

City of Seattle Joint Administrative Committee

Purpose

The City's Community Workforce Agreement (CWA) requires the City to convene a Joint Administrative Committee (JAC). The JAC is designed to help the City and signatory Unions with decision making and problem solving on the City's CWA-covered public works projects. The JAC is made up of City and Union representatives with participation from the Prime Contractor on each project and an option for community members to observe.

The JAC discusses labor issues, impacts and solutions related to the CWA. Specifically, the JAC will discuss work progress and workforce needs, priority hire performance, apprentice and preferred entry utilization, safety and other topics related to the CWA. Parties who are not signatory to the CWA are not members on the JAC, but are invited to observe in the audience. More information about the JAC can be found in CWA Article VI Management's Rights.

The City aims to ensure that the JAC maintains its focus on jobsite issues and avoid any disruption to projects. Concerns raised in the JAC will be given proper review while maintaining job progress.

Structure

The City will chair the JAC. The City and Unions each have one vote. When in disagreement, they may by mutual agreement, appoint an impartial third party to break the tie with a third vote.

City Project Managers shall attend monthly JAC meetings, be prepared to discuss project issues that are relevant to the CWA and provide input on voting issues. If the Project Manager is unable to attend a JAC meeting, a City representative with project knowledge related to the CWA may participate in their place.

Prime Contractors on active CWA-covered projects shall attend the JAC and report on work progress, workforce needs, worksite safety and priority hire and workforce diversity performance.

Agenda

- Welcome and introductions
- Review of work progress
- Review workforce needs and projections
- Priority hire and workforce diversity reports
- Labor compliance issues
- Safety/grievances
- Old/unfinished/new business
- Good of the order

Public Participation

Community members, subcontractors and other interested parties are welcome to attend and observe JAC meetings. They will receive the JAC reports and materials, but will not hold a voting position.

Community members are also invited to attend Priority Hire Advisory Committee (PHAC) meetings. The PHAC provides input on overall priority hire implementation on City projects. In PHAC meetings, community members and other interested advocates or advisors may comment at times prescribed within meeting agendas. All meeting minutes and agendas will be available on the City's website: <http://www.seattle.gov/city-purchasing-and-contracting/social-equity/labor-equity>.