



Governor's Council on Workforce Investment

**Governor's Council on Workforce Investment
Executive Committee Meeting
Conference Call/WebEx
February 6, 2018
2:00PM – 4:00PM**

DRAFT MEETING MINUTES, PENDING APPROVAL

Members Present: Vern Peterson, Dan Mella, Dawn Pratt

Members Not Present: Kent Olson, Ray Allen

Others Present: Phil Koenig, Tierney Gill, Laura Doolin, Walter Jankowski, Chris Hagerup.

I. Call to Order

Chair Tyler called the meeting to order at 2:02PM.

II. Welcome and Opening Remarks

Opening remarks were suspended in interests of the time constraints and the agenda demands.

III. Approval of Minutes from February 1, 2018 – **ACTION**

The minutes were approved unanimously.

IV. Feedback on Draft Strategic Plan – [Executive Committee On-line Feedback Survey](#)

PLEASE BE AT A COMPUTER FOR THE MEETING

<https://www.surveymonkey.com/r/N7BZPKM>

The survey monkey was discarded to walk through the portions of the plan individually and answer questions and concerns. Discussions arose over many areas of confusion on the strategic plan, how best to improve the process and the communication of the draft plan to members, and clarity in where the information in the plan was coming from. Walter agreed to collapse portions of the plan in its outward presentation so as not to drown individuals in too much information and context. Comments were shared about the difficulty in trying to align the Governor's workforce plan with the strategic plan being worked on.

V. Review Timeline and Deliverables for Strategic Plan Process

The next steps of the strategic plan process are to focus the members at the CWI meeting on February 13th on the top 2-2 things that they need to focus on. Strategic Initiatives Committee is to set up a meeting following that meeting to take the next pass at editing the plan, before presenting it to the Executive Committee on March 13, and from there to the whole Council at the April 10th meeting.

VI. Final Check on February 13, 2018 Meeting Agenda and Process

Walter led a discussion on what the committees are expected to do at the 2/13 meeting. It was suggested that the whole group meet briefly in the morning to get their end deliverables and the plan for the day before being sent to their committee break out rooms. At those meetings, the committees would be instructed to prioritize and assemble the information, edit and revise the information that they already had, and determine resources and assign leads and key team members, with the facilitators assisting in that process so the note takers could record the data and send it real-time to Wally. All work is meant to stay at a high level, not get lost in the weeds. It was determined that the Strategic Initiatives Committee would focus on how to measure the progress or lack thereof of the initiatives.

VII. Announcements

Bruce provided an overview of where the Public Policy Forum was on their work on the asset map. Their draft was on track to be presented to the Council at their April meeting. The Executive Committee would hopefully see the draft prior to that.

VIII. Other Business

A. Draft 2018 Meeting Schedule

It was agreed that meetings should move around the state, with approximately every other meeting in the central Madison/Dells region. Beyond that, the group was open to moving meetings around the state.

B. Draft 2019 CWI Calendar

The Executive Committee agreed that continuing the 2019 schedule with the second Tuesday of every month would work the best for their calendars. Tierney will send out calendar invites for 2019 in the coming weeks.

C. Task Force Appointment

The Secretary's Office recommended Nicole Brookshire be appointed to the Task Force. The Executive Committee agreed that she should be appointed, but in the absence of Chair Tyler it was suggested that he also be provided with that information at another time.

IX. Next Meeting – **March 13, 2018**

X. Adjournment

Dawn made the motion to adjourn the meeting at 4:15PM and it was unanimous.

Call In Information**

Participant Dialing Instructions

PLEASE LOGIN TO WEBEX SENT INVITE

**For those attending in person, the physical location for the meeting will be:

*Department of Workforce Development, Room A415
201 E. Washington Avenue, Madison*

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. Department of Workforce Development, Division of Employment and Training is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please call us through Wisconsin Relay Service (7-1-1). To request information in an alternate format, including language assistance or translation of the information, please contact us at (888)-258-9966.