

**Proposed Agenda  
Workforce Development Committee  
June 26, 2006**

**1. Welcome**

**7:30 (10 mins)**

- *Go over the agenda and outline the night and what is to be accomplished.*
- *Let them know where we are with respect to the overall plan of the Steering Committee and our own plans as the Workforce Development Sub-committee. We are beginning our **data collection processes** this evening and will continue that over the next meeting or two. By the end of August we will have to have an **interim report** prepared on our work and findings. And, finally we'll suggest **implementation strategies** to effectively address the problems.*
- *Remind folks not to rush to solutions, the process of citizen committees is planned to run through August or September.*
- *Respect. Remind folks that everyone's comments have value, remind them to keep and open mind and listen to others even when they do not agree.*
- *Suggest committee members review Meeting Notes and let Clay know of any questions/ comments during or after the meeting.*
- *Suggest committee members review Combined Mission Statement and let Clay know of any questions/ comments during or after the meeting.*
- *Data requests have been given to the Data group. Copies of what has been requested are in the notes from the last meeting committee.*

**2. Focus Groups – Jim Maloney**

**7:40 (5 mins)**

The focus group work is beginning. This sub-committee should have at least 10 volunteers to go through the training for the focus group interviews. The education subcommittee has identified over 100 locations for focus group efforts throughout Athens. We will need to place people with other citizens who are performing the focus group work. The focus group questions for The Workforce Development Sub-committee have been submitted to the Education group but we are also required to conduct some of our own work in conjunction with the meetings they create.

A sign up sheet will be passed among each group for this.

There is also training in facilitation skills will be at a location announced this evening. The date and times for the training are:

Wednesday June 28, 5-6:30

Thursday June 29 12-1:30

These sessions will be duplicates and are offered to try and accommodate work schedules, etc.

**Get into workgroups of interest**

**3. Presentations by various representatives of workforce interests**

**7:45 (60 mins)**

This will be done in a "round-robin" style. Each presenter will have a 1 page handout and make about 10 minutes of comments with 5 minutes for your questions. They will then move on to the next group.

You will have an opportunity at the end of the round-robin to discuss the relevance of any one presenter to the interests of the workgroup and how what was presented might fit as part of the report to be made by the workgroup.

Our Presenters this evening and the area they represent:

- A. Importance of Soft skills (Jim Hardegree, Society for Human Resources Management )
- B. Range of Employment Services (Mike Ingram, Dept. of Labor)
- C. K-12 preparation for work opportunities (Lynn Johns, ACC School District)
- D. Large Employer Feedback (Red)
  - One page summary from each person (75 copies)

Order of Round Robin (15 minutes per session):

**Skills Development**: Mike Ingram, Red Petrovs, Lynn Reich-Johns, Jim Hardegree

**Resources**: Jim Hardegree, Mike Ingram, Red Petrovs, Lynn Reich-Johns

**Environment**: Lynn Reich-Johns, Jim Hardegree, Mike Ingram, Red Petrovs

**Special Populations**: Red Petrovs, Lynn Reich-Johns, Jim Hardegree, Mike Ingram

4. **Workgroup discussion** **8:45 (15 mins)**

- Key findings from Round Robin Presentations
- Additional Needs – information, groups to learn from, etc.
- Action Items for Work Group: (Who is responsible, What is to be done, When will it be completed)

Note takers record information and submit to Clay Gilbert at end of meeting.

5. **Wrap up and adjourn** **9:00**

## **Combined Mission Statement for Workforce Development Subcommittee**

For review on June 26, 2006

Two mission statements have been offered. The following statement is a combination of both statements which focuses on the mission of this community committee as well as how it will know it is working to achieve this mission.

### **Revised mission statement**

The Workforce Development Committee is working to create implementation strategies which develop the ACC workforce so ACC citizens can find and keep jobs with wages that exceed the federal poverty level. For our purposes, workforce includes existing workforce, emerging workforce, and non-workers (those that are not currently able to find meaningful work or who have dropped out of the system).

This mission will be put in operation by specifically focusing on:

- Identifying the skill requirements of current and potential employers in the greater Athens area;
- Facilitating interviews between employers and skilled under and unemployed people;
- Identifying job-training needs of under and unemployed people and improving their skills;
- Identifying impediments to continuing employment including: attendance and work ethic, criminal history, child/elder care, drug abuse, disabilities, housing, money management, age, transportation;
- Identifying sources for traditional and on-the-job training and coaching;
- Identify and facilitating training, coaching and mentoring resources that support ongoing employment.