



# Spokane Area WORKFORCE DEVELOPMENT COUNCIL

## WDC MEETING March 14, 2007 Spokane Skills Center 4141 N Regal

Estimated Time	Tab		
7:30 a.m.		Call to Order/Introduction of Guests	<i>Tom Fritz</i>
7:35	1	Review of January 10 <sup>th</sup> and February 13, 2007 Meeting Minutes <i>(vote on approval)</i>	<i>Tom Fritz</i>
8:00		WDC Strategic Planning	<i>Mark Mattke</i>
	2	• Demand/Decline List	<i>Mark Mattke</i>
	3	• Review of Strategic Plan	<i>Mark Mattke</i>
		Standing Committee Reports	
		• One-Stop	<i>Julie Meyer</i>
		• PR - Website and Media Strategy update	<i>Liz Collier</i>
	4	• Youth Council	<i>Don Howell</i>
		• Membership	<i>No Report</i>
		• Business Solutions	<i>No Report</i>
		Other Business	<i>Tom Fritz</i>
9:30 a.m.		Adjourn	<i>Tom Fritz</i>

Encl.

Minutes  
Selected Background Materials

**SUBJECT**

Notes from the January 10<sup>th</sup> and February 13, 2007 meeting.

**BACKGROUND**

See Attached minutes.

**DISCUSSION**

Changes or corrections.

**EXECUTIVE COMMITTEE ACTION**

None.

**FINANCIAL IMPACT**

None.

**REQUESTED COUNCIL ACTION**

Vote to approve.



# Spokane Area WORKFORCE DEVELOPMENT COUNCIL

808 W. Spokane Falls Blvd ♦ Room 606 ♦ City Hall ♦ Spokane, WA 99201-3302  
(509) 625-6210 ♦ Fax (509) 625-6929 ♦ E-mail: admin@wdcspokane.com

## MINUTES

SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL MEETING  
Tuesday February 13, 2006, 7:30 am  
St. Luke's Rehabilitation Center

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### MEMBERS PRESENT:

Frankie Arteaga	Liz Collier	Donna Dalzell	Craig Dias	Kim Do
Tom Fritz	Rich Hadley	Steve Hanson	Don Howell	Craig Lee
Julie Meyer	Nancy Nelson	Beth Thew		

### MEMBERS ABSENT:

Jeff Benesch	Christine Burgess	Ben Cabildo	Steve Dahlstrom	Dennis Holt
Steve Jurich	Bill Kalivas	Kevin Managhan	Mike Senske	Hugh Severs
Diana Wilhite				

### OTHERS PRESENT:

Celeste Estrada-CPS	Nick Hughes-CPS	Janet Bloom-ES	Peg Waldron-ES	Bill Marchioro-CPS
George Iranon-CPS	Dawn Karber-GW	Ken Johnson-SCC	Anne Millane-ESD101	Angelique Signorelli-ESD101
Patrick Link-SFCC	Darrell Mihara-SFCC	Mason Petit-ES	Robert Duron-Coffee Systems Inc.	Joanne Murcar-CCS

### STAFF PRESENT:

Mark Matke- Workforce Strategy and Planning Director	Danny McDaniel- Assistant Director	Gordon Gutterud- Accountant	Lori Meakin- Workforce Development Program Specialist	Anne Lockwood- Secretary
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### CALL TO ORDER/WELCOME:

Tom Fritz called the meeting to order at 7:38 am. Introductions were made.

### AGENDA ITEM #1 – REVIEW SEPTEMBER 13, 2006, NOVEMBER 8, 2006, & DECEMBER 14, 2006

#### MEETING MINUTES:

On a Motion and a Second to approve the September 13, 2006, November 8, 2006, & December 14, 2006 Meeting Minutes. Approved. None opposed.

## ITEM #2 – ONE-STOP RETREAT - OUTCOMES:

The One-Stop Retreat was very successful and resulted in the development of several strategies to guide our system in the coming year(s):

1. **The One-Stop will serve as the single point of contact for workforce development activities for the Spokane area.**  
The One Stop will be marketed as “the” place for businesses and job seekers to go for employment and training information and services. This change will enable job seekers to better connect with a variety of service providers, and, at the same time, will allow businesses to access a greater pool of job candidates.
2. **WIA-funded services must be provided at the One-Stop location.**  
Services at individual partner locations will no longer be funded by Workforce Investment Act (WIA) funds. This change will allow the WDC to increase the amount of dollars that are invested in client services such as training activities and supportive services.
3. **The One-Stop will incorporate a “Youth Zone” to promote workforce development activities to individuals aged 14-21.**  
This change will enable the emerging workforce to access services in an environment that is specifically designed to meet their unique needs and tastes.
4. **The WDC will provide funding for a Business Services Unit.**  
This unit’s primary purpose will be to meet with existing and new business customers to determine their current and emerging workforce needs. This change will allow the workforce delivery system to become more demand-driven resulting in better outcomes for both employers and job seekers.
5. **WDC-funded service providers must spend a minimum of 40% of WIA funds on client services.**  
This change will allow more WIA funds to be invested in much-needed client activities including training (on-the-job, incumbent, customized, etc.), internships, work experience, wages, supportive services, and other client-related activities.
6. **The WDC will consider in-kind contributions from non-WIA funding sources when making programmatic funding decisions.**  
When determining overall funding investments, the WDC will recognize how potential service providers are successfully using alternative funding sources to complement WIA activities. This change will enable the WDC to better invest our limited dollars in the community.

Mark notified each of the WIA service providers individually in an effort to keep all involved abreast of the changes being made this year to our system. There has been a positive response overall to the proposed changes.

Mark will be visiting other One-Stop’s around the state to gather information and best practices that can be applied to the design and operation of Spokane’s One-Stop. All WDC members are invited to join Mark on these trips and assist in this process.

## **ITEM #3 – WDC STRATEGIC PLANNING:**

- **Career & Technical Education/Carl Perkins Plan**

Don provided a summary of the proposed collaboration between the WDC and the K-12 system. Don emphasized the opportunity this represents for the K-12 system and the WDC to work together strategically and influence program design and expenditures for Career and Technical Education for youth.

The Carl Perkins Plan for each district requires annual approval by a program advisory group. This plan outlines how the funds will be used to support CTE programs.

There was discussion that a “playbook” needs be created to establish an outline of the process the K-12 system needs so that the WDC advisory board will be able to effectively perform this function. At the March WDC meeting, Don Howell will present his Carl Perkins Plan for the Skills Center. This will be a pilot for the next year’s plans and enable the council to review the process and develop an understanding of its role.

There was a motion and a second to approve the WDC to be the advisory board for overseeing the Carl Perkins Plans for the Spokane District K-12 system. Approved. None opposed.

- **Demand/Decline List**

Mark presented the Demand/Decline list and discussed the rationale behind the use of the list for permitting training funds to be used.

The WDC members agreed to review occupations on the Demand/Decline list in their respective career fields to determine whether the occupations are listed accurately at this time. A deadline of submitting the list back to the WDC by January 30, 2007, was set so the data can be compiled and reported at the February 13, 2007 meeting.

## **ITEM #4 – ROBERT DURON’S NOMINATION TO THE WDC:**

On a motion and a second to recommend to the Mayor and County Commissioner that Robert Duron be placed on the WDC. Approved. None opposed.

## **OTHER BUSINESS:**

- 1) CPS received a CARF 3 year accreditation – Congratulations!
- 2) There will be a GMAP two hour session at WorkSource in the Sequoia room on January 26, 2007 at 10:00 am.
- 3) Don Howell invited everyone to the open house at the Skills Center on February 15, from 6:00 pm to 8:00 pm.
- 4) There will be a PR Team meeting by the end of the month.
- 5) There will be a Manufacturers’ Town Hall Meeting at the Red Lion Park at 7:30 tomorrow morning.

## **ADJOURN:**

The meeting was adjourned at 9:06 am.

**NEXT MEETING:**

The next WDC Meeting will be February 13, 2007, at St. Luke's Medical Office Building, 715 South Cowley, Conference Center Room 200



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## MINUTES

SPOKANE AREA WORKFORCE DEVELOPMENT COUNCIL  
Tuesday, February 13, 2007, 7:30 a.m.  
St Luke's Rehabilitation Center

### MEMBERS PRESENT:

Frankie Arteaga	Ben Cabildo	Liz Collier	Steve Dahlstrom	Donna Dalzell
Tom Fritz	Steve Hanson	Craig Lee	Beth Thew	Dennis Holt

### MEMBERS ABSENT:

Jeff Benesch	Christine Burgess	Craig Dias	Kim Do	Rich Hadley
Don Howell	Steve Jurich	Bill Kalivas	Kevin Managhan	Julie Meyer
Nancy Nelson	Mike Senske	Hugh Severs	Diana Wilhite	

### OTHERS PRESENT:

Anne Millane- ESD101	Angelique Signorelli-ESD101	Celeste Estrada- CPS	Nick Hughes-CPS
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### STAFF PRESENT:

Mark Mattke- Workforce Strategy and Planning Director	Danny McDaniel- Assistant Director	Gordon Gutterud- Accountant	Lori Meakin- Workforce Development Program Specialist	Anne Lockwood- Secretary
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### CALL TO ORDER/WELCOME:

Steve Dahlstrom called the meeting to order at 8:43 am. Introductions were made.

### AGENDA ITEM #1 – REVIEW JANUARY 10, 2007 MEETING MINUTES:

No quorum was present to approve the January 10, 2007 meeting minutes.

### ITEM #2 – STANDING COMMITTEE REPORTS:

#### One-Stop Team

#### **Benton Franklin One-Stop Center:**

- Julie Meyer, Mark Mattke and Frankie Arteaga visited and reported the following recommendations from the Benton-Franklin management team:

keeping the focus on customers, separating business services functions from job seeker services, strong partnership between the WDC and ES, and that shared decision making by all partners is critical to successful integration and seamless service delivery. One of the drawbacks to consolidation was that performance suffered during the initial transition period.

## **Vancouver One-Stop Visit:**

- Frankie Arteaga and Mark Mattke reported the following:
  - Arbor Employment & Training is the operator – a private company – and their WIA programs counselors work at a ratio of 400 customers to 1 counselor.
  - All staff work with all people – a system approach without consideration of funding silos
  - Youth providers are located off site
  - Piloting integrated budgeting for Wagner Peyser and WIA this year.

## **Renton One-Stop:**

Julie Meyer, Frankie Arteaga, Beth Thew and Donna Dalzell reported that Renton WorkSource has a Youth area that is separate from adult services and is geared toward appealing to youth through its décor and staffing.

## **Other One-Stop Issues:**

Discussion of collecting information about youth service delivery at other WDCs. The Youth Council has its Connections Committee tasked with gathering this information to help inform the development process here in Spokane. Possible options for services available on site include GED, Drivers Education, and vocational training.

## Public Relations Team

Liz Collier reported:

- The Team continues to meet and work on website and public relations planning issues.
- The website is moving forward for publication
  - Focus of website will be to serve the business customer and it is being streamlined to meet this mission
  - Radio ads are done and will be aired at the next WDC meeting.
  - The completion of the website will be coordinated with the release of the radio spots

## Youth Council:

Donna Dalzell reported:

- The Youth Council is working on development of the youth zone in the One-Stop
- The DVD/CD Committee is working on a DVD to demonstrate use of the WorkSource website and labor market tools
- Another Youth Career Fair is scheduled for January. SCC has already donated the space
- The WDC is hiring a youth coordinator position and it has been posted.

## Membership Committee:

No Report

## Business Solutions:

Anne Millane reported:

- Teams are performing outreach to businesses in our targeted cluster to determine their needs and provide solutions
- A manufacturing forum was held on January 18 with good attendance from industry
- The Business Solutions Teams is establishing uniform standards for all subagents to place information into SKIES

## **ITEM #3 – WDC STRATEGIC PLANNING:**

### Demand/Decline List:

- This list helps customers and workforce development professionals make good career decisions in our local labor market. It is the responsibility of the council to maintain this list and validate its accuracy. The council may want to review it in six months if the economy undergoes and significant changes.

### Strategic Advantage:

- Mark reviewed this new tool that will assist in our economic modeling, forecasting, and planning.

### Planning Session:

As part of the strategic planning process, the council conducted a brainstorming session with input from the audience to better determine our system's core competencies, key success factors (KSF), and values:

The concepts to be integrated into our work plan include:

- Embrace Change
- Be at the forefront
- Quality jobs, Quality workers
- Value Collaborative – Community Based efforts (Value)
- Identify skill gaps and create linkages to resolve challenges (KSF)
- Inclusive, Cooperation, Coordination
- Create Awareness among youth of career opportunities
  - Options are open and close early in education career
  - Math/Science career initiative

We need quality jobs and quality workers in Spokane with higher wages.

- Customer Service to Business/Job seeker customers (KSF)
- Communication – inclusive of community
- Fiscal – invest scarce resources to maximize benefits into our community
  - Leveraged, coordinated, co-mingled
- Creative partnerships with Greater Spokane Incorporated and others — complement existing operations, no compete
- Goal focused – Share outcomes and customers – Results-oriented

# TAB 1

- Accountable to our community
- Advocate for public policy in the interest of Workforce Development in our community
  - Regional Lead Role – to inform development of regional agenda
- Diversify Revenue to bring increased resources to our community
- Streamlined service delivery system – knowledge of all community resources enabling optimal leveraging and non-duplication of services

## **OTHER BUSINESS:**

1. Angelique Signorelli was thanked for her help with working on the Strategic Plan.

## **ADJOURN:**

The meeting was adjourned at 9:45 am.

## **NEXT MEETING:**

The next WDC Meeting will be March 14, 2007, at the Skills Center 4141 N Regal.

**SUBJECT**

One-Stop Team report.

**BACKGROUND**

Talk about the RFP expectation - The need to have a deadline for distribution and return of RFP.

**DISCUSSION**

Information.

**EXECUTIVE COMMITTEE ACTION**

None.

**FINANCIAL IMPACT**

None.

**REQUESTED COUNCIL ACTION**

None.

**SUBJECT**

Youth Council report.

**BACKGROUND**

Carl D. Perkins Act of 1998 – Perkins III Presentation to the WDC

**DISCUSSION**

Information.

**EXECUTIVE COMMITTEE ACTION**

None.

**FINANCIAL IMPACT**

None.

**REQUESTED COUNCIL ACTION**

Vote on Approval of Plan.

# TAB 4

## Carl D. Perkins Act of 1998 – Perkins III Presentation to the WDC

The purpose of this Act is to develop more fully the academic, vocational, and technical skills of secondary students and postsecondary students who elect to enroll in vocational and technical education programs, by:

- 1) building on the efforts of States and localities to develop challenging academic standards;
- 2) promoting the development of services and activities that integrate academic, vocational, and technical instruction, and that link secondary and postsecondary education for participating vocational and technical education students;
- 3) increasing State and local flexibility in providing services and activities designed to develop, implement, and improve vocational and technical education, including tech-prep education; and
- 4) disseminating national research, and providing professional development and technical assistance, that will improve vocational and technical education programs, services, and activities.

### State of Washington Required and Permitted Uses of Secondary Grant Funds:

Required uses: (These must be addressed using State and/or Grant funds)

- 1) Strengthen academic, vocational, and technical skills of students through integration of academic, vocational, and technical programs.
- 2) Provide programs that address all aspects of an industry.
- 3) Develop, improve, and expand the use of technology (may include professional development), providing students with the ability to enter high technology and telecommunications careers and encouraging schools to work with high technology industries.
- 4) Provide professional development programs for teachers, administrators, and counselors including in-service and pre-service, and practices to involve parents and the community.
- 5) Evaluate programs and assess how special populations are being served.
- 6) Develop and upgrade programs.
- 7) Provide services and activities that are of sufficient size, scope, and quality to be effective.
- 8) Link secondary and postsecondary education including Tech Prep.

### Permitted Uses:

- 1) Involve parents, businesses, and labor organizations in planning, implementing, and evaluating vocational-technical programs.
- 2) Provide career guidance and academic counseling.
- 3) Provide work related experiences.
- 4) Provide programs for special populations.
- 5) Support local business and education partnerships.
- 6) Assist vocational student organizations.
- 7) Provide mentoring and support services.
- 8) Lease, purchase and upgrade equipment.
- 9) Provide initial teacher preparation, including that for teacher candidates from business and industry.

# TAB 4

- 10) Develop and improve curriculum.
- 11) Support family and consumer sciences education.
- 12) Provide programs for adults and school dropouts to complete secondary education.
- 13) Provide services for placement in employment and further education.

## SPOKANE AREA PROFESSIONAL-TECHNICAL ADVISORY CONSORTIUM

### CARL PERKINS 2006-2007 GRANT SUMMARY

SCHOOL DISTRICT	BASIC GRANT	GRANT PROPOSAL ACTIVITIES
Central Valley	\$55,652.00	<ul style="list-style-type: none"> <li>• Update equipment to meet industry standards</li> <li>• Support for curriculum development integrating and aligning to state and national standards.</li> <li>• Professional development strengthening instructional strategies supporting academic integration</li> <li>• Software and materials for grades 5-12 to support Career Centers and School-to-Work Opportunities Act requirements.</li> </ul>
Cheney	\$34,437.00	<ul style="list-style-type: none"> <li>• Update equipment to meet industry standards.</li> <li>• Each year a specific pathway receives half of the funds available.</li> </ul>
Deer Park	\$15,655.00	<ul style="list-style-type: none"> <li>• Professional Development, specifically to supplement the Navigation 101 Grant Award</li> <li>• Upgrade and purchase new equipment.</li> </ul>
East Valley	\$25,032.00	<ul style="list-style-type: none"> <li>• Strengthen academic and CTE connection through the purchase of software and supplies.</li> <li>• Support of Career Center and student Career Development.</li> </ul>
Freeman	\$3,332.00	<ul style="list-style-type: none"> <li>• Curriculum development for Business Ed, Technology Ed, and FASCE</li> <li>• Upgrade equipment in Construction Technology Lab</li> </ul>
Mead	\$43,964.00	<ul style="list-style-type: none"> <li>• Upgrade equipment in computer labs to meet industry standards</li> </ul>
Nine Mile	\$7,362.00	<ul style="list-style-type: none"> <li>• Upgrade and purchase equipment and technology</li> </ul>
Riverside	\$17,924.00	<ul style="list-style-type: none"> <li>• Provide educational assistants for on-campus enterprises</li> </ul>
Spokane Schools	\$347,066.00	<ul style="list-style-type: none"> <li>• Professional Development</li> <li>• Upgrade and purchase equipment and technology</li> </ul>
Spokane Skills Center	\$65,987.00	<ul style="list-style-type: none"> <li>• Upgrade and purchase equipment</li> <li>• Conduct a Student Follow-up Survey</li> </ul>
West Valley	\$22,821.00	<ul style="list-style-type: none"> <li>• Enhancement of Boulevards Program at Spokane Valley High School, to include hiring a person to manage the process and coordinating the services of the Americorps employee.</li> </ul>

# TAB 4

<b>TOTAL</b>	<b>\$639,232.00</b>	<b>The following items are supported by all consortium school districts:</b> <ul style="list-style-type: none"><li>• It is required that 2% of district allocations are be spent on promotion for non-traditional training and employment. For CTE purposes, “non-traditional” means gender specific occupations.</li><li>• All districts participate in Student Leadership support.</li><li>• All districts provide support local business and education partnerships. (SAPTAC)</li></ul>
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## Plan to meet the required Perkins indicators for the 2006-2007 School Year:

1. Strengthen academic, vocational, and technical skills of students through integration of academic, vocational, and technical programs.

State funds will be used to develop and incorporate higher level reasoning and communication skills into every program, which will provide students with an engaging way to remediate academic deficiencies, and will provide opportunities for advanced student performance.

All Skills Center curricula are aligned to the Washington State Essential Learning Requirements. Our instructional staff works with district staff to assure that the GLEs, EALRs and SCANS indicated in our program curricula are aligned with course competencies.

2. Provide programs that address all aspects of an industry.

Spokane Skills Center's core curriculum includes a career research and preparation unit. Most programs are industry certified with some offering certification testing at the conclusion of the course or at the time students meet the industry standards competencies. Student projects encourage an understanding of economic and logistical issues that involve them in aspects of the industry they may not have considered by completing their skilled tasks alone.

3. Develop, improve, and expand the use of technology (may include professional development), providing students with the ability to enter high technology and telecommunications careers and encouraging schools to work with high technology industries.

Grant funds will be used to upgrade or place new educational technology in classrooms, which allows all students access to computer technology, computer-aided instruction, and remediation of academic deficiencies as well as advanced curriculum opportunities. In addition, the purchase of technology-based software specific to professional, technical, and industrial programs helps students to meet specific industry technology standards.

# TAB 4

4. Provide professional development programs for teachers, administrators, and counselors including in-service and pre-service, and practices to involve parents and the community.

Based on industry standards, competencies, facilities, equipment, and student projects specific to each program are reviewed by local program advisory committees. Staff, with input from local advisory committees, peers and students, develop materials, activities and experiences that are included in the curriculum to address these competencies. Additionally, the Center participates in an annual standards review that employs community members in the assessment of every program based on the state CTE standards. Final recommendations may also be reviewed by the Skills Center Administrative Council, and the Spokane Area Workforce Development Council.

Skills Center staff are provided two in-service training days each year that incorporates topics and strategies identified and requested by staff. Teachers are also provided opportunities and resources to attend district in-service offerings and state association workshops during the year. Teachers are encouraged to attend industry training sessions and/or participate in industry internships during summer months. The school supports a staff member's participation with the local university's program for CTE certification by way of business and industry experience.

5. Evaluate programs and assess how special populations are being served.

Skills Center resource staff review special needs student IEP's and work with teachers to make appropriate accommodations and/or modifications to the curriculum. This Skills Center has a slightly higher special needs population percentage than the sending high schools. The need for additional services is mitigated by a local placement strategy that emphasizes our classes as being appropriate for students ready to transition out of special education.

Special needs students are provided program access based on the goals and outcomes of the IEP and their ability to benefit. In addition, we have competency-based curricula that allow special population students, through the IEP process or other, to concentrate on those competencies that can best meet their future employment or educational needs.

All students have equal access to Skills Center programs. Often, certain special population's students are enrolled by counselors prior to the enrollment of the general population. Skills Center students receive the benefits of specialized support staff as required, and accommodations are made at the program level when necessary. Information regarding available school and community resources is shared with students by instructors as is appropriate for the needs of the student.

The Skills Center will actively promote non-traditional careers at our annual spring Career Fair and Open House. Additionally, funds are used to develop non-trad focused recruiting materials and initiate an aggressive recruiting campaign to increase the number of non-trad students at the Center. Photos and references contained in promotional materials that are generated by the Skills Center frequently portray students involved in a non-traditional career training area.

# TAB 4

6. Develop and Upgrade programs.

Funds will be used to provide equipment upgrades in several programs, and to conduct an annual student follow-up survey. This is year 2 of a 4 year plan to upgrade to current practices, technology and equipment with the guidance of industry advisory committees. This will help direct the allocation of these funds to the areas of greatest need.

Using state funds as support, student learning improvement days and other staff development offerings are planned to assist instructors with time and tools to modify and upgrade curriculum, teaching strategies, and student projects.

7. Provide services and activities that are of sufficient size, scope, and quality to be effective.

The Skills Center employs or contracts with 20 teachers to provide 15 preparatory programs for area students including: Automotive Technology, Auto Maintenance, Broadcast Media Production, Collision Repair, Computer Programming, Construction Trades, Cosmetology, Dental Assisting, Hospitality & Culinary Arts, Medical Careers, Medical Laboratory Technology, Multimedia Graphics, Pre-Law Enforcement, Veterinary Technician and Welding.

8. Link secondary and postsecondary education including Tech Prep.

Currently, all but two of the programs offered at the Skills Center have Community College articulation agreements in place. The two programs not articulated do not have a counterpart at the community college. State funds will be used to support this process and to provide students the opportunity to tour related program areas at the appropriate community college campus. The Skills Center is also a member of the NEWTEC Tech-Prep consortium.

**SUBJECT**

Public Relations Team report.

**BACKGROUND**

Website is operational.

**DISCUSSION**

Information.

**EXECUTIVE COMMITTEE ACTION**

None.

**FINANCIAL IMPACT**

None.

**REQUESTED COUNCIL ACTION**

None.



# Spokane Area WORKFORCE DEVELOPMENT COUNCIL

## MEETING EVALUATION

March 14, 2007

Skills Center

4141 N Regal

Please help us assess our Council's effectiveness during this meeting by responding to the following questions.

1. Agenda items discussed were (circle one)

*Important*                      *Not important*  
5      4      3      2      1

2. How would you have changed today's agenda to make the best use of the Council's time?

3. I received the right information early enough to prepare for the meeting.

Yes                      No

4 How would you change the information packet prepared for the Council meeting?

5. Did the chair manage the meeting time and discussion well? (Circle one)

Focused                      Unfocused  
5      4      3      2      1

6. Any highlights? Suggestion for future meetings?

(Optional)

Name: \_\_\_\_\_

Call me: \_\_\_\_\_