

**GOVERNOR'S WORKFORCE INVESTMENT BOARD
ACCOUNTABILITY COMMITTEE MEETING
CONFERENCE CALL
2ND FLOOR CONFERENCE ROOM, WALT SULLIVAN BUILDING, HELENA
March 3, 2004**

MINUTES

ACCOUNTABILITY COMMITTEE MEMBERS PRESENT: Diane Harkins, Joe Mathews, and Byron Roberts

STAFF: Kelly Chapman and Penney Clark

GUESTS: Gary Warren, Laurie Lamson, Jay Reardon and Deb Cuny

Welcome and Introductions

Chair, Diane Harkins, welcomed board members, staff and visitors and called the meeting to order at 8:30 AM. Introductions were made; Ms. Harkins summarized the material to be covered at the meeting and reminded everyone that the meeting would be conducted according to Roberts Rules of Order.

Committee Charge and Duties

Ms. Harkins reviewed the three goals that were adopted by the Executive Committee for the SWIB, the goals of the Accountability Committee and the existing charge and duties of the Accountability Committee. After discussion, it was decided to adopt the following charge and duties for 2004:

Accountability Committee Charge:

To develop meaningful accountability measures for Montana's workforce development system. Measures will include:

- **Responsiveness to businesses' current and emerging needs**
- **Alignment among workforce development, postsecondary education, and economic development**
- **The quality, availability, and outcomes of services provided through the workforce system.**

2004 Duties:

- **Coordinate with the Integrated Performance Information (IPI) project to design and implement performance indicators for Montana's workforce development system.**
- **Design and implement products that provide quality intelligence and clearly communicate, at all levels and across programs, the progress and performance of the workforce system.**

There was no public comment. Mr. Mathews moved to revise the charges and duties as presented, Mr. Roberts seconded. The motion was carried.

Integrated Performance Information (IPI) Project

Ms. Chapman and Mr. Warren gave the group an overview of the Integrated Performance Information Project and answered questions. The technical team will meet again in early April. The Committee agreed to have another conference call after the technical team meets to review the information available from that team meeting. The technical team has a deadline of early fall to submit their final report.

Ms. Harkins called for public comment and Ms. Lamson expressed the interest of MJTP to join a work group for the IPI Project. Gary Warren responded, and said local board involvement will be an integral part of the project along with participation from other system participants later in the project. There was no other public comment.

Programs Document Map

Staff has been working on an “at a glance” tool similar to the document produced by the state of Hawaii. Staff will have a draft of this document available to the Committee in April. This document will be helpful to local boards, state boards, legislators, the governor’s office, other states and anyone interested in workforce development in Montana.

There was no public comment.

Adjournment

The next meeting will be held via conference call on April 14, 2004, at 8:30 AM. Ms. Harkins moved to adjourn, Mr. Mathews moved to second, motion carried.

The meeting adjourned at 9:35 AM.