

## Program Review Committee Meeting

Conference Call  
Tuesday, December 4, 2012  
11:00 a.m.

### MINUTES

**MEMBERS PRESENT:** Dr. Sanford Shugart, Brian Michaels, Richard Sweat, and Eric Ushkowitz

**MEMBERS ABSENT:** Wendy Brandon, Greg Beliveau, and Tirso Moreno, and Richard Sweat

**STAFF PRESENT:** Pam Nabors, Kevin Neal, Joyce Hinton, Homer Boone, Tonya Elliott, Jason Lietz, Anika Holmes, Chad Kunerth, and Kaz Kasal

### WELCOME & CHAIR'S REMARKS

#### Introductions

Dr. Shugart called the meeting to order at 11:05 am, welcomed those in attendance and introductions were made.

#### Roll Call/Establishment of Quorum

Ms. Kasal established that there was a quorum present.

#### Public Comment

None offered.

### APPROVAL OF THE MINUTES FROM 9/14/12 AND 10/26/12 MEETING

Dr. Shugart made a motion to approve minutes from 9/14/12 and 10/26/12 meetings. Mr. Michaels approved, motion passed.

### DISCUSSION AND REVIEW OF THE STRATEGIC PLAN FOR REGION 12

Ms. Nabors summarized that the initial draft strategic plan was submitted to DEO on 10/1/12. Two public forums were held in September 2012 for feedback and additional feedback was received from the public via the WCF website. On 10/26/12, DEO responded with technical feedback. The staff has addressed the technical issues and the plan is now ready for submission, pending review of the Program Review Committee and the Board.

Dr. Shugart referenced page 8 where the 5 performance goals are listed and advised staff to include a paragraph of explanation/rationale for each of the goals, and provide past/current and projected numbers/outcomes to describe each goal's mission. Ms. Nabors indicated that WCF staff will amend plan per Dr. Shugart's suggestions.

Mr. Ushkowitz made a motion to enable Dr. Shugart to review the amended plan on behalf of the committee and bring forward to WCF Board and Workforce Investment Consortium for approval. Mr. Sweat seconded, motion passed.

### OTHER BUSINESS

Dr. Shugart indicated that the next Program Review Committee meeting will be on 1/25/13. He asked WCF staff to include the following on the Agenda:

1. Develop model for year-round youth – attain update on Youth Committee
2. Metrics to balance the Daily Placement Report
3. Further analysis of the metrics and revisit work plan to complete for end of academic year.

**CHAIRMAN'S CLOSING REMARKS**

Dr. Shugart thanked the efforts of the WCF staff and committee.

**UPCOMING MEETINGS**

The next committee meeting will occur on January 25, 2013 at WCF Admin office.

There being no further business, meeting adjourned at 11:37 am.

Respectfully submitted,

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Kaz Kasal  
Sr. Administrative Assistant