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Strategic Management Committee Minutes

September 15, 2011

Attendees: Lyle Wray, Kim Hostetler and George Fournier

Staff: Alex Johnson, Jim Boucher, Julie Geyer, Sandy Rodriguez and Liz Saunders

Call to Order

Lyle Wray called the meeting to order at 10:35 a.m.

Consent Item:

Lyle entertained a motion to approve the minutes from the meeting on May 6, 2011. George moved to approve the minutes and Lyle seconded it. All were in favor, none opposed, the motion carried.

Old Business

One –Stop Skills Survey. Julie briefly outlined the survey. The survey was distributed from January through March of 2011. It was administered in Manchester, New Britain and Hartford with 480 respondents. Ron Schack has the detailed data supporting the results. The committee suggested collapsing the four skill categories into one to aid in clarification. It also suggested looking at the demand side (jobs) as well as the supply side (job seekers). In addition, at the next meeting, Ron will provide a crosswalk of job seekers to length of unemployment and education.

New Business:

Review Year-End Strategic Management Report and Dashboard

The Strategic Management Dashboard is a report that is completed each quarter to show the board where CWP is on select key outcomes. It is based largely on CWP's Business Plan, and provides updates on key outcomes and progress on key initiatives. This version is based on year-end as of June 30, 2011, so there are no estimates, targets or forecasts. The report also includes CWP's WIA performance measure. It has done well with WIA Performance exceeding goal on eight of the 15 measures, meeting goal on five and trending below goal on two. It was suggested that details of those measures meeting goal should also be included. A detailed report supporting the Dashboard, was also distributed. Both the Dashboard and detailed report will be distributed at the September 28th Board Meeting.

Review 2011-12 SMC Work Plan

Julie outlined each of the objectives, activities and metrics in the committee's workplan. It was asked if CWP should have a communication or advocacy plan for the Community Indicators report based on what happened last year. Sandy mentioned that we had approached the Hartford Business Journal with limited success, and that there might be other avenues for us to explore. It was suggested adding a third bullet – Communications Plan – under objective number four. Lyle will be attending the Board meeting and presenting the committee's work plan.

2012 – 13 Tentative Business Plan Timeline

Julie identified several key points.

- Rollout preliminary Business Plan Timeline to the Board on September 28th
- At the December 15th Board Meeting ask for approval of FY 12-13 Management Priorities.

- Prior to the March 22nd Strategic Management Committee meeting CWP will have an internal management meeting to look at its goals and objectives for the year. Those goals will be identified at the March 22nd committee meeting.
- A draft of the Business Plan will be distributed to the committee on May 3rd to be reviewed at the May 10th meeting.
- May 16th CWP will distribute the Business Plan to the Board for discussion at the May 23rd Board meeting.
- June 7th we will send the final draft of the Business Plan to the board members and look for adoption of the Business Plan at the June 14th Board meeting.
- It was recommended that if a special Board Meeting is called for November that the SMC consider moving the approval of CWP's Management Priorities to that agenda.

Next Meeting/Adjournment

- Lyle entertained a motion to adjourn at 11:30 a.m. The next meeting is scheduled for November 17, 2011 at 12 noon. Topics for the next meeting: Management Priorities, Revision to the Survey and Community Indicators.