

**Vermont State Workforce Development Board  
Operating Committee  
Conference Call Agenda  
September 10, 2018, 2:00 pm – 3:00 pm**

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| 2:00 pm | Call to Order                                       |
| 2:05 pm | Fall Board Meeting                                  |
| 2:15 pm | H.919 Stakeholder Alignment and Engagement Proposal |
| 2:40 pm | Operating Committee Meeting Schedule                |
| 2:50 pm | Updates: Committees, Website, Newsletter            |
| 2:55 pm | New Business  |
| 3:00 pm | Adjournment   |

DRAFT

**Vermont State Workforce Development Board  
Operating Committee Conference Call Minutes  
September 10, 2018  
2:00 pm – 3:00 pm**

**Committee members in attendance by phone:** Chair Frank Cioffi, Secretary Daniel French (represented by Deputy Secretary Heather Bouchey), Adam Grinold, Eileen Illuzzi, Joyce Judy, Ellen Kahler, Vice Chair Jen Kimmich, Commissioner Lindsay Kurrle, and Dick Marron

**Committee members not in attendance:** Janette Bombardier, Secretary Al Gobeille, Greg Maguire, and Secretary Michael Schirling

**Governor's and State Agency & Department staff in attendance by phone:** Sarah Buxton, Dustin Degree, and Sophia Yager

Chair Frank Cioffi call the meeting to order at 2:05 pm, followed by a roll call.

**Fall Board Meeting:** Dustin Degree offered a proposal to reschedule the date of the fall full Board meeting from October 18 to mid-November, citing reasons including: the statutory requirement to hold three full Board meetings per year has already been satisfied; committees will have more time to meet and begin their work; staff will have more time to build out the work plan for implementing H.919. Commissioner Kurrle proposed moving the meeting to the first or second week of November and Eileen Illuzzi proposed the first week of December. Ellen Kahler recommended giving an email update to the Board in the meantime. Mr. Degree and Sophia Yager will work with the Chair to select possible dates and send a doodle poll to the Committee.

**H.919 Stakeholder Alignment and Engagement Proposal:** Sarah Buxton explained that a small group of the Board met to discuss possible strategies to address the stakeholder alignment, coordination, and engagement process charged to the Board in H.919 Sec. 2. She referenced a proposal (attached to these minutes) that outlines that group's recommendations. Adam Grinold asked Ms. Buxton to clarify the relationship between local entities and the Board in this process, ensuring that local practices are respected and inform the statewide conversation. Ms. Buxton explained that priorities will be shared at the state and local levels but that regional strategies may differ. Ms. Kahler reminded the Committee that there are funds available to hire a consultant to assist in this process and that regional convenings will serve to strengthen regional connections in addition to informing the statewide conversation. Mr. Grinold cautioned that this process should not create additional bodies that create unnecessary complexity in regional systems, to which Ms. Buxton responded that the goal is to fund projects and services rather than new, duplicative entities.

Ms. Buxton asked that the Committee indicate which of the four proposal strategies they support in moving forward. Joyce Judy expressed support for all four strategies. Commissioner Kurrle proposed contracting with a consultant to help prioritize the strategies. Ms. Illuzzi expressed support for proposal 2 (workforce summit) and for hiring a contractor to facilitate goal attainment (not just process development).

Mr. Grinold moved a motion for the Operating Committee to charge the Commissioner of Labor, the Secretary of Education, and the Director of Vocational Rehabilitation to develop an action plan for implementing the four points of the proposal and creating an RFP for a consultant and report to Committee by October 10 with a budget and work plan.

Motion seconded by Ms. Kahler and approved unanimously by voice vote.

**Operating Committee Meeting Schedule:** Ms. Yager explained that the Committee will be having a standing monthly call going forward. She will send a doodle poll to the Committee to gauge consensus on dates.

**Updates:** Mr. Degree briefed the Committee on the following:

- The appointment of Chairs and Vice Chairs of the Policy and Career Pathways Committees
- The first meeting of the Training and Credentialing Work Group
- The launch of the Board's website and Twitter handle
- The first edition of the Board's monthly newsletter

**New Business:** Ms. Kahler proposed the appointment of an ad hoc committee to determine and set metrics (or dashboard) for by which the Board may evaluate the health and effectiveness of the workforce development system and inquired as to the status of the discussion re: allowing non-members on committees of the Board. Ms. Buxton explained that the Policy Committee will be the body that will address both of those items.

Chair adjourned the meeting at 3:01 pm.

Respectfully Submitted by Dustin Degree.

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Dustin Degree, Executive Director, Vermont State Workforce Development Board

To: SWDB Operating Committee  
From: Ad-Hoc Group  
Re: Proposal for meeting H.919 Sec. 2 requirements  
Date: September 7, 2018

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**Task:** In cooperation with state agencies, the SWDB shall:

1. Conduct a stakeholder alignment, coordination, and engagement process to ensure better coordination and agreement around the State's workforce vision and goals.
2. Create the vision and goals for the 2020 WIOA State Plan.
3. Review execution of local workforce initiatives and recommend more equitable and efficient ways to perform functions.

**Considerations:** By including the requirement to coordinate with essentially every Agency and Department in fulfilling Sec. 2 requirements, the Legislature made clear that the SWDB work was not intended to add to or duplicate work or functions being performed by the executive branch. Instead, the SWDB is to build on its statutorily required duty to conduct a public engagement process in the development of the WIOA state plan (every 4 years; next due in 2020) and ensure that it includes an alignment and coordination process as well.

In considering how these duties are performed, the Board may consider other aims and its overall needs so that the outcome of this work serves many objectives.

**Proposal:**

- Build from work that has already begun to convene regional meetings of service delivery providers, education and training partners, employers, and industry groups. Use this as a forum to educate/train, engage, and report. (Early 2019)
  - Possible Contract with Consultant (RFP?)
- Organize Statewide Workforce Summit (June 2019)
  - Possible Contract with Consultant (RFP?) or Split Work with Partners/Stakeholders (70 x 2025, Chamber, VBSR, etc. who also have an interest)
- Align the work and outcomes of both with the development of the State Plan, CEDS, etc.
  - Board Committee Work
- Lead SWDB through a process that outlines in writing (1) what information is necessary (e.g. in an inventory) to make decisions about the state's workforce system and (2) which indicators of performance should be used (that aren't already being used). (November/December/January)
  - Support of NGA, ETA, and TA from Regional Office. Costs associated with travel, meetings, and supplies.

Side Note: Spending money on mapping or visual aides is premature and outside the scope of what Sec 2 asks for. Instead, focus on helping state agencies with the workload of process and coordination and focus internally (as a SWDB) on getting clear about what information is used for and why it's important before imposing burden of collecting it.