

## Community Issues Management Checklist

*Review each item. Mark “Yes” for any item that your Board has already completed. Mark “No” for those items your Board needs to address.*

<b>Activity List</b>	<b>Yes</b>	<b>No</b>
<b>Identify Key Community Workforce Development Issues - Our Board has...</b>		
gathered community demographics	_____	_____
gathered labor market information	_____	_____
gathered the <i>basic</i> skill levels of the <i>current</i> labor force	_____	_____
gathered the <i>soft</i> skill levels of the <i>current</i> labor force	_____	_____
gathered the <i>technical</i> skill levels of the <i>current</i> labor force	_____	_____
gathered the <i>basic</i> skill levels of the <i>future</i> labor force	_____	_____
gathered the <i>soft</i> skill levels of the <i>future</i> labor force	_____	_____
gathered the <i>technical</i> skill levels of the <i>current</i> labor force	_____	_____
gathered the <i>current basic</i> skill requirements of business	_____	_____
gathered the <i>current soft</i> skill requirements of business	_____	_____
gathered the <i>current technical</i> skill requirements of business	_____	_____
gathered the <i>future basic</i> skill requirements of business	_____	_____
gathered the <i>future soft</i> skill requirements of business	_____	_____
gathered the <i>future technical</i> skill requirements of business	_____	_____
created a 21 <sup>st</sup> Century <i>Service map</i> for <i>job seeker</i> services	_____	_____
created a 21 <sup>st</sup> Century <i>Service map</i> for <i>business</i> services	_____	_____
created a 21 <sup>st</sup> Century <i>Resource map</i> for <i>job seeker</i> services	_____	_____
created a 21 <sup>st</sup> Century <i>Resource map</i> for <i>business</i> services	_____	_____
conducted a community demographics gap analysis	_____	_____
conducted a labor market gap analysis	_____	_____
conducted a job seeker services gap analysis	_____	_____
conducted a business services gap analysis	_____	_____
conducted a job seeker services resources gap analysis	_____	_____
conducted a business services resources gap analysis	_____	_____
 <b>Develop Community Plan – Our Board has...</b>		
shared the community audit with the community	_____	_____
identified the formal and informal leaders within the community	_____	_____
created a community plan (with all of the required elements with the board and key community players	_____	_____
created a community budget to fund the plan	_____	_____
sought additional funds as required to ensure plan is funded	_____	_____

<b>Activity List</b>	<b>Yes</b>	<b>No</b>
<b>Publish Community Plan – Our Board has...</b>		
created a visual picture in the mind of what the results will look like	_____	_____
communicated the image to others using multiple approaches	_____	_____
distributed the community plan to the full community	_____	_____
appealed to the community’s values, interests, hopes, dreams, and aspirations	_____	_____
<b>Manage Community Plan – Our Board ...</b>		
utilizes a tickler system for key milestones of the plan	_____	_____
bases the board’s agenda on the key community issues and plan	_____	_____
fosters collaboration to capitalize on shared values	_____	_____
helps achieve small wins to promote consistent progress and build commitment	_____	_____
recognizes individual contributions to the success of a project or venture	_____	_____
celebrates accomplishments	_____	_____
<b>Evaluate Progress on Community Plan – Our Board...</b>		
pays balanced attention to short-term and long-term goals	_____	_____
identifies what milestones/goals are being met on time, early and late	_____	_____
identifies what milestones are not being met	_____	_____
determines why the results are happening	_____	_____
utilizes the progress results to make adjustments in the plan as necessary	_____	_____
<b>Publish Progress Results – Our Board...</b>		
publishes progress results on the community plan at least annually	_____	_____
identifies in the publication what goals were met on time, early, late, those not met and why	_____	_____
publishes the changes to the plan due to the progress results	_____	_____
documents and gives credit to partners for their part in the community plan accomplishments	_____	_____