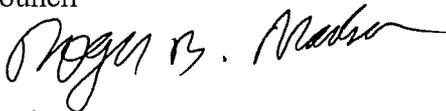


**TRANSMITTAL # 2**

**MEMORANDUM**

April 18, 2007

**TO:** Executive Committee  
Workforce Development Council

**FROM:** Roger B. Madsen, Director 

**SUBJECT:** State of the Workforce Report

**ACTION REQUESTED:** Provide Guidance to Staff on the State of the Workforce Report

**BACKGROUND:**

Staff have been collecting information for a State of the Workforce Report since the concept was adopted in the 21<sup>st</sup> Century Workforce Policy Academy effort. The report, originally a project of Boise State University, has been updated and expanded to include a wide variety of data that can be used to inform decision making. In order to finalize the report, staff require guidance from the Council to ensure that the final report conveys the appropriate message from the council. Staff are seeking guidance on 1) the theme for the report and 2) the contents.

1. Theme

Staff are asking the council to adopt a theme that will set the stage for the narrative of the report. Some possible options for the council are offered below:

Idaho

- Leading the Way
- Education
- Workforce Development
- Economic Development

Idaho

- Leading the Way
- Innovative People
- Competitive Businesses (or World Class Businesses)
- Excellence in Workforce & Education Services

## 2. Contents

Following is a potential outline for your consideration.

### State of the Workforce Report

1. Goals and Objectives (Summary)
2. Narrative Description of Goals/Initiatives with Key issues
3. Narrative on key economic/demographic findings
4. Key e3 summit findings/recommendations (Statewide summary)
5. Summary of Resources—include a discussion and/or charts for:
  - a. K-12
  - b. Higher Ed
  - c. Workforce Programs
6. Resource Chart
7. Organization Chart
8. Attachments:
  - a. Action Agenda (detailed goals)
  - b. Hot 50 Jobs
  - c. Career Cluster
  - d. E3 Regional Summaries (question—do we want to update LMI)
  - e. Detailed Budget Summary
  - f. Detailed program descriptions
  - g. Key to resource Chart

**Staff Recommendation:** Provide guidance and direction to staff so that the final report can be made available at the June 6, 2007 council meeting.

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