



# Governor's Council on Workforce Investment

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**Governor's Council on Workforce Investment  
Executive Committee Meeting  
2:00PM-4:00PM  
A415 – Secretary's Conference Room  
201 East Washington Avenue  
Madison, WI  
April 11, 2017**

## **MEETING MINUTES**

Members Present: CWI Chairman Mark Tyler; Dawn Pratt; Vern Peterson; Kent Olson; Dan Mella; Dave Anderson

Others Present: Chytania Brown; Becky Kikkert; Phil Koenig; Tierney Gill; Carrie Schneider

### **I. Call to Order**

Chairman Tyler called the meeting to order at 1:59PM.

### **II. Welcome and Opening Remarks**

Chairman Tyler welcomed the members and the new Division of Employment and Training Administrator Chytania Brown.

### **III. Approval of Minutes from February 20, 2017 – ACTION**

The meeting minutes were approved unanimously, as presented.

### **IV. Review and Finalize CWI Restructuring**

#### **• Committee Membership Rosters**

The Executive Committee discussed and recommended membership assignments for the following committees – WIOA, Partnership Development, Resource Alignment, and Strategic Initiatives. Kent Olson asked that staff review the committee assignments to ensure they are representative of CWI as a whole. The Executive Committee determined that potential committee members should be asked to serve on a committee as soon as possible and that those that were not asked should be thanked for their response. Letters should be sent by the end of next week.

Chairman Tyler asked that staff identify the members on CWI based on position and create a chart that identifies the members that are mandated to serve and the group that each represents. Committee members discussed the need to add three members to CWI representing manufacturing since Delora Newton was added as a council member per the Department of Labor.

#### **• CWI Staffing**

The Executive Committee reviewed the staffing assignments for the Council and the committees.

- **Executive Committee** – Tierney Gill

- **CWI Council** – Tierney Gill
- **WIOA Committee** – TBD; Mark Johnson
- **Partnership Development Committee** – Aaron Sarbacker
- **Resource Alignment Committee** – Lisa Hebgen
- **Strategic Initiatives Committee** – Laura Doolin
- **Minority Unemployment Task Force** –Tierney Gill
- **WAEWDC** – Sandra Hiebert

## V. Other Business

- **Mark Tyler – Review and Finalize Documents for CWI Hosted Meetings**

Chairman Tyler discussed the Hosted Meetings Guidelines. Committee members had questions on the provision of food and beverages at meetings and what can be provided by organizations hosting the meeting. Staff will verify with DWD legal counsel on what can be provided in terms of food and beverages at CWI meetings and provide further guidance.

- **Dan Mella – Thoughts on Increasing Communications from CWI to the Public**

Dan Mella discussed the need to have information (i.e. CWI Strategic Plan) provided in formats such as flow charts, talking points etc. for the committee to use. Mr. Mella would also like a summary document created to track what has been accomplished and completed from the strategic plan. Chairman Tyler suggested that a strategic plan update be added to the agenda as a standing item. Kent Olson suggested that the May Executive Committee meeting should be a review of what has been accomplished from the strategic plan and what work can yet be done.

- **Dave Anderson – Potential Council/Committee Presentations**

Dave Anderson discussed potential presentations that may be of interest to the CWI or one of the subcommittees. The potential presentation topics discussed were:

- Competency-Based Education at Nicolet College (handout was passed out)
- Internship Portal in development and DWD that will roll out this summer
- Energy Consortium

- **Staff – Minority Unemployment Task Force Formalization Discussion**

Dave Anderson discussed the history of the Minority Unemployment Task Force and the need to formalize its structure. He recommended that the first step would be to establish a set of by-laws for the task force. The committee agreed to have Dave Anderson draft by-laws for the task force.

- **Staff – CWI Meeting Schedule Discussion (6x yearly)**

Chairman Tyler recommended that the CWI meet six times a year with the council meeting one month and the Executive Committee meeting the next month. The Executive Committee agreed to have Executive Committee meetings on the second Tuesday of the month with CWI meetings the second Tuesday of the following month. CWI meetings will begin in June. Staff will schedule meetings through 2018. Chairman Tyler discussed the possibility of moving the meetings across the state to showcase best practices and have presentations from businesses and technical colleges. Chairman Tyler also brought up the issue of having a Vice Chair for the Council.

- The Executive Committee discussed whether to support the Wisconsin Economic Development Association. Chairman Tyler asked for a motion to support. The motion was approved with Kent Olson abstaining.

## **V. Announcements**

There were no meeting announcements.

## **VII. Next Meeting – May 9, 2017**

The next Executive Committee meeting will be May 9 at the WIOA Roundtable. It was recommended that that staff determine the time of the meeting based on the WIOA agenda and room availability at the hotel.

## **VIII. Adjournment**

Chairman Tyler adjourned the meeting at 4:15PM.

Meeting materials will be posted on the CWI web site at <http://www.wi-cwi.org/>. For questions about the agenda, contact Tierney Gill, 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).