

## ***MEMO***

To: John, Rick, and Andrea  
From: Lori Strumpf  
RE: Potential WIB Retreat Framework for June 12<sup>th</sup>  
Date: May 28, 2002

It was good talking with all of you last week. Based on the conversation, I have pulled together a potential framework for the WIB retreat. I look forward to your review and revisions.

### ***POTENTIAL FRAMEWORK FOR THE WIB RETREAT June 12, 2002***

**Purpose of the Retreat:** The purpose of the WIB's Second Strategic Planning Retreat is to move the WIB from a start-up operation to the next level of high performance and excellence.

**Goals of the Retreat:**

- X To reaffirm the WIBs vision.
- X To re-examine the WIBs structure and align it to current WIB functions.
- X Examine Board members current satisfaction with the WIBs functionality
- X Identify strategic areas of focus for the next two years.

**Outcomes of the Retreat:**

- ✓ Create and develop a clear understanding of the vision and strategic direction of the WIB for the next two years.
- ✓ Restructure the WIB, if necessary
- ✓ Conduct an analysis of the current state of the WIB as seen by WIB members.

### ***Potential Agenda***

- |                        |   |
|------------------------|---|
| 8:00 a.m. – 8:15 a.m.  | Welcome, Introductions, Statement of Purpose and Outcomes   |
| 8:15 a.m. – 10:15 a.m. | Setting the Context: An update on where the workforce system is nationally and locally <ul style="list-style-type: none"><li>□ National update</li><li>□ Local review – progress on current strategic plan</li><li>□ Results of WIB member survey</li></ul> |

Discussion on impacts and direction the WIB needs to take

**10:15 a.m. – 10:30 a.m.**

**BREAK**

10:45 a.m. – 12:00 p.m.

Continue Discussion

- Examine current vision in light of discussion

**NOON - 1:00 p.m.**

**LUNCH**

1:00 p.m. – 2:30 p.m.

Review of WIB Structure and Functionality

- Recommendations for Change

2:30 p.m. – 3:00 p.m.

Wrap-up

**ADJOURNMENT OF RETREAT**