foreign travel.

A blanket travel authorization allows an employee to travel without further authorization under specific circumstances, such as specified geographical areas, for specific purposes subject to trip cost ceilings or for specific periods of time. This type of authorization should be used if the employee's supervisor expects the employee to travel more than eight (8) times a year. This type of authorization cannot be used for overseas and foreign travel.

Making Travel Arrangements

Arrangements for transportation and lodging on official Department of Labor business should be made through the Department's designated Travel Management Center (TMC). Carlson Wagonlit Travel is currently the designated Travel Management Center in the national office. Carlson is located in the Frances Perkins Building and provides a full range of travel services including transportation reservations and ticketing, lodging reservations and commercial auto rentals. Government-wide travel regulations require that employees use travel agents under contract with GSA and DOL.

Transportation

The travel authorization will designate the method of transportation that should be used to travel at the rates most advantageous to the Government. If an employee chooses a method of transportation other than the method authorized, the additional cost of the transportation is to be borne by the employee. The employee will be required to submit a comparison of actual costs and the cost of the mode of transportation authorized on the travel voucher and will be reimbursed the lesser of the two totals.

Common Carriers

Employees may make their own airline or train reservations directly with the carrier under the condition that employee is able to book the reservation under a "city-pair" rate (this is a rate that has been contracted by GSA with the carrier for certain routes throughout the country) and the employee must use his/her Government sponsored travel card.

Exceptions to the use of a "city-pair" rate are as follows:

- space or scheduled service of the "city-pair" contractor is not available for the time of the scheduled trip or the scheduled service would require the employee to incur overnight lodging expense;
- the "city-pair" schedule would not allow the employee to complete most of the travel during normal duty hours;
- the cost of a non-"city-pair" flight is less provided that the traveler can meet the qualifying restrictions of such a promotional/restricted fare and the service provided by the non-contract carrier is equal to or better than that of the "city-pair" contractor with respect to en route trip times. However, discount fares or other fares restricted to Government employees may not be used. In making a cost comparison the employee needs to consider additional expense that may arise from the use of a non-"city-pair" carrier such as penalty fees imposed if a reservation is canceled, added cost related to extra time, lodging, meals or ground transportation.

All exceptions to the use of a "city-pair" contract carrier must be documented in advance of procuring the fare on a form DL 1-2024 "Request for Authorization for Exception from Standard Contract Terms for City-Pair Service". The use of "city-pair" fares can only be used for the employee performing the Department's official business and only for that portion of the trip related to the official business. First class tickets can only be authorized in advance of travel by the employee's Agency Head and must meet strict regulations established by GSA and DOL. If the employee must travel either first class or using a non-"city-pair" carrier, the proper justification forms must be presented to the Travel Management Center upon making a reservation.

Per Diem

Generally, when an employee is required to stay overnight the employee is reimbursed for the actual cost of his/her lodging (up to an authorized amount for the location) plus an additional pre-established amount to cover the cost of meals and miscellaneous expenses. This combination of lodging plus additional expenses is called *per diem*. *Per Diem* is not paid if the duration of the travel does not exceed 12 hours. GSA has prescribed maximum *per diem* rates for the 48 contiguous United States by location.

Actual Expenses

There are situations that arise where the *per diem* rate established for a given locality is not sufficient. GSA travel regulations provide for reimbursement for lodging at a higher than established rate under unusual conditions. When lodging absorbs all or nearly all of the maximum *per diem* allowance, an employee may submit a written request for reimbursement, up to 150 percent of the applicable *per diem* rate for the locality, on an actual expense basis. These request should be submitted by the employee, in writing, to the employee's authorizing official for approval prior to the start of the trip. The approval of these requests are at the sole discretion of the employee's authorizing official.

Under rare circumstances an employee may be authorized actual expense up to 300 percent of the applicable *per diem* rate for the locality. Requests for 300 percent of *per diem* requires a written justification from the employee's Agency Head to the Assistant Secretary for Administration and Management (ASAM) prior to the commencement of travel. The approval of these requests are at the sole discretion of the ASAM.

Paying for Travel Expenses

If an employee is expected to travel at least two (2) times during the year, he/she should apply for a Government contractor-issued charge card. This charge card must be used to purchase common carrier fares that costs \$100 or more and should be used to purchase lodging, food and other travel related expenses. The Government contractor issued charge card must only be used for travel related expenses during the course of official Department of Labor travel and cannot be used for personal charges. If this card is used for anything other than official Government travel related expenses, the personal charges will not be reimbursed and the employee is at risk of having the card revoked. If the employee uses cash or a personal credit card to purchase common carrier fares of \$100 or more, the employee cannot be reimbursed for these costs.

Travel Advance

The charge card may be used to obtain cash advances from an automated-teller-machine (ATM). The amount withdrawn from the ATM should represent the employee's estimate of cash needed but should not exceed \$50 a day or \$250 per week.

If the employee does not qualify for a Government contractor-issued charge card, an employee may obtain an advance from the Department. The employee should use form SF 1038 to request an advance. This advance will be calculated based on out-of-pocket expenses shown on the authorization plus lodging. The employee will receive 80% of this combined total as an advance. The advance will be returned by the employee as part of the calculation made on his/her travel voucher submission claiming reimbursement for the trip.

Common Carrier Fares

If the employee traveling has been issued a Government contractor-issued travel card, the employee must use this charge card to pay for any airline or rail tickets. Travel Management Centers (TMC) are required to request charge card information when the employee makes a reservation. This charge card can also be used to purchase "city-pair" tickets directly from the carrier.

If the employee traveling does not have the Government contractor-issued charge card, the employee must use the TMC to obtain tickets for air or rail passage. The employee may not use his/her own personal credit card to purchase air or rail transportation or cash if the cost of the ticket exceeds \$100.00.

Telephone Calls

If an employee is expected to travel frequently, he/she should request a Sprint charge card to use in paying for telephone charges. These cards can be obtained by contacting your administrative services officer. Official business calls made commercially may be reimbursed when the charge card is not available. If an trip is scheduled for more than one night, the employee may place one brief call home or to another location within the local commuting area of his/her duty station. Reimbursement for these calls are limited to \$5.00 per day when made commercially. Claims for reimbursement for all telephone calls (business and personal) should be made on the SF 1012 "Travel Voucher".

Reimbursement of Expenses

Once the employee's travel assignment is completed, the employee should complete form SF 1012 "Travel Voucher" to claim reimbursement for the expenses incurred on the trip. If the traveler received an advance from the Department, the traveler should offset their claim for reimbursement by the amount of the advance provided. This amount should be noted in the proper section of the SF 1012. Receipts for all lodging and for any claim that is \$75 or more must be attached to the travel voucher. It is the employee's responsibility to ensure that his/her Government contracted charge card balances are paid expeditiously from the funds received from the reimbursement paid to the employee by the Department. The Department of Labor does not pay the credit card company directly.

AUTHORIZATION LETTER

Ms. Ruth Samardick
Secretary's Designee to the Twenty-First Century Workforce Commission
Office of the Assistant Secretary for Policy
U. S. Department of Labor
Room S-2312
200 Constitution Avenue N.W.
Washington, DC 20210

Dear Ms. Samardick:

As a member of the Twenty-First Century Workforce Commission, I hereby authorize the Acting Assistant Secretary of Labor for Policy, her designated liaison, and other appropriate Department of Labor officials to take all necessary steps on behalf of the Commission to convene a meeting of the Commission on November 16, 1999 and to authorize and process the payment of all lawful travel and travel-related expenses with respect to such meeting.

I understand that, in view of the current uncertainty with respect to fiscal year 2000 funding for the Commission, special instructions are likely to accompany travel authorizations issued by the Department of Labor for this meeting. These instructions will seek to assure that no funds will be expended without appropriate legal authority. I agree to fully comply with those instructions.

Sincerely,

Commission Member (signature required)

Printed Name

Date

CERIDIAN

Lawrence Perlman
Chairman and Chief Executive Officer

Ceridian Corporation
8100 34th Avenue South
Minneapolis, Minnesota 55426-1640
612/853 6293
Fax 612/853-7272
lawrence.perlman@ceridian.com

Date: November 29, 1999

To: Members of the 21st Century Workforce Commission - via fax

From: Larry Perlman, Chair

This is an update on activities in connection with the Commission since our meeting on November 16. First, thank you for your confidence in electing me Chair.

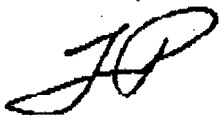
Kathy Clark, the Vice Chair, and I interviewed two candidates for executive director last week and may talk to a third candidate this week. Both of the candidates we interviewed last week would make fine executive directors and I expect to appoint an executive director in the next several days. The executive director appointment is subject to confirmation by the Commission and, as we discussed at the November 16 meeting, we will schedule a teleconference in December so that the Commission can consider and, if it agrees, confirm the appointment. That meeting cannot take place until 15 days after notice has been published. I would also like to get a web site up by the end of December.

We have also begun the planning of the public hearings. Because of the importance of community colleges in addressing the issue the Commission is dealing with and because of the excellent work being done by community colleges in both training and retraining workers from other sectors such as agriculture to enter the high technology workforce, we are planning to hold our first hearing in Mississippi under the auspices of the Mississippi community colleges. Bobby Garvin, the President of Mississippi Delta Community College and a member of the Commission, is helping us to organize this meeting. It is currently scheduled for Thursday, January 20, probably in Jackson, Mississippi. Subject to appropriate legal requirements, we are trying to hold a dinner on Wednesday, January 19, for those Commission members who can attend.

I would like to hold the second hearing in mid-February in Silicon Valley and two or three additional hearings later in February and early March. Locations that have been proposed for these additional hearings are Texas (either in Dallas or Austin), New York City (in an inner city location), with the final hearing in northern Virginia. The final hearing, presumably to be held in the second or third full weeks in March, would be followed by a Commission meeting where we would discuss what has come out of the hearings as well as discuss ideas for the report. The record of the northern Virginia meeting could be the basis for substantial exchanges among the Commission leading to an early April meeting to shape the report.

As you can see, this is an ambitious schedule and organizing the hearings and the appropriate publicity surrounding them will be a key responsibility of the executive director. We should be able to firm up the proposed hearing schedule prior to the December teleconference and a discussion of that schedule will be another item of business in addition to confirmation of the executive director.

Thank you for your participation in this important task.



News Release



U.S. Department of Labor

Office of Public Affairs
Washington, D.C.

CONTACT: Towanda Rhames
PHONE: (202) 693-4650

FOR RELEASE: Immediate
Thursday, November 18, 1999

CERIDIAN'S PERLMAN TO HEAD COMMISSION STUDYING INFORMATION TECHNOLOGY EMPLOYMENT ISSUES

Lawrence Perlman, chairman and chief executive officer of Minneapolis-based Ceridian Corp., has been elected chairperson of The Twenty-First Century Workforce Commission. Katherine K. Clark, president and CEO of Landmark Systems Corp. of Reston, Va., is vice chairperson.

The commission was established by the Workforce Investment Act of 1998 to study matters relating to information technology employment. The commission will report by May 16, 2000 to Congress and the president with legislative and administrative policy recommendations.

The Twenty-First Century Workforce Commission will hold hearings around the country to obtain input from all interested parties. Hearings are planned for regions with high levels of information technology employment as well as for areas, such as rural areas and inner cities, with large pools of untapped workers who could be trained for high technology jobs.

The commission is comprised of 17 members appointed by the president and the Congress. Voting members represent business, state and local government, labor and education. The U.S. Departments of Labor and Education are represented as non-voting members.

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News Release



U.S. Department of Labor

Office of Public Affairs
Washington, D.C.

CONTACT: Towanda Rhames
PHONE: (202) 693-4664

FOR RELEASE: Immediate
Thursday, November 18, 1999

LANDMARK SYSTEMS CEO KATHERINE CLARK IS VICE CHAIR OF NEW WORKFORCE COMMISSION

Katherine K. Clark, president and chief executive officer of Landmark Systems Corp. (NASDAQ: LDMK) of Reston, Va., has been elected vice chairperson of the Twenty-First Century Workforce Commission. Ceridian Corp. Chairman and CEO Lawrence Perlman will chair the commission.

The commission was established by the Workforce Investment Act of 1998 to study matters relating to information technology employment and to report by May 16, 2000 to Congress and the president with legislative and administrative policy recommendations.

The Twenty-First Century Workforce Commission will hold hearings around the country to obtain input from all interested parties. Hearings are planned for regions with high levels of information technology employment as well as for regions, such as rural areas and inner cities, with large pools of untapped workers who could be trained for high technology jobs.

The commission is comprised of 17 members appointed by the president and Congress. Voting members represent business, state and local government, labor and education. The U.S. Departments of Labor and Education are also represented as non-voting members.

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News Release



U.S. Department of Labor

Office of Public Affairs
Washington, D.C.

OFFICE OF PUBLIC AFFAIRS

CONTACT: Towanda Rhames
PHONE: (202) 693-4650

FOR RELEASE: Immediate
Monday, November 22, 1999

NEW WORKFORCE COMMISSION TO STUDY INFORMATION TECHNOLOGY EMPLOYMENT ISSUES

A newly-formed commission will schedule hearings early next year to gather information about employment issues in the information technology industry.

Congress mandated the Twenty-First Century Workforce Commission last year in the Workforce Investment Act. Members have been appointed and elected Lawrence Perlman, chairman and chief executive officer of the Minneapolis-based Ceridian Corp., as chairperson and Katherine K. Clark, president and CEO of Landmark Systems of Reston, Va., as vice chairperson.

The commission must report by May 16, 2000 to Congress and the president with legislative and administrative policy recommendations. The commission will hold hearings around the country to obtain input from all interested parties.

Hearings are planned for regions with high levels of information technology employment as well as for regions, such as rural areas and inner cities, with large pools of untapped workers who could be trained for high technology jobs.

The commission is comprised of 17 members appointed by the president and Congress. Voting members represent business, state and local government, labor and education. The U.S. Departments of Labor and Education also are represented as non-voting members.

-more-

The members are:

Susan Auld, President
Auld, Bishop & Adams
Capitol Strategies, Ltd.
Montpelier, Vt.

Morton Bahr, President
Communications Workers of America
AFL-CIO
Washington, D.C.

Bobby S. Garvin, President
Mississippi Delta Community College
Moorhead, Miss.

Patricia Gallup, Chairman and CEO
PC Connection, Inc.
Merrimack, N.H.

Randel Johnson, Vice President
Labor and Employee Benefits
U.S. Chamber of Commerce
Washington, D.C.

Roger Knutsen, President
National Council for Higher Education
Auburn, Wash.

Mayor Marc Morial
City of New Orleans

Thomas Murrin, Dean
A. J. Palumbo School of Business Administration, Duquesne
University
Pittsburgh, Pa.

Leo Reynolds, President and CEO
Electronic Systems, Inc.
Sioux Falls, S.D.

Frank D. Riggs, President
Riggs Marquee Advertising
Alexandria, Va.

Mayor Frank C. Roberts
City of Lancaster, Calif.

Kenneth Saxe, Senior Consultant
Stambaugh•Ness Certified Public Accountants
York, Pa.

David L. Steward, CEO
World Wide Technology, Inc.
St. Louis, Mo.

Susan M. Green (ex-officio member)
Acting Assistant Secretary for Policy
U.S. Department of Labor
Washington, D.C.

Patricia McNeil (ex-officio member)
Assistant Secretary
Vocational and Adult Education
U.S. Department of Education
Washington, D.C.

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U.S. Labor Department news releases are accessible on the Internet at: <http://www.dol.gov>. The information in this news release will be made available to sensory impaired individuals upon request. Voice phone: (202)693-4650.

Twenty-First Century Workforce Commission

Tuesday, November 16, 1999

U.S. Department of Labor

Detailed Agenda

- Introductions
 - 10 - 11 am
- Presentation
 - 11 - 12 noon
- Lunch and Get Acquainted
 - 12 - 1 pm
- Elections, Adoption of Charter
 - 1 - 2 pm
- Working Session
 - 2 - 3:30 pm
- Next Steps & Adjournment
 - 3:30 - 4 pm

Statutory Requirements

The Commission Must:

- Meet at least three times.
- Hold public hearings in each region of the U.S.
- Consult with Chief Information Officers Council before issuing report.
- Submit final report to the President and the Congress six months from today.

Statutory Timeframe

- first meeting within 30 days of all Commissioners being named
- final report submitted to the President and the Congress 6 months after first meeting
- Commission disbands 3 months after submission of final report

Scope of Commission Study

- The Workforce Investment Act created the Commission and tasks it with conducting a thorough study of all matters relating to the information technology workforce in the U.S., including an examination of:
 - The skills necessary to enter the information technology workforce;
 - ways to expand the number of skilled information technology workers; and
- » (continued, next slide)

Scope of the Study

» (continued from previous slide)

- the relative efficacy of programs in the United States and foreign countries to train information technology workers, with special emphasis on programs that provide for secondary or postsecondary education in a program other than a 4-year BA program (including associate degree graduate degree programs).
- To extent possible, existing information shall be identified and used.

Categories of Issues to be Considered

- Budgetary
- Staffing
- Administrative Functions
- Individual Tasks
 - Future Meetings
 - Public Hearings
 - Literature Review and Analysis
 - Production of Final Report

Budgetary Issues

- Appropriation and Continuing Resolution (CR) Status
- Funds (\$500,000) in Dept of Labor (DOL) budget (FY 1999 and CR's, FY 2K uncertain)
- DOL charged with providing appropriated funds and monitoring expenditures
- Commission will be charged for additional services provided
- Commission responsible for determining how its activities will be supported administratively

Staffing Issues, page 1

- Executive Director
 - Appointed by Chair, with confirmation by Commissioners
 - Rate of Pay not to exceed \$110,700
 - Responsibilities could include:
 - ensure conditions for Commission success
 - keep Commission on track and in compliance with Federal Advisory Committee Act (FACA) and its regulations
 - see reference guide (Tab #6 in your briefing books) for detailed list

Staffing Issues, page 2

- Recorder, activities could include
 - producing detailed minutes of meetings
 - obtaining list of members of public in attendance, and those who presented oral statements
- Other Staff Likely Needed
 - administrative staff
 - clerical support
 - meeting coordinator

Administrative Functions Issues

- Personnel Management
- Office Space
- Contracting & Procurement
- Printing Services
- Budget & Travel

Individual Tasks Issues

- Future Meetings
 - suggest scheduling all ASAP
- Public Hearings
 - agendas, how many, where, etc
- Literature Review & Analysis
 - in-house v. contracted
- Production of Final Report
 - writing, printing, timeframe

Adjourn for Lunch

- Next on Agenda:
 - Voting
 - Election of Chair, Vice Chair
 - Adoption of charter
- Working Session - Possible Subgroups
 - Administrative Issues
 - Hearings/Future Meetings
 - Research Agenda

TWENTY-FIRST CENTURY WORKFORCE COMMISSION

LEGISLATION

1998 WORKFORCE INVESTMENT ACT

**P.L. 105-220 (SEC. 331); 112 Stat. 1087-1091
(29 U.S.C. 2701 note)**

105TH CONGRESS, SECOND SESSION

Signed Into Law August 7, 1998

Subtitle B--Linkages With Other Programs**SEC. 321. TRADE ACT OF 1974.**

Section 239 of the Trade Act of 1974 (19 U.S.C. 2311) is amended by adding at the end the following:

"(g) In order to promote the coordination of workforce investment activities in each State with activities carried out under this chapter, any agreement entered into under this section shall provide that the State shall submit to the Secretary, in such form as the Secretary may require, the description and information described in paragraphs (8) and (14) of section 112(b) of the Workforce Investment Act of 1998."

SEC. 322. VETERANS' EMPLOYMENT PROGRAMS.

Chapter 41 of title 38, United States Code, is amended by adding at the end the following:

"Sec. 4110B. Coordination and nonduplication

"In carrying out this chapter, the Secretary shall require that an appropriate administrative entity in each State enter into an agreement with the Secretary regarding the implementation of this Act that includes the description and information described in paragraphs (8) and (14) of section 112(b) of the Workforce Investment Act of 1998."

SEC. 323. OLDER AMERICANS ACT OF 1965.

Section 502(b)(1) of the Older Americans Act of 1965 (42 U.S.C. 3056(b)(1)) is amended--

- (1) in subparagraph (O), by striking "; and" and inserting a semicolon;
- (2) in subparagraph (P), by striking the period and inserting "; and"; and
- (3) by adding at the end the following subparagraph:

"(Q) will provide to the Secretary the description and information described in paragraphs (8) and (14) of section 112(b) of the Workforce Investment Act of 1998."

Subtitle C--Twenty-First Century Workforce Commission**SEC. 331. SHORT TITLE.**

This subtitle may be cited as the "Twenty-First Century Workforce Commission Act".

SEC. 332. FINDINGS.

Congress finds that--

- (1) information technology is one of the fastest growing areas in the United States economy;
- (2) the United States is a world leader in the information technology industry;
- (3) the continued growth and prosperity of the information technology industry is important to the continued prosperity of the United States economy;

(4) highly skilled employees are essential for the success of business entities in the information technology industry and other business entities that use information technology;

(5) employees in information technology jobs are highly paid;

(6) as of the date of enactment of this Act, these employees are in high demand in all industries and all regions of the United States; and

(7) through a concerted effort by business entities, the Federal Government, the governments of States and political subdivisions of States, and educational institutions, more individuals will gain the skills necessary to enter into a technology-based job market, ensuring that the United States remains the world leader in the information technology industry.

SEC. 333. DEFINITIONS.

In this subtitle:

(1) **BUSINESS ENTITY**- The term "business entity" means a firm, corporation, association, partnership, consortium, joint venture, or other form of enterprise.

(2) **COMMISSION**- The term "Commission" means the Twenty-First Century Workforce Commission established under section 334.

(3) **INFORMATION TECHNOLOGY**- The term "information technology" has the meaning given that term in section 5002 of the Information Technology Management Reform Act of 1996 (110 Stat. 679).

(4) **STATE**- The term "State" means each of the several States of the United States and the District of Columbia.

SEC. 334. ESTABLISHMENT OF TWENTY-FIRST CENTURY WORKFORCE COMMISSION.

(a) **ESTABLISHMENT**- There is established a commission to be known as the Twenty-First Century Workforce Commission.

(b) **MEMBERSHIP**-

(1) **COMPOSITION**-

(A) **IN GENERAL**- The Commission shall be composed of 15 voting members, of which—

(i) five members shall be appointed by the President;

(ii) five members shall be appointed by the Majority Leader of the Senate; and

(iii) five members shall be appointed by the Speaker of the House of Representatives.

(B) **GOVERNMENTAL REPRESENTATIVES**- Of the members appointed under this subsection, three members shall be representatives of the governments of States and political subdivisions of States, one of whom shall be appointed by the President, one of whom shall be appointed by the Majority Leader of the Senate, and one of whom shall be appointed by the Speaker of the House of Representatives.

(C) **EDUCATORS**- Of the members appointed under this subsection, three shall be educators who are selected from among elementary, secondary, vocational, and postsecondary educators—

- (i) one of whom shall be appointed by the President;
- (ii) one of whom shall be appointed by the Majority Leader of the Senate; and
- (iii) one of whom shall be appointed by the Speaker of the House of Representatives.

(D) BUSINESS REPRESENTATIVES-

(i) **IN GENERAL-** Of the members appointed under this subsection, eight shall be representatives of business entities (at least three of which shall be individuals who are employed by noninformation technology business entities), two of whom shall be appointed by the President, three of whom shall be appointed by the Majority Leader of the Senate, and three of whom shall be appointed by the Speaker of the House of Representatives.

(ii) **SIZE-** Members appointed under this subsection in accordance with clause (i) shall, to the extent practicable, include individuals from business entities of a size that is small or average.

(E) **LABOR REPRESENTATIVE-** Of the members appointed under this subsection, one shall be a representative of a labor organization who has been nominated by a national labor federation and who shall be appointed by the President.

(F) **EX OFFICIO MEMBERS-** The Commission shall include two nonvoting members, of which--

(i) one member shall be an officer or employee of the Department of Labor, who shall be appointed by the President; and

(ii) one member shall be an officer or employee of the Department of Education, who shall be appointed by the President.

(2) **DATE-** The appointments of the members of the Commission shall be made by the later of--

(A) October 31, 1998; or

(B) the date that is 45 days after the date of enactment of this Act.

(c) **PERIOD OF APPOINTMENT; VACANCIES-** Members shall be appointed for the life of the Commission. Any vacancy in the Commission shall not affect its powers, but shall be filled in the same manner as the original appointment.

(d) **INITIAL MEETING-** No later than 30 days after the date on which all members of the Commission have been appointed, the Commission shall hold its first meeting.

(e) **MEETINGS-** The Commission shall meet at the call of the Chairperson.

(f) **QUORUM-** A majority of the members of the Commission shall constitute a quorum, but a lesser number of members may hold hearings.

(g) **CHAIRPERSON AND VICE CHAIRPERSON-** The Commission shall select by vote a chairperson and vice chairperson from among its voting members.

SEC. 335. DUTIES OF THE COMMISSION.

(a) **STUDY-**

(1) IN GENERAL- The Commission shall conduct a thorough study of all matters relating to the information technology workforce in the United States.

(2) MATTERS STUDIED- The matters studied by the Commission shall include an examination of--

(A) the skills necessary to enter the information technology workforce;

(B) ways to expand the number of skilled information technology workers; and

(C) the relative efficacy of programs in the United States and foreign countries to train information technology workers, with special emphasis on programs that provide for secondary education or postsecondary education in a program other than a 4-year baccalaureate program (including associate degree programs and graduate degree programs).

(3) PUBLIC HEARINGS- As part of the study conducted under this subsection, the Commission shall hold public hearings in each region of the United States concerning the issues referred to in subparagraphs (A) and (B) of paragraph (2).

(4) EXISTING INFORMATION- To the extent practicable, in carrying out the study under this subsection, the Commission shall identify and use existing information related to the issues referred to in subparagraphs (A) and (B) of paragraph (2).

(5) CONSULTATION WITH CHIEF INFORMATION OFFICERS COUNCIL- In carrying out the study under this subsection, the Commission shall consult with the Chief Information Officers Council established under Executive Order No. 13011.

(b) REPORT- Not later than 6 months after the first meeting of the Commission, the Commission shall submit a report to the President and the Congress that shall contain a detailed statement of the findings and conclusions of the Commission resulting from the study, together with its recommendations for such legislation and administrative actions as the Commission considers to be appropriate.

(c) FACILITATION OF EXCHANGE OF INFORMATION- In carrying out the study under subsection (a), the Commission shall, to the extent practicable, facilitate the exchange of information concerning the issues that are the subject of the study among--

(1) officials of the Federal Government and the governments of States and political subdivisions of States; and

(2) educators from Federal, State, and local institutions of higher education and secondary schools.

SEC. 336. POWERS OF THE COMMISSION.

(a) HEARINGS- The Commission may hold such hearings, sit and act at such times and places, take such testimony, and receive such evidence as the Commission considers advisable to carry out the purposes of this subtitle.

(b) INFORMATION FROM FEDERAL AGENCIES- The Commission may secure directly from any Federal department or agency such information as the Commission considers necessary to carry out the provisions of this subtitle. Upon request of the Chairperson of the Commission, the head of such department or agency shall furnish such information to the Commission.

(c) **POSTAL SERVICES-** The Commission may use the United States mails in the same manner and under the same conditions as other departments and agencies of the Federal Government.

(d) **GIFTS-** The Commission may accept, use, and dispose of gifts or donations of services or property.

SEC. 337. COMMISSION PERSONNEL MATTERS.

(a) **COMPENSATION OF MEMBERS-** Except as provided in subsection (b), each member of the Commission who is not an officer or employee of the Federal Government shall serve without compensation. All members of the Commission who are officers or employees of the United States shall serve without compensation in addition to that received for their services as officers or employees of the United States.

(b) **TRAVEL EXPENSES-** The members of the Commission shall be allowed travel expenses, including per diem in lieu of subsistence, at rates authorized for employees of agencies under subchapter I of chapter 57 of title 5, United States Code, while away from their homes or regular places of business in the performance of services for the Commission.

(c) **STAFF-**

(1) **IN GENERAL-** The Chairperson of the Commission may, without regard to the civil service laws and regulations, appoint and terminate an executive director and such other additional personnel as may be necessary to enable the Commission to perform its duties. The employment of an executive director shall be subject to confirmation by the Commission.

(2) **COMPENSATION-** The Chairperson of the Commission may fix the compensation of the executive director and other personnel without regard to the provisions of chapter 51 and subchapter III of chapter 53 of title 5, United States Code, relating to classification of positions and General Schedule pay rates, except that the rate of pay for the executive director and other personnel may not exceed the rate payable for level V of the Executive Schedule under section 5316 of such title.

(d) **DETAIL OF GOVERNMENT EMPLOYEES-** Any Federal Government employee may be detailed to the Commission without reimbursement, and such detail shall be without interruption or loss of civil service status or privilege.

(e) **PROCUREMENT OF TEMPORARY AND INTERMITTENT SERVICES-** The Chairperson of the Commission may procure temporary and intermittent services under section 3109(b) of title 5, United States Code, at rates for individuals that do not exceed the daily equivalent of the annual rate of basic pay prescribed for level V of the Executive Schedule under section 5316 of such title.

SEC. 338. TERMINATION OF THE COMMISSION.

The Commission shall terminate on the date that is 90 days after the date on which the Commission submits its report under section 335(b).

SEC. 339. AUTHORIZATION OF APPROPRIATIONS.

(a) **IN GENERAL-** There are authorized to be appropriated such sums as may be necessary for fiscal year 1999 to the Commission to carry out the purposes of this subtitle.

(b) **AVAILABILITY-** Any sums appropriated under the authorization contained in this section shall remain available, without fiscal year limitation, until expended.

Chief Information Officers Council Governance of the Federal IT Workforce

Leadership and Policy Guidance

Federal CIO Council:

The Chief Information Officers Council is the principal interagency forum to improve the design, modernization, use, sharing, and performance of resources. The Council's role includes: developing recommendations for IT management policy, procedures, and standards; identifying opportunities to share information resources; and assessing and addressing the needs of the Federal Government for an information technology workforce.

Federal IT Workforce

Strategic Plan:

Assist agencies in identifying human resources with the requisite skills and competencies needed to develop, maintain, manage, and utilize IT programs, projects, and systems.

The successful development and deployment of IT strategies, in an era of rapid technological obsolescence and tight budgets, requires a cadre of highly skilled information resources management (IRM) practitioners at all organizational levels.

The Clinger-Cohen Act (P.L. 104-106) cites the need for action to provide the development of a well-trained corps of professional Federal government information resource managers. The Act explicitly levies responsibilities on CIOs regarding work force management. As part of the strategic planning and performance evaluation process, CIOs must annually assess whether agencies have established appropriate knowledge and skill requirements to facilitate achievement of IRM performance goals. They must thereafter assess whether agency personnel meet those requirements. If requirements are not met, CIOs must develop strategies and specific plans for hiring, training, and professional development. CIOs must also report to the heads of agencies on progress in improving their IRM capability.

Further Information: www.cio.gov

**United States Department of Labor
Office of the Assistant Secretary for Administration and Management
Summary of Administrative Services**

Summarized below is the potential array of administrative services which could be provided to the Twenty-First Century Workforce Commission by the United States Department of Labor. Based upon experience in this area, a package of services could be provided to the Commission for a flat assessment of \$3,000 per month. Services are concentrated in the following areas:

- a) financial services, including the following: payroll, accounting support, government-wide contract charge cards processing and oversight, voucher auditing and administrative payments services;
- b) budget formulation, justification and execution;
- c) cost determination activities;
- d) general administrative support, including the following: space and telecommunications, property and supplies, printing and reproduction;
- e) procurement services, including the following: development, negotiation, execution and administration of grants and contracts; the resolution of contract disputes, claims and terminations; contract close-out activity; drafting and issuing solicitations for grant awards; analyzing technical evaluations of grant applications and making appropriate awards; preparing and executing contract modifications; and processing all FOIA requests involving procurement activities;
- f) miscellaneous services, including audio-visual support, correspondence control; and
- g) human resource management services including recruitment and position management support services.