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Scott Walker
Governor

S. Mark Tyler
Chair

Governor's Council on Workforce Investment

February 1, 2018

WebEx/Conference Call

In Person Location:
Department of Workforce Development
Conference Room A415
201 East Washington Avenue
Madison, WI

EXECUTIVE MEETING SCHEDULE

2:00 p.m.

Executive Committee Conference Call/WebEx

All full Council meeting materials are available on the CWI web-page at <http://www.wi-cwi.org>

Enclosed Meeting Packet Contents

Page 1 February 1st, 2018 - Meeting Schedule and Packet Contents
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Page 8 DRAFT DWI Strategic Plan WILL BE PROVIDED FEB 1 MORNING

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)

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EXECUTIVE COMMITTEE MEETING

Conference Call / WebEx

February 1, 2018

2:00PM – 4:00PM

AGENDA

- I. Call to Order - Mark
- II. Approval of Minutes from January 9, 2018 – ACTION - Mark
- III. Objectives for Today - Walter
 - A. What we want to accomplish today
 - B. Update on progress - high-level timeline and deliverables for the strategic plan - see below
- IV. Updates on how the Strategic Planning WebEx meetings went
 - A. Overview of WIOA Committee Planning Results – Vern / Walter
 - B. Overview of Partnership Committee Planning Results – Dawn / Walter
 - C. Overview of Resource Alignment Committee Planning Results – Dan / Walter
 - D. Update on Strategic Initiatives postponed meeting
- V. Overview and Discussion of CWI February 13th Meeting
 - A. Update on Location / Logistics – Tierney / Phil
 - B. Meeting Format
 - a. CWI Committees meet from 10:00AM-1:30PM, working lunch,
 - b. CWI Full Council to meet 1:30 PM-3:30 PM
 - C. Committee Meetings Proposed Agenda (10:00am-1:30pm)
 - a. Finalize DRAFT Committee / Priority Plan – Make edits / revisions
 - b. Prioritize / Order
 - c. Assign Leads and Team Members
 - d. Measures
 - e. Resources – What resources do they need to accomplish the Strategy?
 - D. Full Council Meeting 1:30pm – 3:30 pm
 - a. Presentations by Each Committee
 - b. Feedback / suggestions from all CWI Members Activity
 - c. Large Group Prioritization Activity
- VI. Announcements
- VII. Other Business
- VIII. Next Meeting – FEBRUARY 13th CWI MEETING
- IX. Adjournment

Call In Information**

Participant Dialing Instructions

PLEASE LOGIN TO WEBEX SENT IN INVITE

Dial into your CenturyLink telephone number: 1-877-820-7831

Enter the Participant Passcode: 110757#

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

Department of Workforce Development

201 E. Washington Avenue, Madison

Room A415

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. 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).

CWI Strategic Plan Timeline and Milestones



Council for Workforce Investment (CWI) Strategic Planning

		Labor	Plan			% Complete	Week Beginning
Phase	Activity	Type	Start	Projected End Date	Status	% COMPLETE	
Phase 0 Assess and Finalize Scope and Approach	Review existing documentation and work to date	Background	11/29/17	12/5/17	DONE	100%	
	Meetings with Bruce and Phil to understand project team members and structure, project goals, scope, approach, schedule, timeline	Meeting	11/29/17	12/5/17	DONE	100%	
	Meeting with CWI Executive Committee - 12/5	Meeting	12/5/17	12/5/17	DONE	100%	
	Prep Agenda and materials for December 12 CWI Annual Meeting	Prep	12/5/17	12/12/17	DONE	100%	
	Deliver December 12 CWI Annual Meeting	Meeting	12/12/17	12/12/17	DONE	100%	
	Develop 2018 Timeline and Milestones	Plan	12/12/17	12/29/17	DONE	100%	
	Set-up logistics (access, meetings, etc.)	Plan	12/20/17	12/29/17		50%	
Deliverable: Agreed upon approach, team set-up with committee logistics		Deliverable	11/29/17	12/29/17		92.9%	
Phase 1 Develop Committees First Draft Plan	Review and sort notes from Annual meeting and Survey - develop DRAFT first plan	Prep	12/12/17	1/12/18		75.00%	
	Prep and deliver January 9th, 2018 CWI Executive Committee Meeting	Meeting	1/2/18	1/9/18	DONE	100.00%	
	<i>Deliverables – debrief over December 12th meeting data, present schedule and milestones for next couple months, agenda</i>	<i>Deliverable and Forn</i>					
	<i>Meeting Format – conference call</i>	<i>Deliverable and Forn</i>					
	Prep and deliver meetings with Committee Chairs (60 min)	Meeting	1/9/18	2/10/18			
	Between January 9th, 2018 – February 10th, 2018: Committees hold individual 90 minute working sessions.	Meeting					
	Prep and deliver meeting(s) with Resource Alignment Committee (90 min)	Meeting	1/9/18	2/10/18			
	Prep and deliver meeting(s) with Partnership Committee (90 min)	Meeting	1/9/18	2/10/18			
	Prep and deliver meeting(s) with WIOA (90 min)	Meeting	1/9/18	2/10/18			
	Prep and deliver meeting(s) with Strategic Initiatives Committee (90 min)	Meeting	1/9/18	2/10/18			
	<i>Deliverables – Decide on asset map priority, Discussion around net migration (via Dawn Pratt), their committee role, dashb</i>	<i>Deliverable and Forn</i>					
	Prep and deliver meeting(s) with Executive Committee (90 min)	Meeting	1/9/18	2/10/18			
	Prep first draft of full final plan	Prep	1/2/18	2/13/18			
Deliverable: DRAFT Plan for Each Committee		Deliverable	12/12/17	2/13/18		FALSE	
Phase 2 Prep and Deliver Full CWI Feb 13 Meeting	Prep Agenda and materials for Feb 13 meeting	Prep	2/3/18	2/13/18			
	Set-up logistics for Feb 13 meeting (location, facilitators, etc.)	Plan	2/3/18	2/13/18			
	Prep and Deliver February 13th, 2018 CWI Council/Committees Meeting	Meeting	2/3/18	2/13/18			
	<i>Additional work time provided at the committee sessions on February 13th. WIOA (1); Partnership (1), Resource (1).</i>	<i>Deliverable and Forn</i>					
	<i>Meeting Format – CWI Committees meet from 10:00AM-1:30PM, working lunch, CWI Council to meet 1:30 PM-3:30 PM</i>	<i>Deliverable and Forn</i>					
	<i>Finalize DRAFT Committee / Priority Plan</i>	<i>Deliverable and Forn</i>					
	<i>Prioritize / Order</i>	<i>Deliverable and Forn</i>					
	<i>Assign Leads and Team Members</i>	<i>Deliverable and Forn</i>					
	<i>Resources – What resources do they need to accomplish the Strategy?</i>	<i>Deliverable and Forn</i>					
	<i>Deliverables – want the draft CWI strategic plan presented, group prioritization, feedback, determine resources.</i>	<i>Deliverable and Forn</i>					
Process results from meeting and create DRAFT of full plan	Prep	2/13/18	2/26/18				
Work with Marketing to develop DRAFT Plan	Prep	2/13/18	3/10/18				
Deliverable: Final DRAFT Prioritized Plan		Deliverable	2/3/18	3/10/18			
Phase 3 Prep and Deliver April 10 Meeting	Prep and Deliver week of February 19th or February 26th, 2018 – Strategic Initiatives Committee Meeting	Meeting	2/14/18	3/10/18			
	<i>Deliverables – Review draft committee plans, review resources, talk dashboard, review measures</i>	<i>Deliverable and Forn</i>					
	<i>Meeting Format – conference call or webex</i>	<i>Deliverable and Forn</i>					
	Prep and Deliver March 13th, 2018 CWI Executive Committee Meeting	Meeting	3/1/18	3/13/18			
	<i>Deliverables – Agenda for April 10th agenda, committee status report out on draft committee plans</i>	<i>Deliverable and Forn</i>					
	<i>Meeting Format – conference call</i>	<i>Deliverable and Forn</i>					
	Prep Agenda and materials for April 10 meeting	Prep	3/14/18	4/3/18			
	Set-up Logistics for April 10 meeting (location, facilitators, etc.)	Prep	3/14/18	4/3/18			
	Deliver April 10th, 2018 CWI Council and Committee Meeting	Meeting	4/10/18	4/10/18			
	<i>Deliverables – Present final draft CWI plan, present sharepoint site, obtain final plan feedback</i>	<i>Deliverable and Forn</i>					
<i>Meeting Format – Kent presents final draft plan to Council; committees assign in sharepoint, set plan for remainder of the ye</i>	<i>Deliverable and Forn</i>						
Process results from meeting	Prep	4/10/18	4/30/18				
Prep and deliver meeting(s) with Executive Committee	Prep	4/10/18	4/30/18				
Finalize FINAL plan	Prep	4/10/18	4/30/18				
Deliverable: Final Plan		Deliverable	2/14/18	3/10/18			
Phase 4 Plan and Design SharePoint Infrastructure	1. Develop Strategic Plan SharePoint site	Prep	2/13/18	4/21/18			
	2. Develop Strategic Plan Action Item list	Prep	2/13/18	4/21/18			
	3. Train / Transfer Knowledge to SharePoint Administrators and Committee Administrators	Prep	4/21/18	4/30/18			
	Deliverable: Built out Strategic Plan SharePoint site	Deliverable	2/13/18	4/21/18			

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EXECUTIVE COMMITTEE MEETING

January 9th, 2017

2:00-4:00pm

DRAFT MINUTES, PENDING APPROVAL

Members Present: Dawn Pratt; Mark Tyler; Vern Peterson; Dan Mella; Kent Olson;

Others Present: Wally Jankowski; Chris Hagerup; Bruce Palzkill; Carrie Schneider; Phil Koenig; Tierney Gill; Laura Doolin;

X. Call to Order

Chair Tyler called the meeting to order and passed on the opening remarks to allow for all the agenda items to be addressed in the time allotted.

XI. Welcome and Opening Remarks

No official opening remarks.

XII. Approval of Minutes from December 5, 2017 – **ACTION**

The minutes were approved as presented.

XIII. Debrief from December 12, 2017 CWI Meeting

E. How do you think it went?

The chairs and participants were invited to share their feedback on how they felt that the December CWI meeting went. A common theme was that the committees felt rushed in their committee sessions, and could have benefited from more time to work on the strategic plan portions assigned to them. However, all agreed that the location and logistical arrangements and presentations were very well done.

F. Overview of Subcommittee Results

G. Next Steps

Wally Jankowski walked the committee members through the next steps in the strategic planning process. Each committee will be holding a meeting outside of their normal business schedule. Tierney agreed to help committees

plan their meetings, and Wally will assist with agendas and meeting materials.

XIV. Strategic Priority Areas Discussion*

A. Priority Area III: UNDERSTAND ALL OUR WORKFORCE INVESTMENTS ASSETS [Resource Alignment Committee]

Develop an asset map to allow for greater resource alignment that is connected to a dashboard of common indicators

- *What is the purpose?*
- *Should this be a Strategic Priority?*
- *Resource Alignment Committee needs more definition*

Members discussed the asset map and what exactly the committee was trying to accomplish in creating one. Questions were raised regarding what exactly the asset map would try to cover or provide in terms of information scope, what already exists so the CWI doesn't waste valuable time duplicating resources, how best it could be used and implemented going forward, what best practices CWI wanted to highlight and why, how to keep the information current and updated regularly, who the target audience for this tool would be, whether it could be tied to an overhaul of the CWI website, if it was better to simply get behind whatever it is that WEDC is doing and help promote it, what other states are doing, and if it was better suited as a task than a strategic planning priority.

It was decided to keep it, put it under strategic priority 1, and perhaps form a subgroup/task force to work on it and go from there.

B. Priority Area I: INCREASE NET MIGRATION [Partnership Committee] – See e-mail below

It was decided to keep this recommendation but to work closely with WEDC in seeing how best to deploy this throughout the state.

XV. Review, Finalize Timeline and Deliverables for Strategic Plan Process – see attachment

Members discussed the timeline of events from current day to April CWI meeting, when the draft plan is to be presented. Phase 2 of fleshing out the strategic plan is to take place from February 13 to the March 13th Executive Committee meeting and the April 10th Council meeting. DWD is to touch base with their Coms office to start the process of assisting with the marketing and presentation aspects of the draft plan.

Wally indicated that he would like to meet individually with each of the committee chairs to make sure he captured as much of the context around the sticky notes as possible. Tierney will assist in planning the individual conference calls prior to the upcoming committee meetings.

XVI. Announcements

There were no announcements.

XVII. Other Business

No further business to discuss.

XVIII. Next Meeting – February 1, 2018 via conference call/WebEx

Tierney will follow up with committee members via Doodle poll to help set an additional meeting time prior to the February 13th CWI meeting.

XIX. Adjournment

Dawn made the motion to adjourn the meeting at 3:30PM. Motion carried, meeting was adjourned.

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**Council on Workforce Investment
DRAFT 2018 Strategic Plan**

TO BE PROVIDED AFTER JAN 30 PARTNERSHIP AND JAN 31 RESOURCE ALIGNMENT COMMITTEE MEETINGS