



GOVERNOR'S ADVISORY COUNCIL ON AGING

**MATURE WORKFORCE COMMITTEE (MWC)**

**2011 Priorities Sub-Committee Meeting Minutes**

**February 23, 2011**

**1:30 – 3:00 p.m.**

**Executive Tower, 5<sup>th</sup> Floor Conference Room**

**1700 West Washington Street**

**Phoenix, Arizona 85007**

**Council Members & Committee Participants Present**

Larry Woods, Christine Bryson-Lazo (telephonic), Jan Davie, Joel Millman, Shawn Trobia, and Bill Walker

**Council Members Not Participating**

None

**Council Staff Present**

Cathy De Lisa

**Welcome, Introduction, Review & Approval of Sub-Committee Minutes**

MWC Sub-Committee Co-Chair, Joel Millman called the meeting to order at 1:30 p.m. A welcome and introduction period followed. *After a review of the January 31, 2011 minutes, Larry Woods made a motion to approve the minutes as presented; Shawn Trobia seconded the motion. The motion carried unanimously.*

**Draft Composition of Survey**

Sub-Committee Co-Chair Joel Millman started the discussion by suggesting the members consider exactly what they wish to get out of the survey. Following a lengthy exchange, it was decided by general consensus that the survey would be a first step for the Sub-Committee and help determine what services/resources are currently being provided by the One Stop Career Centers when serving mature workers as part of the group's environmental scan. Members then offered the questions they had prepared ahead for the draft survey and the group combined those with a draft copy of questions that the Co-Chair had developed. In addition to basic questions about services provided to the mature worker seeking employment, members of the Sub-Committee suggested the survey recipient should be asked if the service is provided in a metro or rural area. It was also suggested that the survey should target both those working directly with job seekers as well as the directors of the sites. Sub-Committee member Jan Davie agreed that the Center for Workforce Transition at Gateway Community College would coordinate the survey via survey monkey and complete an analysis of the responses for the Sub-Committee.

**Review of Survey Timeframes as Proposed**

After updating the draft Work Plan with Sub-Committee members, the group agreed to target distributing the survey by the week of April 18 – 22, 2011, then conducting follow-up calls from

April 25- 29 in order to have preliminary results for the Mature Workforce Committee at the May meeting.

### **Assignments as Needed**

Sub-Committee Co-Chair Joel Millman requested every Sub-Committee member review the draft survey that would be circulated by Governor's Advisory Council on Aging (GACA) staff following the meeting then provide feedback directly to Cathy De Lisa. A compilation of the feedback would be done by Ms. De Lisa in advance of the March 3, 2011 Mature Workforce Committee then distributed to the Committee for review. Ms. De Lisa asked that the Sub-Committee members please provide their feedback no later than Tuesday morning, March 1, 2011 in order to achieve the quick turnaround. Sub-Committee Co-Chair Joel Millman stated he would provide the updated draft Work Plan for review by the Committee at the March 3<sup>rd</sup> meeting as well.

### **Review of GACA/Office Processes**

Staff member, Cathy De Lisa provided a quick explanation of the process required by the staff to coordinate committee, sub-committee, and work group meetings in order to ensure compliance with GACA protocols and legal requirements and thanked the group for their assistance. Ms. De Lisa stated Mr. Walker's proposal, as presented at the last Sub-Committee meeting, was going through the necessary review process since it requires GACA and Office on Aging staff involvement.

### **Adjournment**

*The Sub-Committee meeting was adjourned by MWC Co-Chair Joel Millman at 3:09 p.m.*

### **Next Meeting:**

The next meeting of the MWC 2011 Priorities Sub-Committee will be determined and announced via public meeting notice posted at the GACA website, [www.azgovernor.gov/gaca](http://www.azgovernor.gov/gaca) .

**The next meeting of the Mature Workforce Committee of the Governor's Advisory Council on Aging will be on March 3, 2011. Location to be determined and announced by public meeting notice posted at the GACA website, [www.azgovernor.gov/gaca](http://www.azgovernor.gov/gaca) .**