

# IWIB Strategic Planning Task Force

## MINUTES

NOVEMBER 10, 2016

1:30 – 2:20 PM

CONFERENCE CALL

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

### Agenda topics

<b>DISCUSSION</b>	Team Introduced themselves since this was our first formal conference call. We discussed that it is the Vision Statement that will guide us to assure we have visibility into what the resources are that provide the solutions towards education and resources that develop a workforce and provide employment for individuals and our communities. Sylvia shared that often Board members do not themselves understand what their role is on the IWIB and can't begin to connect the dots themselves. Tom Wendorf, Kirk Gadberry and David Friedman agreed. The team agreed to Sylvia's suggestion to put together a flow chart that could provide visibility into the resources across the system. Lisa and Mark will fill in the blanks to that chart once they receive it.	
<b>CONCLUSIONS</b>	Create more visual of understanding	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Craft a Flow Chart	Sylvia	November 15 <sup>th</sup> 2016
Populate the Flow Chart and return to S. Wetzel	Lisa and Mark	November 23 <sup>rd</sup> , 2016

<b>DISCUSSION</b>	DOL Technical Assistance Grant	
	Lisa shared that the Technical Assistance Grant is to help us facilitate this task and strategy from what was originally provided in the June 2016 IWIB meeting from Maher and Maher. Lisa will forward the updated information to S. Wetzel and she will forward onto the team. The DOL has approved the 30K for continuation of Maher and Maher and they will be this teams minute takers and support us in our mission to a final outcome by June of 2017.	
<b>CONCLUSIONS</b>	Lisa will send the updated document to S. Wetzel who will forward onto the team	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Send Document to S. Wetzel	Lisa Jones	November 10, 2016
Send Document to Team	S. Wetzel	November 11, 2016

<b>DISCUSSION</b>	Best Practice Strategies	
Tom Wendorf asked if we there are best practice strategies for other WIB's that we should consider and discuss. Lisa and Mark shared that Region 5 offers us other states to look at for this. Wetzel asked Tom Wendorf if he could volunteer to research and google in order to find some best practices and he agreed to gather 4 or 5 and Lisa and Mark agreed to support him in this research.		
<b>CONCLUSIONS</b>	Google to find best practices for WIB's on their Strategic Plan	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Google for 4 to 5 best practices for WIB Strategic Plan and Submit to S. Wetzel	Tom Wendorf, Lisa Jones, Mark Burgess	November 23, 2016
S. Wetzel review and we will as a team discuss at the early December 6 <sup>th</sup> meeting	S. Wetzel	December 6 <sup>th</sup> , 2016

<b>DISCUSSION</b>	When will the team meet and do we want to have a meeting prior to the IWIB in December? The team determined that a standard monthly meeting was acceptable and a meeting prior to the IWIB would be beneficial. Mark will secure the time for that meeting.	
<b>CONCLUSIONS</b>	S. Wetzel will send a standard invite to all for the 3 <sup>rd</sup> Tuesday of every month from 1:30 – 2:30 p.m. Beginning in January of 2017.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Secure meeting space and time for December meeting prior to IWIB	Mark Burgess	December 1, 2016
Send and invite for teams' calendars for standing meetings monthly	S. Wetzel	November 14, 2016

Meeting adjourned at 2:20 p.m.