

**TO: Workforce Investment Board
Executive Committee**

DATE: 2/3/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Committee Reports for WIB Meetings

PROPOSED MOTION(S): N/A

DISCUSSION: To streamline WIB meetings to allow more time for discussion on topics and issues of importance to the WIB, committee reports were limited and the WIB WEB site containing meeting minutes was referenced. Prior to November 2002, each committee chair would have 2 to 5 minute to report out on committee activity.

Discuss if this is working satisfactorily and should be continued, or if the Executive Committee would like to have:

- **the links to minutes of all committee meetings emailed to all WIB members, not just committee members – members would access the link to receive all the minutes as they are posted and would either view on their monitors or print**
- **the chairs report out – which would take up additional time during the WIB meeting**
- **minutes emailed directly to members – members could view on their monitors, or could down load and print**
- **minutes attached to the meeting packets - which would mean additional time in preparing the WIB packets, more paper and larger packets.**

ATTACHMENT(S): N/A