

UNEMPLOYMENT INSURANCE ADVISORY COMMITTEE CHARTER

PURPOSE

The Unemployment Insurance Advisory Committee (UIAC) shall aid the commissioner in formulating policies and discussing problems related to the administration of the Unemployment Insurance (UI) program and assuring impartiality and freedom from political influence in the solution of such problems: RCW 50.12.200. In doing so, the Committee will provide comment on unemployment insurance policy, operations, and performance management, as well as other issues the Committee determines to require its consideration. The Committee will provide a forum for listening to concerns of stakeholders and seeking input to improve the program to best serve workers and business.

GOALS

The UI program provides critical financial support for workers while bolstering the broader economy. Identifying avenues to improve the UI program so that it better supports workers and businesses, including in times of economic crisis, is a vital endeavor.

The Committee will play a critical role in considering and providing recommendations to the Employment Security Department (ESD) to aid the department in meeting two agency strategic goals:

- Our most complex processes (pertaining to the UI program) are made simple and easy for staff and customers (workers and employers).
- People receive accessible, safe, and equitable services (UI) at the right time in the way they need it.

In aiding ESD in meeting these goals, the Committee will advise the department on improvements to the unemployment benefits and tax system by deliberating and providing recommendations on:

- Policy matters, including changes to state law and rules.
- Operational issues, including communications and direct interactions with customers.
- Performance management, including ensuring quality and timely benefits and tax services.

The Committee also maintains goals to:

- Foster community and stakeholder engagement in considering improvements.
- Commit to timely, robust, and open communication to the public, and to engaged stakeholder communities.

MEMBERSHIP

The Committee is made up of nine individuals appointed by the Commissioner. Three members appointed to represent employers. Three members appointed to represent employees. Three members appointed to represent the general public: RCW 50.12. 200. The Commissioner also delegates a

representative from ESD to serve as Chair of the Committee. At the time of this Charter's creation, the following members have been appointed by the Commissioner:

Employer Representative: Bob Battles, Association of Washington Business
Employer Representative: Julia Gorton, Washington Hospitality Association
Employer Representative: Tammie Hetrick, Washington Food Industry Association

Employee Representative: Cindy Richardson, UNITE HERE Local 8
Employee Representative: Josh Swanson, Operating Engineers 302
Employee Representative: Brenda Wiest, Teamsters 117

General Public: Anne Paxton, Unemployment Law Project
General Public: William Westmoreland, Pacific Mountain Workforce Development Council
General Public: Courtney Williams, Community Employment Alliance

MEMBER APPOINTMENT

TERMS

Members are appointed by the Commissioner to serve an initial term through the end of calendar year 2023. Following the initial term, the Commissioner will determine future terms for the Committee.

MEMBER REPLACEMENT

Should a member resign from the Committee during their term, the Commissioner will appoint a replacement member.

MEMBER EXPECTATIONS

MEMBER COMMUNICATIONS WITH ONE ANOTHER OUTSIDE OF MEETINGS

Members may communicate outside of the Committee meetings. Member communications outside of the Committee are not on *behalf* of the advisory committee and individual members are not authorized by the Committee to make decisions for the Committee.

MEMBERS COMPENSATION

The members shall serve without compensation but are entitled to reimbursement for travel expenses as provided in RCW 43.03.050 and 43.03.060. The committee may utilize such personnel and facilities of the department as it needs, without charge.

COUNCIL MEETINGS

MEMBER MEETINGS- CADENCE

Members will meet once a month or as otherwise needed through the end of calendar year 2022 and will determine the meeting schedule thereafter.

MEMBER MEETINGS- PROXY

Members may, after giving notice via email or telephone of at least 24 hours to the Chair, send a proxy member to the meeting. The proxy member will have full authority to act on behalf of the appointed member. If a proxy member attends and participates in the meeting as a member, the appointed member for whom a proxy was sent may not attend the meeting in his or her capacity as an appointed member.

MEMBER MEETINGS- QUORUM

The members agree that a quorum constitutes a simple majority of the total number of members excluding the Chair.

MEMBER MEETINGS- DISCUSSION

The Chair may, with consent from a majority of Committee members, allow individuals that do not serve on the Committee to participate in Committee discussions. Such individuals shall not vote on matters in front of the Committee members. The public shall have the opportunity to provide comment at all Committee meetings.

MEMBER MEETINGS- PROCESS

The members agree to use the Robert's Rules of Order Newly Revised. Advisory recommendations to policy makers of the committee shall be made on a consensus basis (consensus allows the majority of members to vote in favor of a recommendation while others abstain).