

## SPECIAL OVERSIGHT COMMITTEE ON WORKFORCE EXPANSION AND DEVELOPMENT MINUTES

**Meeting Date/Location:** Thursday, October 27, 2022, 10:00 AM, virtually via Microsoft Teams

**Members Present:** Representative Michael Marcotte, Senator Alison Clarkson, Kendal Smith, Adam Grinold, Sarah Buxton

**Guests in attendance:** Cameron Wood, Abby Rhim, David Hall, Dustin Degree

**Minutes By:** Abby Rhim

**Link to Website:** <https://aoa.vermont.gov/content/special-oversight-committee-workforce-expansion-and-development>

- 10:07 am meeting called to order.
- Introductions from all present.
- Review and approval of today's agenda.
  - No changes made.
- Review and approval of minutes from the October 14, 2022 meeting.
  - Motion made to approve the minutes as drafted by Senator Clarkson, seconded by Sarah, and approved unanimously.
- Reviewal of the existing workforce list for future vendor.
  - Discussed the process of how the Committee will review Vermont's workforce inventory that will be provided for the future vendor.
  - Sarah proposed the list could be reviewed outside of the Committee's meeting time and feedback could be discussed at a future meeting.
    - Inventory list includes delivery of services, operation of programs, professional development and training programs.
    - What buckets does the group want to be considered by the consultant versus not?
    - Senator Clarkson suggested that all buckets are included, just separated by category.
  - Kendal agreed to circulate a 2018 inventory document to be cross checked with the 2017 inventory document.
  - Representative Marcotte agreed to the group reviewing the list individually offline and discussing at future meeting.
- The Committee entered Executive Session to discuss the vendor selection process and review responses to the RFP for the workforce governance consultant.
  - Kendal noted that with state procurement process, when vendors bid on projects, there is an understanding that the information they are submitting is confidential. She noted that there are potential ways to share bid

information with non-Committee members, however, there is a non-disclosure process that must be followed.

- Sarah added that she would like the Committee to discuss the possibility of adding individuals into the review process during the Executive Session.
- Motion made to enter Executive Session by Senator Clarkson, seconded by Adam, approved unanimously.
- The next meeting will tentatively be held on November 10<sup>th</sup>, 2022 from 12:00 – 3:00 pm, virtually via Microsoft Teams.
- Meeting adjourned.

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