



**Workforce Development Committee
Bridge to Success
*Preparing Waterbury Youth for Life: "A Birth to 21 Initiative"***

**Wednesday, October 14th, 2009
12:00p.m.-12:45p.m.**

Minutes

The **Workforce Development Committee** meeting as held **Wednesday, October 14th, 2009** at **Family Services of Greater Waterbury, Waterbury Connecticut.**

Present: Joann D'Auirio, Bonnie Goulet, Janis Petrillo, Trish Spofford, Michael Hayden, Meral Prewitt, Maureen Coelho, Pamela Ortiz, Kelly Cronin, Peter Blum, Vincent DeLaney

Absent: Terry Brown, Elaine Skoronsky, Tricia Harrity

Staff: Nicole Porto

Welcome Committee Members

Nicole Porto, staff, welcomed all members to the meeting and called the meeting to order at 12:10p.m.

Introductions

Nicole Porto, staff, welcomed everyone and thanked them for their time and commitment to join the Workforce Development Committee. Brief introductions went around the room of those present and the agency/organization with whom they are affiliated with.

Overall Goals

Nicole Porto updated the committee that the goal of the Workforce Development Committee is that Waterbury youth are ready for life after school – whether for college, trade school, military services, and/or work. The charges of the committee will be to review the Waterbury Community Resource Mapping documents for completeness, and to gain an understanding of the resources that exist currently in the city; identify strengths and gaps in the community's resources; use community resources, community priority action steps, and other community data to guide selection of one or more action steps as the focus of the committee's work through June, 2010; identify two to four related objectives to be accomplished between October, 2009 and June, 2010; complete the PPB Committee Report concerning objectives, activities, responsible individuals, and timeline, and outcomes in December, 2009 and in June, 2010.



Chair Nominations

Nicole Porto mentioned briefly that the committee needs to nominate or volunteer as the committee's chair or co chair. The committee felt it was very difficult to nominate a chair so early since there were a lot of new faces around the table. Kelly Cronin, Executive Director of Waterbury Youth Service Systems, quickly noted that being Chair was a huge opportunity, because one of the responsibilities is to attend the PPB Executive Committee Meetings and Bridge to Success Management Committee Meetings to update the team of the committee's accomplishments. There are a lot of big people around the table and it's a huge opportunity.

Nicole gave a quick description of the responsibilities of the chair:

- Preside over meeting
- Open meeting
- Keep discussion going
- Assure that all committee members have opportunity to express opinions/views
- Help PPB staff prepare agenda
- BTSMC – Attend BTSMC meetings to update PPB about committee accomplishments

The following were nominations for chair/co chair:

- Terry Brown (Chair- he was not present so we need to contact him)
- Mike Hayden (Co-Chair)
- Tricia Harrity (Joann D'Aurio will ask if she is interested)

The nominations will be brought back to the Bridge to Success Management Committee and PPB Executive Committee for final approvals.

Guiding Principles

Nicole read off the following guiding principles and asked the committee if they wanted to add any others:

Three Principles

- Responsibility is shared: We are all responsible for how the meetings flow or not flow; what is covered or not covered.
- All meetings start at the scheduled time.
- Personal agendas are set aside: we come together for the benefit of Waterbury's youth.



Three Practices

- Listen with attention.
- Contribute to the well being of the group. Focus on the goal at hand.
- What is shared on a personal level is confidential.

Decision Making

- We try to reach consensus on agenda items.
- When an agreement is not reached, everyone's opinions are recorded in the minutes.
- Once the decision is made, we go forward together to implement it. We set differences aside, uphold the action 100%.

The team did not feel the need to add anything. Everything was captured.

Resource Mapping

Nicole explained that one of the committee charges is to look at the Waterbury Community Resource Mapping document which was created by 2-1-1. The Resource Mapping Document relates specifically to the Bridge to Success's 5 strategic areas and goals at hand. Nicole only passed at the Workforce Development section of the document as that is the only focus of this committee. However, if anyone would like the full 167 page document, Nicole can provide an electronic copy to you. Pamela Ortiz, New Opportunities, requested an electronic copy.

Nicole went on to express that there was not enough time at today's meeting to go through the document, but asked that everyone look through the document prior to the next meeting and fill in the Resource Mapping Worksheet if they find missing resources.

Maureen Coelho, CPEP, asked who the audience is for the document. Nicole replied that 2-1-1 has specially asked that this document is not published in any way to be distributed to schools, libraries, etc. Its sole purpose is to be used for finding the strengths and gaps within the community relating to the Bridge to Success goals. 2-1-1 feels that information is constantly going out of date and it is best that community members call 2-1-1 for the most up to date information.

Establish Next Meeting Date

The next meeting date is scheduled for November 9th at 10:00 AM – 11:30 AM at Naugatuck Valley Community College Founders Hall Room 120. Thank you to Janis Petrillo who offered the space at NVCC.

Establish Follow up Items

- Nicole will contact Terry Brown and inform that we are interested in having him Chair our committee (pending BTSMC approval)



- Nicole will send Pamela Ortiz the whole Resource Mapping Document
- Janice Petrillo will get Nicole information regarding the Workforce Youth Council Meeting at NVCC; as well as contact information for other local colleges
- Committee will review Resource Mapping Document for missing information, gaps and strengths relating to the Workforce Development goals.

The meeting adjourned at 12:45p.m.