

WORKPLACE OPTIMIZATION ADVISORY COMMITTEE CHARTER

AUTHORITY

The Workplace Optimization Advisory Committee is established pursuant to Welfare and Institutions Code Section 5845(f)(4) and operates in compliance with the Bagley-Keene Open Meetings Act (Government Code Section 11120 et. seq.).

PURPOSE AND GOALS

The Advisory Committee supports the Commission by advising the Commission on human resources matters, including oversight of the Executive Director's performance, staff culture, and overall organizational effectiveness. The Committee serves as a resource to the Commission in fulfilling its responsibilities related to human capital management while ensuring compliance with applicable laws, regulations, and the Bagley-Keene Open Meeting Act.

The Advisory Committee shall:

- Ensure an accurate and fair performance review of the Executive Director.
- Ensure the Executive Director is evaluated on the assessment and monitoring of Commission staff culture through surveys, feedback mechanisms, and other appropriate tools.
- Drive the Executive Director search process when necessary.
- Develop and maintain succession planning for the Executive Director position.
- Support the Commission in maintaining a diverse, equitable, and inclusive workplace.
- Provide guidance and support to the Executive Director on organizational effectiveness initiatives.
- Provide regular reports to the Commission on workplace matters requiring attention.
- Make recommendations for Commission action on significant workplace issues.
- Maintain confidentiality on sensitive personnel matters while ensuring transparency in Committee processes.

MEMBERSHIP

The Committee members shall consist of current, appointed Commissioners. Members will be appointed by the Commission Chair.

QUORUM AND VOTING

1. A quorum consists of a majority of the appointed members.
2. Actions require an affirmative vote of a majority of members present.
3. Each member shall have one vote.
4. Proxy voting is not permitted.

PUBLIC PARTICIPATION

1. All meetings shall be open to the public unless personnel matters subject to Government Code Section 11126 are being discussed, necessitating a closed session.
2. The public will have the opportunity to comment on agenda items.
3. Written comments may be submitted according to procedures established by the Chair.

OFFICERS

1. The Commission Chair will select a Chair and Vice Chair annually.

Approved by the Commission on: August 28, 2025