



Co-Chairs

Date: February 12

Time: 10:00 am

Location: Phone

Attendees:

Anne Kilzer, Cynthia Bauerly, Rick Roy, Dave Niermann, Mark Jacobs, Mike Haney, Dee Torgerson, Tom Norman, Randy Johnson, Dan Wenner,

Minutes

Agenda item: Reporting from Committees

Discussion:

Adult: Randy reported the last meeting was Monday, February 3. A lot of moving parts regarding building capacity; a number of ideas were generated. What is in common among programs; how can services be enhanced? Reviewed the matrix attached to the workforce policy which outlines the services we currently provide and who is responsible. Looking at activities rather than programs. Committee will add to the list and then focus on which are priorities. Next meeting yet to be determined. Cynthia noted we need to be thinking about new ways of service delivery as well as current programs; we also don't want to narrow things down too quickly before discussion can be had about scaling best practices. Also, committees can consider breaking into subgroups to discuss topics. Randy said they are also considering marketing and outreach along with service delivery; Dave added that reviewing the matrix allowed the committee to understand commonalities as a starting point to discuss how we increase capacity and how services are delivered.

Employer/Business: Tom said the discussion thus far has been detailed and positive. Discussing gaps in current system and ideas around single point of contact, communication, who does what, addressing local needs, identifying best practices, adding to current planning processes to ensure employer needs are being addressed. The range of employer needs are unique- can be divided by sector, size, or administrative capacity- these things change their approach in how they interact with DEED. The idea of having more resources at the local level (flexibility) would be helpful, as well as for incumbent worker training. Also discussed a toolbox that could be provided to employers regarding workforce planning and management. The Job Skills Partnership Board has been discussed, as well as how to coordinate the services of vendors with whom we contract. Best practices from around the nation will be reviewed. Anne, Tom and Mike will get together to prepare for the next committee meeting on February 24. Mike noted the outline Cynthia and Mark sent will be helpful. Mike said doing work by phone has been difficult so in-person attendance is being encouraged for upcoming meetings. Both Rick and Rachel did a good job in getting pertinent information to the committee. Having people from a variety of programs has provided broad perspective in how efforts are coordinated.

Youth: Dee said the committee is working to find common ground- the World's Best Workforce legislation has come up as a theme. DoE has been invited to join the next committee meeting to give an overview. Several categories have been identified, but subcommittees will not be formed. Instead, meetings are being devoted to individual topics. There is a subgroup working on data; still waiting for some from Rachel. The direction provided via recent email will help form future agendas. Discussion ensued regarding the difficulty of conversations regarding current programs and activities.

Mark asked what obstacles exist that the Co-Chairs group could be helpful with. Randy noted that having the data available has been helpful. Mike said the timeframe is short and more time could be useful, but at the same time having a short timeframe has pushed committees to keep work moving. Dee asked whether committee work would continue beyond February 27; Cynthia said this would be discussed on the 27th, in terms of format. The process as a whole will be ongoing and open.

Agenda item: Parameters for February 27 Meeting**Discussion:**

Cynthia reviewed the email that was sent yesterday and asked if the approach seems workable. On February 27, each committee will have about 45 minutes to report and then next steps will be discussed (ie, more internal work? How to engage partners? etc). Group agreed that the mail was helpful. Dave noted that some of their committee work can be done by email to meet the deadlines in place. Anne can continue to be the point person for the Co-Chairs and Business/Employer committee; Tasha for the Adult and Youth committee. Cynthia asked whether the email should go out to everyone; discussion about how to accomplish this. Cynthia and Mark will send out the email; co-chairs can add individual committee information to that as a follow up. Anne has updated the email contact spreadsheet and will send out with the notes.

Cynthia asked if outside resources would be helpful. Funding may be available to support this type of activity. Cynthia noted it is important for the system change process/discussion be led by us rather than other groups in the state who may not understand the system in the way that we do. In regard to resources, Cynthia said there are RFP rounds currently open for which we could apply. Discussion ensued regarding potential groups, resources and the idea in general.

Conclusions:

Group agreed we should continue to look into opportunities for assistance from outside facilitators, and resources to support.

Action items

✓ Send out email to all participants

Person responsible

Cynthia/Mark