

STATE WORKFORCE INVESTMENT BOARD ONE-STOP DEVELOPMENT COMMITTEE

January 19, 2007

MINUTES

Committee Members Present by Phone: Marty Copps, Chair; Mike DesRosier; Georgia Gibbs-Atkinson; Gail Richardson; Jeff Rupp; and Linda Woods.

Committee Members Present in Person: Dave Crum, and Keith Kelly.

Committee Members Absent: Gary Perry

Staff: Leisa Smith, Chris Wilhelm, and Danielle Nettleton

Guests: Gary Wright, Viv Hammill, Ingrid Childress, Patty McCubbins, Jim Baker, Jeri Baker, George Kipp, Pam Harada, Carol Lamey, Cherelee Martin, Roy Jones, Al Maurillo, Stephanie Gray, Darla Joyner, and Chris Clasby.

Welcome and Introductions

Chair Marty Copps called the meeting to order at 12:35 p.m. Chris Wilhelm took roll call, and addressed housekeeping items. Chair Copps asked for and received consensus to relax Roberts Rules of Order to allow more fluid discussion. She stated committee members who may have a conflict of interest are encouraged to participate in discussion, but will need to abstain from any action taken on one-stop recommendations.

Approval of Agenda

Dave Crum moved to approve the agenda as presented. Keith Kelly seconded the motion, which carried unanimously.

Approval of Meeting Minutes

Dave Crum advised members the December 18, 2006 draft minutes did not record his absence. Ms. Wilhelm advised the committee that she would make the correction. Mr. Kelly moved to approve the December 18, 2006 minutes as amended. Mr. Crum seconded the motion, which carried unanimously.

One-Stop Plans

Chair Copps asked Ms. Smith to give a brief overview of each plan being submitted for possible approval.

Central Montana Workforce System

Located in Lewistown, the Central Montana Workforce System is operated by Cherelee Martin, Director of District VI HRDC, and Roy Jones, Manager of the Lewistown Job Service. Central Montana Workforce System serves MACo District VI including Fergus, Judith Basin, Petroleum, Wheatland, Golden Valley and Musselshell Counties. Central Montana Workforce System included with their business plan a consortium agreement with signatures of all partners in the Central One-Stop System, a Memorandum of Understanding among partners and By-Laws outlining how CMT's will conduct business.

Central Montana Workforce System has resource guides, referral guides, an outline identifying their hotelling partners coming into their one-stop system as well as how their system reciprocates, and hotelling agreements with other partner agencies. Chair Copps asked if all signatures had been obtained. Ms. Smith insured the Committee that all signatures were on record with SWIB staff. She stated copies of signature pages for this business plan and others have not been included with the copies distributed to Committee members due to the volume of pages requiring copies. Mr. Kelly reminded members and the public the signatures are public record and arrangements can be made to view them.

Gail Richardson moved to approve the Central Montana Workforce System plan pending completion of successful site review. Mr. Crum seconded the motion, there were no abstentions, and the motion carried unanimously.

Havre Area Workforce System

Located at the Job Service Workforce Center, the Havre Area Workforce System is operated by Pam Harada. It serves the Hill, Blaine, Liberty, and Chouteau Counties also including Rocky Boy's and Fort Belknap Reservations. Havre Area Workforce System provided an executive summary, consortium agreement, past certification requirements from November 1998, and past business plan guide from December 2001. All signatures are on file with SWIB staff.

Mike DesRosier moved to approve the Havre Area Workforce System plan pending completion of successful site review. Mr. Kelly seconded the motion, which carried unanimously.

Yellowstone Area System

Yellowstone Area System has three centers; Bozeman Job Service Workforce Center, Livingston Job Service Workforce Center, and Belgrade Career Transitions. The Yellowstone Area System serves Gallatin, Park, Meagher, Sweet Grass, and Madison Counties. Yellowstone Area System provided a layout of services provided at each site, response to criteria questions, executive summary, Yellowstone area vision, mission, goals, business philosophy, MOU, and all signatures that were required. Ms. Smith reported that there were 20 signature pages that were not forwarded to conserve resources. Stephanie Gray of Yellowstone Area System informed the committee that on attachment C is a list of partners that signed their MOU.

Mr. Kelly moved to approve the Yellowstone Area System plan pending completion of successful site review. Ms. Richardson seconded the motion, which carried with Jeff Rupp abstaining due to conflict of interest.

Discussion ensued regarding inclusion of copies of signature pages with the copies of business plans sent to Committee members. The committee did understand SWIB staff's intention of conservation and consolidation of paperwork. However, the suggestion was made to provide a spreadsheet of sorts that would identify the signing partners, agencies represented, services provided, and levels of participation. This requested information would result in less cost and time while still providing committee members valuable information pertaining to each submitted plan. Staff will work with Committee members to identify a format that meets their needs.

Other Business

Chair Copps expressed her appreciation to staff and members for accommodating her schedule. She requested Mr. Rupp present the One-Stop Committee report in her stead at the Executive Committee at their meeting scheduled for January 26, 2007. Mr. Rupp agreed. Chair Copps stated she would be returning from her travels around March 15th and asked Mr. Rupp to chair any One-Stop meetings required during her absence, and he agreed.

Mr. DesRosier requested information regarding who has signing or managerial authority at the Cut Bank Job Service Workforce Center (JSWC), as well as the movement regarding an MOU being drafted between the Working Friends One Stop Proposal and DLI Job Service Operations Bureau. Ms. Smith informed him this was not the business of the One-Stop Committee nor were they informed regarding these issues and advised he address concerns or questions to those entities directly involved. Jim Baker followed, requesting direction on how to push forward the MOU discussions between Blackfeet Manpower and DLI. Vivian Hammill, Chief Legal Council for the Department of Labor and Industry, informed Mr. Baker and Mr. DesRosier SWIB meetings were not the correct forum to address these issues and advised them to contact Workforce Service Division.

Adjournment

With no further business, the meeting was adjourned at 1:25 p.m.