

State Workforce Investment Board

Minutes

Capitol, #317
Helena, Montana
January 12, 2012

BOARD MEMBERS PRESENT: Dave Crum, Vice Chair; Sherm Anderson; Pat Wise (Evan Barrett's Designee); Tina Bundtrock; Senator Edward Buttrey; John Cech; Thomas Curry; Henry Dykema; Representative Kelly Flynn; Michael Grove; Linda Guzik; Kirk Hammerquist; Jacquie Helt; Vicki Judd; Margaret Bowles (Denise Juneau's Designee); Keith Kelly; Mike Cooney (Keith Kelly's Designee); Maureen Kenneally; George Kipp; Nicholas Kujawa; Mike McGinley; Thomas McKenna; Representative Jean Price; Dore Schwinden; Alan Skari; Hank Hudson (Anna Whiting-Sorrell's Designee)

BOARD MEMBERS ABSENT: Marty Copps, Chair; Michael DesRosier; Connie Eissinger; John DeMichiei; Rodney Miller; Sandi Miller; Jeff Rupp;

STAFF: Lisa Smith, Adrienne Piccono, Kali Wicks

GUESTS: Mike Cooney, Barb Wagner; Gary Wright; Drea Brown; Linda Moody; Mary Berg; Dave Morey; Rhonda Huseby; Connie Kinsey; Kate Kale; Carol Hanel; Michelle Marsh; Suzanne Ferguson; Dan Bernhardt; Stephanie Gray; Wilson Ilgenfritz, Sheila Hogan, Jasyn Harrington, Lisa Newman, Candice Curriero

I. Welcome and Introduction

Vice Chair Dave Crum called the meeting to order at 8:30 a.m. Vice Chair Crum invited attendees to introduce themselves, and welcomed board members and guests.

Roll call, Housekeeping, and Meeting Documents

Adrienne Piccono conducted roll call and determined a quorum was present. She addressed housekeeping items, and reviewed meeting materials. Vice Chair Crum explained the committee conducts business under Roberts Rules of Order.

Agenda

Vice Chair Crum reviewed the Agenda. The agenda was accepted as presented by consensus.

Minutes

Vice Chair Crum reviewed past meeting minutes from September 23, 2010. Changes to the minutes offered by Chair Copps via e-mail were reviewed and presented to the board. Vice Chair Crum called for a motion to approve the minutes as amended. Mike McGinley made a motion to approve the minutes, which was seconded by Jacquie Helt. Vice Chair Crum called for a vote, which passed unanimously.

Vice Chair Crum entertained a motion by Tom Curry to discuss changing the current minute's policy to the following: Minutes will be drafted by SWIB staff within 2 weeks of the meeting, and will then be sent out to board or committee members for suggested changes. The draft minutes will then be posted on the website with the suggested changes highlighted, with the rest of the meeting materials. The minutes will then be discussed and finalized at the next meeting. A final copy of the minutes will then be re-posted on-line, in the archived meetings section. The motion was seconded by Jean Price. Discussion was had by the Board, and it was determined that the matter did not actually require a motion or a vote, but was a housekeeping matter. The motion by Tom Curry was withdrawn, and staff determined to resolve the matter within house.

II. Director's Report & Award Presentation

State Workforce Investment Board Director Leisa Smith gave a brief report on the importance of business and industry in the workforce sector and an overview of the agenda. Drea Brown, State Director of Jobs for Montana Graduates (JMG), presented the Board with an award from the national organization, Jobs for America's Graduates (JAG) for their positive influence, through funding and support of Montana's JMG program. Ms. Brown encouraged the private sector members to get involved as she presented the locations of the States JMG programs. Board members inquired into the number of JMG students entering into the two-year college system and inquired into grant amounts coming from the local and national Wal-Mart company. Ms Brown stated she would follow up with the Board regarding these inquiries.

III. WIA Program & Oversight Report

Gary Wright, Bureau Chief of the Statewide Workforce Programs & Oversight Bureau, updated the Board on Workforce Investment Act (WIA) legislation and reauthorization possibilities. Suzanne Ferguson, WIA Supervisor, gave a concise overview about the 2010 WIA Annual Report, which was made available to board members via the SWIB website and e-mail. The Board requested data, if possible, tracking how long trained clients stay employed. Board members inquired into reasons why clients are unable to retain employment and how employment data was tracked. Ms. Ferguson stated that currently only wage data is used to track employment retention she would see what other information could be pulled to help answer these questions. Dave Morey, Bureau Chief of the 21st Century Workforce Technology Apprenticeship & Training Bureau, informed the board regarding a Workforce Innovations Grant solicitation released by the U.S. Department of Labor's Employment and Training Administration (ETA) available to State Workforce Agencies, Local Boards, and Tribal Organizations operating under WIA 166. Mr. Morey notified the Board that the State Workforce Agency was currently considering applying for a grant, and applications were due on March 22, 2012.

IV. Labor Day Report

Barb Wagner, Economist for the Research & Analysis Bureau at the Department of Labor, gave a PowerPoint presentation on the 2011 Labor Day Report. The presentation featured statistics and information regarding the current state of the economy in Montana. Ms. Wagner used charts and graphics to demonstrate how employment statistics are gathered and reported. She also used maps to display employment, workforce and jobs data throughout the State. Board discussion

revolved around the data showing correlations between unemployment and education and training.

V. Youth Council Committee

Margaret Bowles, Vice Chair of the Youth Council Committee, reported to the Board on the suggested changes by the Council to the Workforce Investment Act (WIA) Title IB Youth Employment & Training Program Request for Proposal (RFP) process, per their Dec. 14, 2011 meeting. Department of Labor WIA Unit Staff was present at the meeting to assist with the process. Ms. Bowles presented the changes as a motion before the Board, and the motion to accept the changes was seconded by Ms Helt. Seeing no Board discussion or public comment on the motion, Vice Chair Crum called for a vote, which carried unanimously.

VI. WIA Committee

Mike McGinley, Chair of the Workforce Investment Act Committee, reported to the Board on the suggested changes by the Committee regarding the WIA Title IB Adult Employment & Training RFP process, per their Dec. 15, 2011 meeting. Department of Labor WIA Unit Staff were present at the meeting to assist with the process. Mr. McGinley presented the changes as a motion before the Board, and the motion to accept the changes was seconded by Senator Buttrey. Seeing no board discussion or public comment on the motion, Vice Chair Cum called for a vote, which passed unanimously.

VII. Veteran's Services Presentation

Dan Bernhardt, Program Manager for the Montana Veteran's Employment & Training Program at the Department of Labor, gave a presentation on the services offered by the program and the shortage of service delivery within the State. Mr. Bernhardt also shared how the program is working to expand coverage throughout the State of Montana and his concern regarding the need to better inform employers and veterans as to the benefits of Veteran Programs. Mr. Bernhardt also requested a letter of support from the Board for the Veteran's Workforce Investment Grant in order to perform outreach and public information activities, and in order to better meet the needs of Montana's Veterans. Tom Curry, a former Navy Veteran, made a motion to approve the letter of support, which was seconded by Mike Grove. Vice Chair Crum called for a vote, which carried unanimously.

VIII. Networking Lunch

Vice Chair Crum recessed the meeting at 11:45 a.m. He called the meeting back to order at 12:30 p.m.

IX. Committee Updates

Mike Grove, Chair of the Sector Strategies Committee, gave the Board an overview of the mission of the Committee, and re-capped the meeting that took place at the Capitol Building in

Helena in room #405 on 1/11/12. Chair Grove described a presentation by Tom Kaiserski of the Energy Division of the Department of Commerce on Trends in the Energy Industry, and a talk by Gordy Sanders of Pyramid Mountain Lumber on the Forrest Products Retention Roundtable, a group that is working together to enhance the forest products industry in Montana. Chair Grove informed the Board about a dialogue with Pat Wise of the Governor's Office of Economic Development, which detailed new sectors of interest, including manufacturing and tourism. Chair Grove then recounted the second half of the meeting, which centered on healthcare. This included a presentation by Cindra Stahl of the Montana Office of Rural Health and Area Health Education Center and William Connell, an Economist with the Montana Department of Labor Research & Analysis Bureau on Montana's Healthcare Workforce Statewide Strategic Plan, which was prepared as a result of a grant supported by the Department of Labor & Industry. A Healthcare Industry discussion panel followed featuring Jacquie Helt, AFL-CIO President; David Hall, College!Now Coordinator with the Office of the Commissioner of Higher Education; Tina Bundtrock, Administrator of the Rainbow Senior Living Center in Great Falls; and Cindra Stahl, of the Montana Office of Rural Health. Following the panel discussion, Ms. Stahl mentioned that she would be approaching the State Workforce Investment Board for a letter of support for a healthcare grant in the near future. Recommendations for next steps for the Sector Strategies Committee were discussed. The Committee is particularly interested in volunteer programs where high school age students can job shadow or visit places of employment in their chosen career sector in order to get a true feel for the profession and would like information on any programs of this type that currently exist. The Committee would also like to hear from the Montana Manufacturing Center at their next face to face meeting, Committee members will e-mail any other suggestions for further action to SWIB staff after reviewing the materials presented at the meeting.

Following the Sector Strategies Committee Report, the Board engaged in discussion regarding the Bakken Boom. Sen. Buttrey stated he had some information he would provide to Staff to share with the Board.

Due to time constraints, Vice Chair Crum proposed an agenda change. Following the Committee reports the Board would move directly into the "Workforce Directions Discussion" portion of the meeting. Vice Chair Crum also proposed to move the Statewide GED Initiative Presentation to the final item on the agenda. This was supported unanimously.

Dave Crum, Chair of the Lifelong Learning Committee, updated the Board on the meeting that took place on the afternoon of 1/11/12 in Helena, at the Capitol in room #137. Chair Crum deferred to John Cech of the Office of the Commissioner of Higher Education to recount his presentation on College!Now, which he previously presented to the Committee. Chair Crum reported on an Educational Model Panel Discussion featuring Margaret Bowles of the Office of Public Instruction, who presented information on the Integrated Basic Education and Skills Training (I-BEST) model, and Trevor Laboski, Principle of Big Sky High School in Missoula, who presented on his schools new Health Science Career Academy pilot. Senator Gillan and Tom Kotyniski were unable to attend so their pilot projects would be presented at a later date.

X. Workforce Directions Discussion

Vice Chair Crum deferred to SWIB Director Leisa Smith, who provided background information on the importance the book presented to Board members, *Adult Career Pathways* by Hinckley, Mills, and Cotner, specifically noting the business & industry pieces, as they will be used in future discussions. Vice Chair Crum then deferred to Senator Buttrey, who passed out a chart showing the direct correlation between education and employment. The Board then commenced with a discussion involving soft skills, early education, Montana's aging population, shifts in the economy, training, and transitioning workforces. Mike Cooney, Administrator of the Workforce Services Division, informed the Board that the Job Service Workforce Centers, One Stop Centers and Community Management Teams are a great tool for addressing soft skills and that a lot of time and resources are invested into this crucial workforce preparedness effort. Mr. Cooney stated that communication with these groups are a great way for SWIB members to get involved. During discussion that followed, members of the Board voiced interest in mentorship opportunities, working with aging and incarcerated populations, and the differing generations and work ethics in the workplace. Mr. Cech also shared new ideas being considered in higher education that include Lighter Certificates that build toward a degree, and credits for Prior Learning, which would help certain populations to work and build a degree concurrently.

Senator Buttrey and Representative Flynn excused themselves on account of legislative business for the remainder of the meeting. A quorum was maintained.

Vice Chair Crum recognized Kali Wicks, SWIB Staff who announced that they had been contacted by the Best Beginnings Advisory Council, and they had expressed interested in a SWIB member becoming a part of the Council. Interested parties were instructed to contact SWIB staff Mr. Grove then made a motion to draw up a letter of communication to Governor Schweitzer to let him know that the SWIB is engaged and committed to supporting, promoting and endorsing the Montana Healthcare Workforce Statewide Strategic Plan, College!Now Initiative, Montana Big Sky Career Pathways. The communication should also include the various initiatives and grants the State Workforce Investment Board has recently been a part of, and the work they will continue to do in connection with those initiatives and grants. Mr. Cooney seconded the motion. John Cech motioned to add a caveat to the prior motion, that the College!Now program report to the State Workforce Investment Board periodically on the implementation of its initiatives. Mr. Curry also made a motion to amend the prior motion to include mention of apprenticeship in trades in the Governor's communication, as the SWIB was instrumental in developing apprenticeship programs around the State. Mr. Cooney seconded the amended motion. Vice Chair Crum called for a vote, which carried unanimously.

Vice Chair Crum then called upon John Cech to discuss the State Workforce Investment Board's current Letter of Endorsement Procedure. Discussion from the Board followed. Concerns were voiced that the current process calls for a 45 day notification timeline but recent grants only have a 30 day turnaround. The concern for staff is that adequate time be allowed for receipt of grant proposal information to share with the full Board or Executive Committee to schedule a meeting and secure the required quorum for a vote of support for Chair Copps to sign off on said letter of support. Vice Chair Crum recognized SWIB Director Leisa Smith, who explained that a motion was not necessary to change the Letter of Endorsement Procedure, as it was a housekeeping matter and can be altered. Vice Chair Crum agreed not to make a motion on the notification timeline, but stated the SWIB wants staff to get letters of support for grant applications in a timely

manner. Mr. Grove, Chair of the Sector Strategies Committee, then informed the Board that the Montana Office of Rural Health would be contacting the SWIB staff for a letter of support for an upcoming grant.

XI. Statewide GED Initiative Presentation

Margaret Bowles, State Director of Adult Literacy and Basic Education from the Office of Public Instruction, gave a short presentation on the GED Future ForGED Initiative, which was funded by the SWIB in September of 2010. The report highlighted the materials that were created for the campaign, and the future steps that are planned to keep the initiative running.

Representative Jean Price motioned that Montana Future ForGED be added to the list of supported initiatives mentioned in the Governor's Communication from the SWIB. Vice Chair Crum called for any objections to the motion, of which there were none.

XII. Next Steps

The next meeting will most likely take place on May 24, 2012 but will be dependent on the WIA Youth and Adult RFP process. The date of May 23rd will be reserved for Committee meetings, should they be necessary. Mr. Cech asked the Board to note that these dates are the same as the next Board of Regents meetings which will take place in Havre, MT. Further information will be forthcoming. The Executive Committee will meet prior to the full Board to set agendas.

XIII. Adjourn

Mr. Curry motioned to adjourn the meeting at 2:41 p.m. time, which was seconded by Mr. Cech.