**Workforce Planning Board**

**DRAFT CHARTER**

**Revised 6/02/2022**

**1. Purpose**

The Workforce Planning Board’s purpose is to provide a process using a corporate approach for the Region’s strategic workforce optimization, which includes annual assessment of workforce needs, review of new positions,\* and a comprehensive and integrated approach to the Region’s workforce capacity (HR, G&A, Contracting, Partnerships, and Volunteers). This is an ongoing function in the Region, and therefore, the Workforce Planning Board’s tenure is indefinite, as authorized by the Regional Forester.

\*New positions are those that are not on a current, signed organization chart or which are on the organization chart but have not been filled or funded for two years or more.

**2. Background**

The Region has shifting workforce needs, with evolving emphasis areas and opportunities for funding. Given that workforce is the Region’s most critical capacity asset, there is a need for an objective and deliberate process to ensure that the Region’s workforce is optimized, as well as a discrete and representative body to design and implement the process on an ongoing basis.

**3. Scope**

The Workforce Planning Board’s scope is the Region’s workforce configuration, excluding fire positions. The Board is a planning and coordinating body, making recommendations to executive leadership regarding the Region’s workforce as a whole. This Board does not address civil rights, employee performance, training, compensation, etc. Nor does the Board act in the authority of the Forest Supervisor in determining specific needs of the unit.

**4. Authority**

The Regional Forester is the authorizing entity for the Workforce Planning Board. The Board brings issues outside its purview to the ELT for input and/or approval, for example, interpretation of WO direction, the need for resources, or reconciliation of RLT input.

The Board has no governing authority over any other positions or bodies but does have the authority to enforce the Region’s workforce optimization process. Further, the Board has the authority to engage individual Forest Supervisors and Regional Directors as potential new members to the Board and as participants in workforce optimization, as needed.

**5. Membership Composition**

2 – A Forest Supervisor from each state (AZ and NM) (voting members – two-year staggered term, with option to extend)

2 - Directors (voting members – two-year staggered term, with option to extend)

1 - Human Resources Officer (ongoing, voting member)

1 - Regional Budget Director (ongoing, voting member)

1 – Special Assistant to the Regional Forester (Board Facilitator – non-voting except in instances of a tied vote, for the term of the Special Assistant)

The initial Board members will be appointed by the Regional Forester. In future years, the Board has the authority to appoint new members in accordance with the requirements specified herein.

**6. Membership Roles**

Chair: authority to convene the Board and facilitate the sessions to ensure timely, consistent and equitable Board deliberations. Filled by the Special Assistant. After the Special Assistant position is decommissioned and in instances where the Special Assistant cannot attend the meeting, the Vice Chair takes over.

Vice Chair: supports the Chair in his/her responsibilities. Filled by the HRO.

General Member: All other members of the Board will be voting members with equal standing. Each member will provide input, background, and any applicable pertinent information on the design of the optimization process. Note: member input should be rendered with the greater good of the Region in mind, and not “stakeholder” input advocating for one unit in the Region.

**7. Operational Norms/Rules/Procedures**

The Board is convened as needed to satisfy the purpose of the Board. For voting matters, the Board requires a quorum of five (5) its members. The Board will seek complete agreement among all members for its decisions, wherever possible. In instances of impasse, which should be the exception and not the rule, the Board will use Majority Rule and report the yay/nay record as part of any submissions of its deliberations.

The Board meets monthly on a consistent schedule (day, time) to enable member participation. Board members who miss more than two meetings per year will be considered to have resigned and will be replaced.

In its initial year, the development of a standard process for the Region to utilize in workforce optimization is the major deliverable of the Board. In the future years, the Board will hold one annual meeting dedicated to reviewing the process and making adjustments, as indicated. Any revisions to the process will be communicated to the ELT and then to the Region at large, using OCE-established communication protocols.

The Board’s Charter is also reviewed annually, with revisions made as necessary to align with Regional governance and evolving world forces.

**8. Performance Assessment**

The key performance measure will be the effectiveness of the Board’s workforce optimization process as indicated by the Region’s ability to address attrition and skill needs.

**Signature Page**

Dale Deiter, Forest Supervisor, Prescott NF – AZ Forest Supervisor Date

James Duran, Forest Supervisor, Carson NF – NM Forest Supervisor Date

Kim Giang, Director, Grants & Agreements – Director Date

Danny Montoya, Director, Engineering & Recreation – Director Date

Frank Gomez, Officer, Human Resources Date

Dan Frederickson, Acting Director, Program Development & Budget Date

Heather Provencio, Special Assistant to the Regional Forester Date

**Approval**

This charter is Approved and Authorized by:

Michiko Martin, Regional Forester Date

Sherri Schwenke, Deputy Regional Forester, Operations Date

Elaine Kohrman, Deputy Regional Forester Date