

Workforce Investment Board

Planning Committee

October 18, 2012 – 8:00 a.m.

Kino Service Center
2797 E. Ajo Way
Tucson, AZ

MEETING SUMMARY

Members Present:

Gregg Johnson, Chair
Clayton Hamilton
Linda Nichols
Beverly Price

Staff & Guests:

Charles Casey
Diane Luber
Dorothee Harmon
Jim Mize
Zara Larsen
Risé Hart

- I. **Call to Order** – at 8:10 a.m. Gregg Johnson chaired the meeting.
- II. **Review Meeting Summary** – Reviewed. Staff will contact the other county WIB Chairs to schedule another Southern Arizona WIB Summit.
- III. **WIB Annual Report** – Diane Luber showed examples of photos for the report. The committee reviewed the mock-up report and provided these recommendations:
 - Photos of people portrayed in work or learning situations.
 - Cameos.
 - Change title: “Getting People Back to Work”.
 - Add title to the “Message from the Chair” page: “Strengthening our Workforce”.
 - Diane Luber will ask Jose Merino to contact Gregg Johnson about the photos.
 - Relocate “Message from the Board of Supervisors” after the “Message from the Chair”.
 - Sectors: Reduce wording and change to bullets.
 - Highlight/bold any numbers (e.g. **600** credentials).
 - Add accomplishments to the Chair’s letter.
 - Replace photo with a chart/graph on the page “Message from the Chair” and repeat the chart/graph at the end of the report.
 - Reduce the number of pages (24 pages max).
 - Final statement: Pima County One-Stop helped XX people get back to work and cost \$XX per person.
 - Change “Meeting Highlights” text to a brief summary instead of listing moderator/panelists.
 - Ask someone unfamiliar with the Annual Report to review it.

Assignments:

- 1) Staff will send the committee a digital copy of the report to review and send comments to Risé Hart by next Wednesday, October 24.
- 2) Committee will review the final Annual Report at the November 15 meeting.

IV. Role of the Planning Committee

Charles Casey reported that he received the final draft of the state's "Integrated Workforce Plan" and the WIB could be asked to modify the Local Workforce Investment Act Two-Year Plan. The current Governor's Council on Workforce Policy will be replaced with the Workforce Arizona Council. The committee will look at the committee's role in more detail at the next meeting.

V. Next Meeting: November 15, 2012 at the *University of Phoenix*.

VI. Adjournment – 9:11 a.m.