



Capital Workforce Partners
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DRAFT- Strategic Management Committee
March 31, 2010

Attendees: Lyle Wray, Chair; Kimberly Hostetler, Vice Chair; and Carl Stephani

Staff: Alex Johnson, Julie Geyer and Vivian Rivera

Guest: Ron Schack, The Charter Oak Group

Call to Order

Lyle Wray called the meeting to order at 11:30 p.m.

Consent Item:

A motion was entertained to approve the minutes from the meeting on January 20, 2010. Kim moved to approve the motion and Carl seconded it. Motion was carried.

Old Business:

Update on Data Development – Ron Schack

Ron reviewed the CWP preliminary wage analysis and stated that it represents a huge impact on the state regional estimates compared to the state-wide data. This data covers the average weekly wages for the self-serve, WIA adult, dislocated worker and JFES categories. A comment was made on the noticeable wage percentage between the self-serve vs. the Wagner Peysner staff services. Lyle suggested adding the unemployment rates to this data to provide a context. He said that he would like to see higher threshold numbers but our goal is to establish a benchmark and move the indicators higher. Another suggestion was made to look at customer demographics in addition to customer profile. Lyle wanted to ensure these numbers are correct and apply trends where applicable. Ron will have the '07-'08 data points for the next meeting to compare with the current one.

Ron also presented the CWP program outcomes when measured against the data from the Department of Education (SDE) after students have participated in our summer youth program. The data used to provide these outcomes is actual data provided by SDE. This report is a very important step as it matches the SDE data against SYELP data. Other data include GPAs, attendance data, etc. The committee felt it wanted to move forward with this collaborative.

The committee requested an executive summary be included at the beginning of the reports being presented to the committee in the future. This will provide for a better understanding of the information being presented.

Review Draft of Strategic Business Plan (based on RBA)

The committee reviewed the content of the new CWP Annual Budget Framework and brought their comments forward. Lyle stated that item # 3 (CWP Operating Programs/Initiatives) should have a clear expectation of the goals and should be kept broad. Also, item # 7 should be included as part of item # 3 and add our promises, achievements and what is being planned for the following year. Under the "Attachments" item, the Procurement Policy should be included in the report once and the Table of Authorities should speak to what authority management has with and without Board action.

Julie presented the Annual Budget Status as a tracking sheet that will give an insight into what is being worked on and by whom. The documents listed on the sheet are in the process of being collected, revised, and readied for inclusion in the strategic planning document. . As part of the incoming documents, Don Klepper-Smith is providing the labor market information (LMI) which will include the reality frameworks that will allow us to build our strategies moving forward.

The committee also reviewed the first draft of the 2010-2011 CWP Strategic Business Plan.

New Business

Other

There will be a special Board meeting on May 22, 2010 specifically to discuss the Strategic Business Plan in preparation for Board adoption in June. Three management retreats have been held to align the management goals and the committee wants to ensure that this report is understood by everyone.

The "Management Operational Goals" section shows consistency with the state-wide plan. The committee suggested rearranging this section to have the format of the information reversed (pointing the arrows in the opposite direction to their current position).

Next Meeting/Adjournment

- Friday, April 30, 2010 from 12:00–1:30 p.m.