



WORKFORCE INVESTMENT ACT (WIA)
SECTION 167
FARMWORKER JOBS AND EDUCATION PROGRAM
FLORIDA DEPARTMENT OF EDUCATION



DATE: January 31, 2014	FJEP Policy Memo No. 14-01
TO: Farmworker Jobs and Education Program (FJEP) Projects	
FROM: Mario Zuniga FJEP State Director	
SUBJECT: Local Advisory Councils for WIA Section 167, National Farmworker Jobs Program (NFJP), Participants	

REFERENCE: FJEP Direct Services Request for Application, PY 2014-15

Purpose: To clarify and reinforce the purpose and requirements for establishing, developing, and maintaining a Local Advisory Council (Council) at a local FJEP site providing direct services to Migrant and Seasonal Farmworkers as stipulated in FDOE NFJP subrecipient funding guidelines. In addition, this policy provides guidelines as to the Council membership structure, meeting requirements, and directs FJEP project coordinators to web-based resources which might be of assistance such as templates for developing the council charter, sample member recruitment letters, and sample meeting business rules.

Background: Even though prior FJEP Request for Proposals (RFPs) have required that all participating projects establish a formal Local Advisory Council to actively advise, assist, support, and advocate for Migrant and Seasonal Farmworker served by the FJEP site, the type and degree of local advisory council structure and functionality has varied significantly throughout the state. A need exists, therefore, to develop clarifying and consistent policy regarding the purpose, structure, form, and operational business rules for FJEP Local Advisory Councils.

Policy: All FJEP sites are responsible for the development and operation of a formal Local Advisory Council whose purpose will be to strengthen employment opportunities for NFJP eligible clients served by their agency. The Council will consist of a diverse group of community-based stakeholders who recognize and support the Farmworker Job and Education program.

The board will consist of a minimum of five members with each member representing a separate agency, group, or partnership on the following list:

- Chamber of Commerce/Small Business Development Center
- Community Action Program

- Local Social Service Agency
- Faith Based Organization
- Top Employers/ Local Employer
- Regional Workforce Board
- Past Successful Participant
- Parent Groups
- Legal or Financial Representative (Local)
- Politicians or Elected Official
- Local Ad-hoc Educators
- Local Secondary/Postsecondary Educational Institutions
- Career and Technical Education Preparatory Institutions
- Local Apprenticeship Programs
- Media

Council members should be active for a total of four years consisting of two terms of two years. That is, no member should serve more than four years, and they should be officially reappointed after the first two-year term at the discretion of the FJEP project coordinator.

Every Council should have a charter and by-laws detailing how decisions will be made and establishing meeting frequency and business rules. FJEP project coordinators are responsible for member recruitment, council member orientation, creating a member list, and maintaining detailed minutes from Council meetings which are to be kept on file for future reference. A representative from the FJEP program office in Tampa should be invited to at least one meeting per program year.

Participant success stories resulting directly from Council interaction with local program operations should be documented and forwarded to the Tampa office at the end of each program year.

Sample Council Charters, By-Laws, Recruitment Letters, Meeting Minute Templates and other resources which might be of assistance in developing and maintaining an active and productive local advisory council are available on the FJEP page of the FLDOE website at:

<http://www.fl DOE.org/workforce/fjep/>