

**Vermont State Workforce Development Board**

Operating Committee - Meeting Minutes

Monday, May 15, 2023

9:30 – 10:30 am

**Committee Members in Attendance**: Michael Harrington, Heather Bouchey, Lindsay Kurrle, Adam Grinold, Joyce Judy, Ellen Kahler

**Proxies in Attendance:** Alex Demoly, Justin Davis, Dustin Degree

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

Tori Biondolillo began the meeting by summarizing the work that has been done over the year to develop the strategic plan. This included working groups, individual meetings, and feedback via email. She reminded the group that the full board will vote to approve the strategic plan on May 26th. She added that down the road, the Board will discuss bylaw changes, including a yearly review of the strategic plan and a potential attendance policy. This will be discussed in detail in the future. Today, the group will vote to approve of the document, with an understanding that minor typos will be made between today and May 26th. Today is the final opportunity to provide brief feedback.

Adam Grinold reiterated that most board members have been involved in this process at some stage, whether through reviewing or viewing. He anticipates that today will be a very high-level review. This strategic plan will coincide with the Special Oversight Committee on Workforce Expansion and Development’s (SOCWED) report in order to better understand the Board’s role, composition, governance, etc. Moving forward. He then asked for clarification on the potential attendance policy implementation.

Tori clarified that it would not be a one strike system, but rather an emphasis on overall commitment and communication when absent.

Adam stressed the importance of making meetings worth members’ time in order to encourage attendance.

Tori then asked the group for any final feedback on the strategic plan.

Ellen Kahler asked for the document to be sent to her in PDF format in order to provide feedback. She then asked if it could be reiterated at an earlier point in the document that this plan is a strategic plan for the Board and not the workforce system.

Tori shared that this would be stated in the Governor’s opening letter.

Joyce Judy noted most people will not read the entire plan, therefore, some sort of executive summary would be helpful. For example, she suggested moving the chart highlighting each section of the plan to an initial page within the document. She then suggested that an outside set of eyes review the document for final typos and awkward phrasing.

Tori added that she would put together a timeline, with the “to dos” of each month, so everyone understands what needs to get done by each month, rather than searching throughout the entire lengthy document.

Commissioner Michael Harrington summarized that today’s vote should leave the option open for some small edits. He suggested a motion where the group approves of the framework and the document, except for a few minor edits.

Adam asked if that was a motion.

Commissioner Harrington then made the motion to approve of the document, with the understanding that minor edits will still be made between now and the May 26th meeting with no substantive changes to the document. Motion seconded by Joyce Judy.

Ellen highlighted the Department of Economic Development’s recent announcement of a partnership with the Vermont Professionals of Color Network to provide technical assistance and development services to Black, Indigenous, and Persons of Color business owners and professionals statewide. She asked if there was room in the plan for potential connection with the Vermont Professionals of Color Network?

Tori noted that this partnership is included in the plan, just mentioned as the “vendor” since the group was not selected at the time of drafting. She also noted partnership with the Office of Racial Equity’s.

Adam then returned to the motion, asking for all those in favor of the motion. The motion was approved unanimously.

Tori thanked the group for all their continued engagement. She shared how excited she is to get to work.

Abby Rhim then ran through the drafted agenda of the May 26th meeting, taking place at the Waterbury State Office Complex. The group will have presentations from the Vermont National Guard and Vermont Works for Women. They will then review the strategic plan and take a final vote. There will be opportunities to eat food and network between presentations. The meeting will be from 8:30 am – 1:00 pm. The meeting will be streamed via Microsoft Teams, however, in-person attendance is strongly encouraged.

Adam then thanked Tori and Abby for their work. He shared his excitement in the future of the Board.

Meeting adjourned.

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Respectfully submitted by Abby Rhim.

Abby Rhim, Deputy Director, Vermont State Workforce Development Board