



Capital Workforce Partners
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Strategic Management Committee

January 20, 2010

Attendees: Lyle Wray, Chair and Kimberly Hostetler, Vice Chair

Staff: Alex Johnson and Vivian Rivera

Guest: Ron Schack, The Charter Oak Group

Call to Order

Lyle Wray called the meeting to order at 12:05 p.m.

Consent Item:

A motion was made to approve the minutes from the meeting on November 19, 2009. Kim moved the motion and Lyle seconded it. Motion was carried.

Old Business:

Update on Data Development – Ron Schack

We are currently sustaining conversations with DOL to carry out the cross-match for the WIA and JFES clients as well as for the employment services. We are also providing the Department of Education with the youth cohort lists that will be used to evaluate the Summer Youth Program. Ron will provide the cohort data to DOL and they will send their data of aggregations back for each program. Ron, Sandra Rodriguez and Jim Boucher will meet to compile the cohort lists and will have them ready in March.

Update on Indicators Report – Ron Schack

The Courant declined our request to publish the Indicator Report. Lyle suggested that CWP purchases a page and add the report either in the Courant or other newspapers as there are other means of getting this information out. Ron suggested that we look at the indicators noting CWP's primary role (i.e., Facilitator, Coordinator, Advocate or Service Provider). The committee raised questions regarding the definitions of the three primary role options listed on the report. It was agreed that we would amend the document to include the definitions with the purpose of reporting back to the Board.

Review Existing Board/Committee Goals and Plans

Alex provided the committee with all the relevant goal documents. In conducting this review, it became apparent that we have the following:

- WIA/JFES plans
- One-Stop Committee goals
- Future Workforce Committee goals
- Governance Committee work plan
- Management's goals (developed to incorporate the RBA strategies and clearly identify expected outcome metrics to implement the committee plans.)

As we continue to implement the Board development plan, it is important that we continue to adopt recognized Best Practices to annually communicate the work of the organization to the Board in the context of the Budget.

Lyle suggested using the budget as a vehicle where the committee presents the budget, mission, and goals as a narrative/combined business plan. The RBA and Board goals can be incorporated into the budget in a systematic plan. This narrative should be staff written and the committees and the Board review/approve it. Also, CWP needs to include how we would incorporate new funding into our plan.

Alex suggested that the committee bring the conversation to the Board and get the approval to move forward with this plan. The committees will need to modify their business plans. The committee also suggested that staff review the CRCOG Annual Budget Report and other business plan documents and create a framework for the committee to use as a guide.

New Business

There is no new business at this time.

Other

Next Meeting/Adjournment

The next meeting will be on **March 31, 2010 from 11:30-1:00 p.m.**

The meeting was adjourned at 1:00 p.m.