

**TO: Workforce Investment Board
Executive Committee**

DATE: 1/6/03

FROM: WIB Staff

- For Action
- For Information
- Meeting Notes

SUBJECT: Assessment of the WIB

PROPOSED MOTION(S): Discuss how best to accomplish a WIB assessment.

DISCUSSION: There have been requests from the WIB to reassess how the WIB is performing and to help the WIB decide how to direct its future efforts. In the past, this type of assessment was completed by staff. The last WIB assessment was done in June 2002 prior to the WIB retreat. The opportunity exists to expand the assessment process to include professional consultants. The concept would have staff conduct the survey, then the consultant would analyze the results, personally interview WIB members and make recommendations to the WIB for improvement. The other alternative is to complete an assessment using only assigned staff.

Three possible consultants have been contacted. All three estimate the assessment could be completed in three days and would cost between \$6,300 and \$7,300. The target date for the survey is the first week in February 2003. If it is determined that a consultant be retained, Barbara Shaw is the recommended selection based on her expertise and background in workforce development.

ATTACHMENT(S): Barbara Shaw's Proposal will be provided at the meeting.

