

**TO: WIB Executive Committee**

**DATE: 6/27/03**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: New WIB Agenda Format**

**PROPOSED MOTION(S): To approve the new WIB Agenda Format.**

**DISCUSSION: The WIB Chair and staff have developed a new agenda that will streamline meetings and keep the focus on Global Strategic Issues. New additions would be a panel addressing a Global Strategic Issue, an update on the WIB's Goals, Advocacy Report, Operational Report and a spotlight on two WIB members. As appropriate, action items will be included in the consent agenda. There will be time limits for each item, and the WIB, or staff person's name will be listed as the person who will speak to the item. For each Global Strategic Issue, there will be a panel of experts who will provide subject matter information and address the issues and questions related to the topic. After the panel activity, the WIB will decide on appropriate action.**

**ATTACHMENT(S): Sample Agenda Format**

# Workforce Investment Board



**Meeting Location**  
**Meeting Date & Time**  
**Meeting Agenda**

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- I. Global Strategic Issues.....
  - II. WIB Strategic Goals
    - a. Update Progress .....
  - III. Advocacy Report .....
  - a. Bills, Initiatives, Sample Letters.....
  - IV. Operational Report.....
  - V. Consent Agenda.....
  - VI. Action Agenda .....
  - VII. Information Items.....
  - VIII. Spotlight on WIB Members.....
  - IX. Director’s Comments .....
  - X. Chair Comments .....
  - XI. Other .....
  - XII. Adjourn .....