



**Capital Workforce Partners**  
*One Union Place / Hartford, CT 06103*  
**Phone: (860) 522-1111 / Fax: (860) 722-2486**  
[www.capitalworkforce.org](http://www.capitalworkforce.org)

## **Strategic Management Committee Minutes**

### **May 6, 2011**

**Attendees:** Lyle Wray, Chair; Martha McLeod, Erin Lamanna, Carl Stephani

**Staff:** Tom Phillips, Alex Johnson, Julie Geyer, Jim Boucher and Liz Saunders

#### **Call to Order**

Lyle Wray called the meeting to order at 12:12 p.m.

#### **Consent Item:**

Lyle entertained a motion to approve the minutes from the meeting on March 21, 2011. Carl moved to approve the minutes and Martha seconded it. All were in favor, none opposed, the motion carried.

#### **New Business:**

##### **Review Integrated Budget and Business Plan:**

Alex thanked both Lyle and Martha for attending the Stakeholders Meeting in April. The big take away from the Stakeholders Meeting was that CWP doesn't want to give the perception that it is leaving anyone behind. Therefore, there is a need to build partnerships with adult education agencies and support organizations that can provide that type of community-based support for those hardest to serve by helping them prepare for ultimate entry into the workforce system.

The meeting was dedicated to the review of the Integrated Budget and Business Plan. The structure of the plan was changed, making it more strategic and less program-oriented. The review of the plan is to ensure that the committee is in agreement with the way that the plan is organized and will be presented to the board.

Julie went through the Integrated Budget and Business Plan. There were several key observations from the committee:

- The Executive Summary is the most critical; the outcomes need to be moved up front.
- There is a need to address key stakeholder needs.
- Insert a footnote on the report that states we are actually investing more than what actually shows on the report.
- The Program Overview and Glossary were well received - include the Organizations with the Terms.

#### **Next Meeting/Adjournment**

- Lyle entertained a motion to adjourn at 1:25 p.m. The next meeting will be scheduled for late August or early September. A meeting needs to be scheduled prior to the September Board meeting.