

# Helping Incorporate Reliable Employees H.I.R.E. Committee (PROPOSED)

## Strategic Plan

### Vision

Create a community that values the skills and experiences of individuals with disabilities by including them as an essential part of the local workforce.

### Mission

Connect qualified job seekers with disabilities, Service Providers, Businesses and Government to improve employment opportunities in Kern County

### Strategies

#### Develop the organizational capacity of the collaborative's people, structure and processes

- Document an organizational structure *(as the organization grows and matures, the structure of the organization i.e. subcommittees, advisory committees, etc... may need to change)*
- Standardize operational processes *(the way the organization communicates, handles information, works internally and with others needs to be consistent and regular)*
- Develop clear roles and responsibilities for committee members *(service agency "members", employer "members", and others need to know what members are being asked to do, what authority levels they have and how to be a good member)*
- Develop a standardized budgeting process *(if the organization begins to raise funds for event sponsorship or other needs, good financial oversight for how funds are spent and collected should be in place)*

#### Develop the collaborative's ability to generate resources from diverse sources

- Develop clear standards for obtaining and allocating funding *(as funds are needed, members others will need to be confident in regard to how monies are sought out and handled once acquired)*
- Develop a clear set of outcome metrics and measures of success *(it is important to have an understanding of how success will be measured)*

#### Maximize the public awareness of the collaborative

- Develop a comprehensive branding and marketing strategy-including but not limited to public relations- *(as the collaborative interacts with the community, it will be important to have a clear brand and be heard as one voice)*
- Develop a community-wide communication strategy *(every communication should be aligned with the collaborative's objectives and should reflect the brand of the organization)*

#### Develop a sustainable group of committed collaborative partners

- Develop a partner recruitment strategy *(understanding what membership means and how to identify and reach out to those potential members will need to be clear)*
- Define roles and responsibilities for "membership" *(as partners are recruited and/or invited to join, expectations and benefits should be clearly communicated)*

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## Committee Charter

### Purpose

The purpose of the HIRE Committee is to connect job seekers with disabilities with Service Providers, Businesses and Government to improve employment opportunities.

### Background

What is now the HIRE Committee began in 2005 when Mayor Harvey L. Hall initiated a conversation between service providers in the community. A commitment was made by Mayor Hall to invite service providers to meet with business leaders to provide networking opportunities that would lead to more jobs for people with disabilities. From that simple foundation what is now known as the HIRE Committee was formed.

### Objectives

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## Committee Composition

The HIRE Committee is made up of representatives from local businesses, government and service providers who are committed to the integration of persons with disabilities into the workforce.

The HIRE Committee is lead by a Chair, Vice-chair, Secretary and Treasurer.

The work of the committee is lead by the chair and is divided among the following sub-committees, each lead by a sub-committee chair:

- Executive
- Development
- Marketing
- Employee Recruitment and Retention
- Events
  - PathPoint Job Club
  - Talent Knows No Limits Job Fair
  - Mayor's Luncheon

## Sub-Committee Responsibilities

### Executive

Made up of the Chair, Vice-chair, Secretary, Treasurer and chairs of the sub-committees. Sets direction of the committee and oversees the work of the sub-committees.

### Development

Develop resources available to achieve goals consistent with the vision and mission of the committee. Evaluate resources available from within' and outside the current committee and obtain commitments from various organizations to the use of said resources for the purpose of the committee.

### Marketing

Develop consistent branding and messaging by working with the executive committee in order to support the achieve goals consistent with the vision and mission of the committee. Develop marketing strategies and collateral materials that support goals.

### Employee Recruitment and Retention

This Employer committee is chaired by an employer in the community committed to the vision and mission of the HIRE Committee. The work of the committee is the backbone of what we do by identifying new and current employers who are interested in learning more about including job seekers with disabilities as part of their labor force.

### Events

Leads the planning and execution of key HIRE Committee sponsored events.

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## Interaction of the HIRE Committee with Partner Organizations

Organizations that partner with the HIRE Committee should be expected to commit resources to support the work of the committee. Both direct and indirect benefits should be expected by the partners. (The levels of membership and a scale of benefits should be developed)

## Committee Support Requirements

An annual budget should be developed to include all operating expenses including but not limited to event costs, printing, etc.

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