



# Governor's Council on Workforce Investment

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**Governor's Council on Workforce Investment  
Executive Committee Meeting Conference Call  
Secretary Allen's Office  
2:00PM – 4:00PM  
September 12, 2017**

## ***DRAFT MEETING MINUTES, PENDING APPROVAL***

**MEMBERS PRESENT:** Mark Tyler; Dave Anderson; Kent Olson (on the phone); Dawn Pratt (on the phone); Dan Mella (on the phone); Chytania Brown (on the phone); Georgia Maxwell (for Secretary Allen), Vern Peterson.

**OTHERS PRESENT:** DWD DET Director Phil Koenig; Tierney Gill; Becky Kikkert.

### I. Call to Order

Chairman Tyler called the meeting to order at 2:05PM.

### II. Welcome and Opening Remarks

Chairman Tyler chose to suspend additional opening remarks in the interests of time, and instead expressed his appreciation for the material presented at the NGA conference in Portland. He especially found the information on autonomics and unique delivery systems in the software arena worth additional interest by CWI to see if there were some opportunities that Wisconsin could likewise tap into.

### III. Approval of Minutes from July 11th, 2017 – **ACTION**

The minutes were unanimously approved as submitted. Dan Mella made the motion to approve, and it was seconded by Dawn Pratt.

### IV. Approval of Draft Charter for Strategic Initiatives Committee – **ACTION**

Following comparison with the tracked changes charter and the provision of background information on the changes, the strategic initiatives committee charter was approved as presented. Dan Mella made the motion, seconded by Kent Olson.

### V. Discussion on Quorum for Council and Committees

Dave Anderson led a discussion on how to encourage member participation and attendance at the meetings, as half of the committees were having difficulty getting the necessary quorum to conduct business. It was decided that prior to the meetings, the committee chairs (as aided by DWD staff) would send out reminders of the upcoming meeting. Kent Olson suggested that the meeting minutes' format be changed to reflect the "excused" or "unexcused" absences of members. This suggestion was agreed to.

Chairman Tyler requested staff assistance in drafting a communication to send to members to forewarn them of this change; additionally, the communication would serve to remind members that according to their bylaws, two unexcused absences in a row would make them subject to replacement. Vern Peterson suggested drafting a letter of intent to resign from the CWI as well, and sending it to the members who are chronically absent and unable to be gotten ahold of. Dave Anderson reminded the committee that as the CWI members are gubernatorial appointees, the decision to remove them and the signing off on those decisions would have to come from the Governor's Office. Further conversation was tabled for staff to look into the details and how best to rectify the situation.

#### VI. Discussion on Private Sector Site Visits

Chairman Tyler expressed regret at the lack of attendance and participation at the last meeting's site visits and encouraged discussion and input from others. It was decided that it was too early in the process to scratch the idea, but that going forward, members would be encouraged in advance to indicate their preferences or ability to attend. Vern Peterson suggested that the site visits also be marketed better and far enough in advance to garner attention, and make the tours part of the agenda instead of optional. Kent Olson suggested that site visits be tied to specific CWI outreaches and initiatives, like apprenticeship or career pathways and so on. Further discussion included going with Chairman Tyler's original hope of having the site tours be offered on-site of the meeting location; and instructing staff to look into resources available to provide members with transportation to off-site site visits.

Chairman Tyler offered to make the initial outreach to SnapOn Tools to see if they would be willing to host the December CWI meeting, and offer a site tour as well.

#### VII. Review Draft Agenda for October 24<sup>th</sup> Meeting with NGA

Chairman Tyler walked the group through the draft agenda for the October 24<sup>th</sup> strategic planning retreat with the NGA. The draft agenda was approved as presented. Becky Kikkert offered to reach out the Lt. Governor's Office to see if the Lt. Governor would be available as a lunch keynote speaker, should the Governor's schedule not allow.

Further discussion centered around the timeline of turning around input from NGA and using it to help formulate the state strategic plan. It was agreed that staff would play by ear on the timeline, based on the product that NGA would produce after the strategic planning retreat. If the need then arose, an additional meeting would be scheduled for the Strategic Initiatives Committee prior to the December 12<sup>th</sup> meeting so that they could have information to disseminate at the annual meeting and charges to provide the individual committees. Dave Anderson assured the group that the product that NGA would have from the retreat would be turned around in a timely enough fashion to allow for that to happen, and expressed his desire to have the plan approved at the April 2018 CWI meeting.

#### VIII. Planning Discussion for December 12<sup>th</sup> Annual Meeting

Dave Anderson brought forth an early stage draft layout for the December annual meeting, with a group meeting for all the stakeholders to be held in the morning, followed by a working lunch and afternoon sessions for the committees to break up and work on their projects. If there was material from the NGA in a timely fashion, the Strategic Initiatives Committee would provide a report-out in the morning session as well as provide directions for the committees to work on in their afternoon sessions. Chairman Tyler was suggested to give a CWI year in review presentation, and Secretary Allen to give a DWD year in review presentation, as well as speak to the budget which is expected to be signed by the December meeting.

XI. Announcements

There were no further announcements.

X. Other Business  
a. CWI Bill

Becky Kikkert provided a brief overview on the status of the CWI bill. It is currently in the Governor's Office, and they are looking for authors/co-authors. The hope is to have the 4 CWI members who are members of the State Senate and the State Assembly co-author the bill together, and thus create a bipartisan piece of legislation. If the timeline remains intact, they are looking for authors in the next week or so, before hopefully passing the bill by the end of the session in January.

Dawn Pratt asked for further clarification on attending the WEDA conference. CWI members were encouraged to attend as private citizens or as business owners, but that nothing would be officially done on behalf of the CWI: CWI would thus be a convening partner, but not a presenter as was thought. It was suggested that Tierney would send out the conference registration link to the CWI following the meeting, in case there were others that still wished to attend and had not registered.

XI. Next Meeting – **November 14th, 2017**

No further discussion on the next meeting date.

XII. Adjournment

Chairman Tyler adjourned the meeting at 3:05PM. The motion was made by Dawn Pratt and seconded by Kent Olson.

Meeting materials will be posted on the CWI web site at <http://www.wi-cwi.org/>. For questions about the agenda, contact Tierney Gill, Policy Analyst for the Department of Workforce Development, Division of Employment and Training by phone at (608) 266-5336 or by email at [TierneyB.Gill@dwd.wisconsin.gov](mailto:TierneyB.Gill@dwd.wisconsin.gov). If you have a disability and need to access this information in an alternate format, or need it translated to another language, please contact (608) 266-2134. For civil rights questions, call (608) 266-6889 or (866) 275-1165 (voice/TTY).