

[Date]

TO: Workforce Partnership of Austin; Task Force Selection Committee
Attention: Joanna Ramirez and Perry Johansen, Co-Chairs

FROM: Amanda Duvall, 936-555-0111

This report outlines the focus I will give to your major areas of concern and expectations for the first three months if you select me to serve as your new Executive Director/President and CEO for the Workforce Partnership of Austin. This plan, subject to revision after hire, is based on the information now available to me.

Action Plan for the First 90 Days

Executive Overview

- ◆ Resolve office-lease chokehold now draining agency funds.
- ◆ Establish strong rapport with staff at all facilities.
- ◆ Analyze effectiveness of grant-writing function.
- ◆ Review entire funding system and auditing protections.
- ◆ Visit OneStops; review job- and labor-market reporting systems; review operating contracts; meet with contractors.
- ◆ Appoint task force to assess quality of training and job-search services to clients, including use of Web 2.0 interactive services to speed hiring rates. Review mechanism for assurance of ongoing implementation of up-to-date best practices.
- ◆ Consider appointment of volunteer ambassadors to aid staff in promoting employers' participation in Workforce Partnership activities.
- ◆ Revisit mechanism for incoming reports from headquarters staff and OneStop managers.
- ◆ Issue concise weekly progress report to Policy Board.
- ◆ Make contact with managements of other workforce agencies.

(Note: 10-page report follows the executive summary)