

Role of AWIB Staff

The role of the AWIB staff from the Department of Labor and Workforce Development is to staff the full board and its six permanent committees. This includes ad hoc committees set up for specific purposes such as AGIA.

The Executive Director is responsible for providing adequate staff for full board and committee work with a staff of two Program Coordinators and an Administrative Assistant. Greg Cashen, Executive Director, is lead staff for the Executive Committee and determines staff for Ad Hoc committees as needed. Barbara Duval, Program Coordinator, is lead staff for the Workforce Readiness/Employment & Placement Committee and Youth Council. Louise Dean, Program Coordinator, is lead staff for the Policy & Planning, Assessment and Evaluation and Legislative Committees. Bejean Page, Administrative Assistant, sets up teleconferences, face to face meetings for full board and committee meetings, and handles all administrative duties related to the AWIB.

Lead staff members for committees are responsible for scheduling meetings and working with the Chair on compiling and distributing the agenda, compiling meeting minutes, tracking the progress of action items, and posting this information on the AWIB website. Lead staff members are also responsible for any work assigned by the Chair which may include conducting research, providing documents or information requested by the Chair, setting up ad hoc, nominating, and steering committees, and distributing information to all committee members in a timely manner.

The Executive Director also coordinates staff for full board meetings and prepares the agenda in consultation with the Executive Committee. This includes ensuring all travel arrangements, meeting arrangements, catering, transportation, board binder preparation, and presentations to the full board are made timely.

The Executive Director facilitates when other Department of Labor staff are needed for special projects or for information requests from the board including Research and Analysis questions, questions from the Employment Security Division, Division of Business Partnerships, Vocational Rehabilitation, Division of Public Assistance, and Administrative Services Division for questions regarding the AWIB budget.