

## **ORGANIZATIONAL GUIDELINES FOR CREATION OF THE JOHNSON COUNTY MINIMUM WAGE ADVISORY COMMITTEE**

These organizational guidelines accompany Resolution # \_\_\_\_\_ of the Johnson County Board of Supervisors, passed on \_\_\_\_\_. These guidelines are to be used in the creation of the Minimum Wage Advisory Committee and set forth the responsibilities of the Committee. These guidelines may be amended with approval of the Board of Supervisors.

### **I. Responsibilities**

- a. Study local economic conditions and issues of poverty, including the impact of the local minimum wage ordinance, and invite community input regarding opportunities and challenges both for workers and for employers.
- b. Provide educational opportunities for local officials and the general public regarding local economic conditions.
- c. Make recommendations to the Board of Supervisors regarding the county ordinance and any proposed amendments.
- d. Make recommendations to the Board of Supervisors, other local governments and community groups regarding legislative issues and other policy proposals relative to matters affecting household income.

### **II. Membership**

The Committee shall have between 7 and 11 members, appointed by the Board of Supervisors, with experience and knowledge of local economic conditions. One member of the Board of Supervisors will serve in an ex officio capacity. Initial terms will be staggered and thereafter terms will be three years. In recruiting and selecting members for the Committee, the Board of Supervisors will seek representation from a wide variety of interests and occupations, including the following constituencies which are preferred but not required:

- Labor unions
- Low income workers
- Business/Employers
- Academics with specialized knowledge in related fields such as economics, law, social work, etc.
- Social service providers
- State or municipal elected officials
- Community groups such as
  - Chamber of Commerce
  - ICAD
  - Center for Worker Justice

### **III. Johnson County Commitment**

Johnson County will provide the necessary county staff time to support the facilitation of Committee meetings and activities and act as a place of contact for the Committee.

### **IV. Structure**

At the initial meeting of the Council, members shall elect a Chair, Vice –Chair and Secretary. Committees may be formed by the Council but are not required.