

**Income Qualified EE Advisory Committee North:  
Workforce Development Working Group Meeting #1**

Monday, May 20<sup>th</sup>, 2019  
10:00am – 12:00pm

Webinar Conference Call

*To join the conference call, please register for the webinar:*

<https://attendee.gotowebinar.com/register/3605978523877450241>

Dial-in: (914) 614-3221 (audio PIN shown after joining)

Access Code: 128-743-087

*Note: Participants can use their telephone or computer mic & speakers (VoIP).*

<b>Time</b>	<b>Agenda Item</b>	<b>Discussion Leader</b>
10:00 – 10:15 am	<b>Opening and Participant Introductions;</b> working group goals	Annette Beitel, Facilitation Team
10:15 – 11:00 am	<b>Finalizing Group Structure, Process and Deliverables</b> <ul style="list-style-type: none"> <li>• Working Group Structure, Process, and Deliverables</li> <li>• Overview of Working Group Plan and Discussion Topics</li> <li>• Survey Results</li> </ul> <p><b>Purpose:</b> To provide an overview of the Working Group structure, plan and topics and request feedback. To inform participants about results of the survey and how they will be incorporated into the 2019 workforce development working group structure.</p>	Theo Okiro, Facilitator
11:00 – 11:50am	<b>Workforce Development Working Group Topics and Discussion Questions</b> <ul style="list-style-type: none"> <li>• Overview of Working Group Discussion Questions</li> <li>• Discuss feedback and ideas on how to address discussion topics.</li> </ul> <p><b>Purpose:</b> To present the working group topics and discussion questions; for participants to begin to discuss how to address issues.</p>	All
11:50 – 12:00 pm	<b>Closing and Next Steps</b>	Theo Okiro, Facilitator

	<ul style="list-style-type: none"><li>• A working group subcommittee plan will be circulated soon.</li></ul>	
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**Meeting Materials**

- Facilitation Team Presentation: Survey Results
- Working Group Discussion Questions (Draft)