

MT SWIB

STATE WORKFORCE INNOVATION BOARD

Tuesday, September 20, 2016
Thornton Building, Butte, MT

MEMBERS PRESENT: Dave Crum (Chair), Casey Blumenthal (Vice-Chair), Dean Bentley, Commissioner Pam Bucy, Tina Bundtrock, Vicky Byrd, John Cech (Designee for Clay Christian), Al Ekblad, Paul Gatzemeier, Jasyn Harrington, Bill Hunt, Margaret Bowles (Designee for Denise Juneau), Jennifer Kobza, Billie Lee, Miles McCarvel, Robert Minto, Jim Marks (Designee for Richard Opper), Kevin Poulin, Loren Rose, Scott Trent, and Paul Hopfauf

MEMBERS EXCUSED: Rich Aarstad, Anna Doran, Larry Hall, Kirk Hammerquist, Jacquie Helt, Niles Hushka, Fred Kellogg, Commissioner Mike McGinley, Jay Reardon, Representative Vince Ricci, John Rogers, Senator Cary Smith, Arlene Templer, and Commissioner Jane Weber

STAFF: Shannon Lewis and Casey Schreiner

CALL TO ORDER/ROLL CALL: Chair Crum called the meeting to order at 8:02.

ROLL CALL: Shannon Lewis conducted roll call and established a quorum.

AGENDA: Chair Crum asked for a motion to approve the agenda.

***Ms. Lee moved, and Mr. Trent seconded a motion to approve the [agenda](#).
The motion carried.***

JUNE 8-9, 2016 MINTUES: Chair Crum asked for a motion to approve the draft meeting minutes from the June 8-9, 2016 meeting.

***Mr. Minto moved and Mr. Bentley seconded a motion to approve the [June 8-9, 2016 draft meeting minutes](#).
The motion carried.***

REPORTS:

WORKFORCE DEVELOPMENT UPDATES:

Each board member discussed workforce development issues specific to their regions and industry.

CHAIR'S REPORT:

Vice-Chair Blumenthal gave an update on her trip to Chicago for the National Association of State Workforce Board Chairs and the conversations happening around the challenges in rural and frontier states. Some of the challenges identified at the conference were:

- Aging workforce;

- IT infrastructure; and
- Serving those with English as a second language.

In addition, there were conversations about best practices for workforce development boards, including boards having a clear vision and a strategic plan mapping out the work ahead. Vice-Chair Blumenthal also discussed one of the upcoming trends that the association is watching, the 'Gig Economy,' which is service-industry driven employment environment where independent workers take temporary positions to supplement their income.

WORKFORCE SERVICES DIVISION REPORTS:

HELP-LINK:

Scott Eychner updated the board on HELP-Link, which is the Montana Department of Labor's piece of the HELP Act. Services offered through the HELP-Link include assistance with resume and cover letters, job applications, and interview skills. In addition, HELP-Link serves as a resource center for job seekers. October will have more tangible numbers on those served through HELP-Link; however, Mr. Eychner let everyone know that so far the program has been very successful in assisting job seekers who are Medicaid eligible under the HELP Act.

WORK-BASED LEARNING UNIT UPDATE:

Pam Watson, the Bureau Chief for the Workforce Programs Bureau updated the board on the upcoming changes within the Work-Based Learning Unit. The unit is aligning itself to better assist both businesses and job-seekers with designing work-based learning and apprenticeships.

LABOR DAY REPORT:

Chief Economist Barb Wagner presented the [2016 Labor Day Report](#). The 2016 report is filled with good indicators that Montana's workforce and economy continue to move in the right direction, despite slowdowns in some industry sectors.

NEW BUSINESS:

SWIB & MAIN STREET MONTANA INTEGRATION PANEL:

Mary Craigle, Casey Schreiner, Pam Bucy, and John Cech discussed the integration of the SWIB and the Main Street Montana project. They touched on the how the new SWIB structure will enable each task force to meet the industry recommendations as outlined in the Main Street Montana plan. It is the goal that SWIB members fully participate in the work to meet the Main Street Montana project's recommendations.

Mr. Minto moved and Ms. Lee seconded a motion to approve the board's reorganization to work on the Main Street Montana workforce recommendations.

The motion carried.

SWIB BYLAWS:

Shannon Lewis discussed the updated bylaws, which were revised to align SWIB's upcoming work with the Main Street Montana project and to reflect the changes to the federal laws governing workforce development boards.

Mr. Minto moved and Ms. Blumenthal seconded a motion to approve the bylaw changes as recommended by staff.

The motion carried.

WIOA OVERSIGHT COMMITTEE REPORT:

Mr. Minto discussed the WIOA Committee's September 6 meeting and updated the full board on the Eligible Training Provider List and the WIOA training that took place in Helena.

STATE PLAN UPDATE:

Scott Eychner updated the board on the state plan, which was accepted by the U.S. Department of Labor with some follow-up questions and requests for additional information. The Montana Department of Labor sent its response back to the agency in early September.

ONE-STOP CERTIFICATION PROCESS:

Shannon Lewis walked through the updated One-Stop Certification process that incorporated the new provisions under WIOA. Unlike in years past WIOA requires that states use a competitive process for selecting One-Stop Operators. Because Montana is a single-area state it is seeking one overall One-Stop Operator that can serve the entire state. Montana's process will require applicants to give a detailed overview of the services provided within its One-Stop Centers. The detailed overview will contain the following information:

- Executive Summary;
- Organizational chart and structure, including its firewall plan;
- Organizational Philosophy, including an information sharing plan;
- Organizational marketing, including the organization's name, branding, and outreach;
- Organizational goals, including its mission statement and short and long-term goals;
- Detailed information on services and partnerships for each program in each community it serves;
- Detailed information on facilities in each community;
- Detailed information on Community Action Teams for each community; and
- Detailed information on business services for each community it serves.

Once the full SWIB approves the process, the application will be widely distributed by sending it out to all interested persons, publishing it on the main Department of Labor & Industry website, publishing it on the Department of Administration's procurement website, and using the Department of Administration's interested persons list.

The full board approved the WIOA Committee's recommendation that the SWIB adopt the new One-Stop Certification process.

ADJOURNMENT:

Chair Crum adjourned the meeting at 11:46 PM.