



Governor's Council on Workforce Investment

**Governor's Council on Workforce Investment
Strategic Initiatives Committee Meeting Agenda
Madison Concourse Hotel
Conference Room 5 (2nd Floor)
1 West Dayton Street, Madison, WI
February 13, 2018
9AM-12:00PM**

DRAFT MEETING MINUTES, PENDING APPROVAL

MEMBERS PRESENT: Dave Brukardt; Delora Newton; Colleen McCabe; Janice Lemminger; Robin Kroyer-Kubicek; Kent Olson; Pat Schramm; Kathi Seifert; Alan Petelinsek;

MEMBERS NOT PRESENT: Kurt Bauer; Thomas Still; Suzanne Kelley; Laura Catherman; Bob Meyer; Collette Sorgel

OTHERS PRESENT: Linda Preysz; Walter Jankowski;

I. Call to Order

II. Approval of Minutes from Dec. 12, 2017

Motion: David Brukardt
Second: Kathi Seifert
Approved: 9:40am

III. Objectives

- a. Begin with the End in Mind – what is the Strategic Initiatives Committee delivering to the strategic plan?
 - i. Walter provides an overview of CWI roles and tasks for our committee
 1. Recommend priorities, monitor and review project statuses, and provide oversight of the project deliverables
 2. Determine anticipated, appropriate, and acceptable outcomes or metrics and deliverables for policy initiatives
 3. Formal acceptance of priorities and initiatives
 - ii. Plan, Do, Check, Act – this committee is in the Plan phase; will be integral to the Check phase
- b. Kent Olson voiced his concern about the quantity of initiatives, asking why the group was focusing on so many initiatives instead of narrowing it down.
 - i. Bruce Palzkill offered that the rest of the committees were prioritizing their action items today to give themselves three initiatives to focus on; however, hard for us to create metrics when we don't know what the top three are.
- c. What we want to accomplish today
 - i. Prep for the "Check" Phase
 - ii. What are the 10-15 metrics to determine how well the CWI is doing in relation to its plan.

- d. High-level timeline and deliverables
 - i. Between Feb. 14 – March 7 online meeting
 - ii. March 13 Exec Committee Meeting
 - iii. Final Edits, April 10th Full CWI Meeting

IV. Strategic Planning Working Session

- a. Overview of 3 Key Performance Indicators
 - i. Progress on the Strategic Plan
 - 1. Dates, Dollars, Deliverables
 - 2. Priority, Objective, Project/Action, Task
 - 3. Status: Red, Yellow, Green
 - 4. % complete
 - ii. Key Performance Indicators
 - 1. Outcomes/Results
 - iii. Pat Schramm suggested that the committee go and gather the top priorities from each of the groups so they could get real and productive work done. Walter and the group agreed that the course of action was best.
 - iv. Kent Olson reminded the group that they need to break down the paradigms of who owns what and how to measure it, so they can see actual results regardless of the confusion surrounding ownership.
 - v. Kathi Seifert asked if there are best practices in terms of key performance indicators that we should be drawing upon from other states?
- b. Committee went to gather priorities from the other committees
 - i. Reported out the prioritized initiatives and began to flesh out some initial metrics based on those priorities. This process will continue at the next meeting as there was not enough time to dig into each priority and fully understand and discuss the KPIs.