

**Vermont State Workforce Development Board**

Operating Committee - Meeting Minutes

Friday, April 21st, 2023

2:00 – 3:00 pm

**Committee Members in Attendance**: Chris Loso, Michael Harrington, Heather Bouchey, Justin Davis

**Guests in Attendance**: Victoria Biondolillo, Abigail Rhim

Tori Biondolillo began by noting that the working groups have been very helpful in developing the strategic plan. She added that the SWDB staff has extended the invite to meet with each board member individually to touch base one final time prior to the strategic plan vote. She then reminded the group that there will be another Operating Committee on May 15th. At this meeting, the group will vote to approve the entire strategic plan. She stressed that any feedback should be given between now and the next meeting. At the full board meeting on May 26th, the convening will serve as an informational session on the strategic plan, rather than a working session. She then asked the group for feedback on the current document.

Chris Loso noted the importance of identifying the “owner” of each task. This increases the chance of accountability.

Tori agreed that each section should clearly identify who owns what objective.

Chris added that distributing tasks will help offset the workload from just the SWDB staff. He then asked multiple clarifying/wordsmithing questions which were resolved by Tori. One comment to highlight was the discussion around a communications system when engaging with business owners referenced in “Workforce System Alignment, 2.2.”

See recording for specific edits.

Tori clarified that this would be a coordinated effort among VDOL, ACCD and other entities to ensure that all forms of communication from the state are working in tandem, in order to avoid duplicating efforts.

Chris added that the One-Stop could serve as the middle communicator for employers and state agencies. One designated spot would make it easier for everyone involved. He then asked if some sort of formalized governance structure will be created for the decision-making processes based off these strategies?

Tori noted that where each of the roles sit will need to be discussed. She also noted that some decisions will be brought before the Operating Committee. She added that there could also be bylaw changes, including edits to the strategic plan in future years.

Chris added that when decisions go through the SWDB, it shows that these efforts are customer driven since the SWDB is over 50% business owner membership.

Commissioner Harrington asked to recirculate the new draft, with today’s edits incorporated.

Tori then reviewed the “final product” of the strategic plan. This full document will be sent out in the next few days. It will include a letter from the Governor, a letter from the Executive Director/Chair, table of contents, a current workforce landscape summary, etc. She asked if anything seemed to be missing.

Chris suggested that when the full strategic plan is presented, perhaps working group members could present on their specific parts. This would increase ownership.

Tori asked for any final thoughts. She then reminded the group that for the next Operating Committee on May 15th, where the group will vote. She stressed the need for folks to attend or send a proxy. She added that the next draft will be sent no later than May 5th.

---------------------------------------------------------------------------

Respectfully submitted by Abby Rhim.

Abby Rhim, Deputy Director, Vermont State Workforce Development Board