

# IWIB Strategic Planning Task Force

## MINUTES

DECEMBER 6, 2016

1:00 – 2:30 PM

IN-PERSON (HYATT MCCORMICK PLACE)

<b>MEETING CALLED BY</b>	Sylvia Wetzel – IWIB – Chair of IWIB Strategic Planning Task Force
<b>ATTENDEES</b>	Sylvia Wetzel, Elizabeth Dickson, Tom Wendorf, David Friedman, John Rico, Julio Rodriguez, Lisa Jones, Mark Burgess
<b>NOT IN ATTENDANCE</b>	Mike Conley, Kirk Gadberry

### Agenda topics

<b>DISCUSSION</b>	This was the first in-person meeting of the group used to get a basic understanding of what a Strategic Plan is, get a feel of what each member of this group thinks their roles are, and begin outlining plans for presentations at both the March (preliminary draft of considerations) and June (final strategic plan outlined) 2017 IWIB meetings.	
<b>CONCLUSIONS</b>	Still lack of understanding of what the board should be doing and how each member can participate, also need an understanding of what they as board members can say when someone asks them what they do with a consistent message for all.	
<b>ACTION ITEMS: FIRST STEP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Complete Scope of Work for Region 5 Technical Assistance with clarity of direction provided from the call on December 12 <sup>th</sup> , 2016. Need a completed Executive Summary of the State's Current Unified Plan with a visual of WIOA partners, definitions of each and the LWIA's funding and their training providers and the training that is being delivered.	Maier & Maier – Mark Burgess	TBD

<b>DISCUSSION</b>	Once the above is received Maier and Maier can begin to Outline the SWOT within the system to begin the work of a Draft Strategic Plan to be completed in first draft by March for the Board meeting.,	
	Indicate the need for a SWOT analysis to determine what the strengths and weaknesses of the system are. Indications were that not everyone on the task force understand how to implement a strategic plan for the system without better knowledge of all of the partners and what they all bring to the table. Discovery of information is necessary. Understand the mechanics of what everyone does, how their everyday work can happen at the agency level. Need an understanding of the performance for each partner program.	
	The strategic plan and TF need to address how the IWIB as a whole has a role for what the system is and how it currently intends to deliver on the state plan as well as give it some direction. This needs to include the performance outcomes, especially as WIOA brings more performance overall to the system that existed under WIOA. Need to really be able to say what are the 4-5 biggest goals of the system. Everyone provided their view of how this could occur. There are many committees and task forces and how are they working together to be in alignment.	
<b>CONCLUSIONS</b>	Mark will send the updated document to S. Wetzel who will forward onto the team. here are many gaps in information and alignment of work and information. Need a visual component that indicates what all components of the system are doing, especially as they directly relate to the IWIB.	
<b>ACTION ITEMS: DEVELOP A VISUAL OF ALL OF THE COMMITTEES AND TASK FORCES, WHAT THEY ARE DOING, ETC.</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Need a full list of all of the WIOA partners, definitions of each, and where they fit into the system.	Mark Burgess- Maier & Maier	December 20, 2016

Send Document to Team	S. Wetzel	December 20, 2016

<b>DISCUSSION</b>	More education is needed for IWIB members, better onboarding, more information than just a power point presentation. Top goals should be clearly defined and visible to others.	
<b>CONCLUSIONS</b>	Committees and TF are created based on a need, work conducted by the IWIB is to meet an overall goal. Need an outline of what they would tell others if asked what they do and what the IWIB does. Better align and optimize the system. Drive things that are transformational, include other parties and organizations as necessary. Need even just a 2 page document of what WIOA is. Include the 4 bullet points of the overview for WIOA (from Sylvia).	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Onboarding outline or presentation to all members with resources and materials to support.	Mark Burgess	January 4, 2017
Sylvia to review, need to determine proper avenue to present, next meeting?	Sylvia	January 4, 2017

<b>DISCUSSION</b>	Accountability and engagement of board members, followed by a succession plan	
<b>CONCLUSIONS</b>	Need to ensure members have a reason for being on board, need to have business recruitment, hold members responsible. Understand the application and appointment process better. Final decision is that this would not be a task of this particular Task Force, but should find a place for it to be brought to the forefront.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
N/A – to be determined whose responsibility it is for this action item.	TBD	

<b>DISCUSSION</b>	Develop the Strategic Plan, but have a draft of consideration first.	
<b>CONCLUSIONS</b>	By March 2017 IWIB meeting, these draft considerations should be developed and presented to the full IWIB. This work can be accomplished through the work of Maher and Maher both through a Region 5 Technical Assistance grant and funding from the IWIB via WIOA funds.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Need an outline of the entire scope of strategic planning, broken down by what can be provided through Region 5 TA and what remains to be provided through WIOA funds.	Maher & Maher	???
Share with Task Force upon receipt	Sylvia	???

Meeting adjourned at 2:36 p.m.