

Proposed Meeting format:

1. Review community meeting agreements
2. Present focus of meeting - population / system overlay
3. Check-in - Dyad/Triad Focusing Question (e.g. for youth sessions - “what was your first job and what was something that worked for you in making that experience a successful work experience”)
4. Present questions to be addressed: What are trends among the community/clients you work with? What is working within the workforce system for your community/clients? What is not working? [Additional question that the WISF or OEWD would like input on? E.g. Identification of best practices and models; input regarding retention strategies / wraparound resources.]
5. Break into small groups with each group having one member of the WiCAC sitting in. Brainstorm answers to each question. Pull out top 3 themes/issues and write on butcher paper for sharing back to full group.
6. Give every participant 3-4 (=to questions being posed) different colored dots to select their three top issues from any item on the butcher papers.
7. Facilitator highlights top issues and uses data to formulate committee report out at the WISF’s next meeting.
8. Review of calendar and time/place of next meeting.

Proposed Community Meeting Agreements:

- ✓ Listen actively to build understanding
- ✓ Hold comments until group space is opened
- ✓ Speak from your own perspective
- ✓ Question with positive intent
- ✓ Create space for everyone to be heard
- ✓ Stay open to process

Proposed role of the WiCAC:

1. Function as a bridge for the community (service providers and clients) to the workforce system and to employers.
2. Build understanding within the community about workforce system strategic plan and strategies and employer experience and needs.
3. Build understanding within the workforce system and employers about community needs and trends and the community's experience of what is working within the workforce system and what barriers exist.

Proposed Content focus - population / system-strategy overlay:

Youth (up to 24 yrs old)	Initial engagement in the world of work	Marginalized / Multiple system barriers	
Adult		Chronic unemployed / Multiple system barriers	Dislocated workers

*Each box represents a single meeting focus.