

Governor's State Workforce Investment Board

**Red Lion Colonial Inn Hotel
Helena, Montana
October 1, 2009**

BOARD MEMBERS PRESENT: Dan Miles, Chair; Marty Copps, Vice Chair; Arlene Becker; Dave Crum; Henry Dykema; Connie Eissinger; Brad Eldridge; TJ Eyer (*designee for Denise Juneau*); Kim Gillan; Mike Grove; Nancy Guccione (*designee for Tony Preite*); Kirk Hammerquist; Hank Hudson (*designee for Anna Whiting-Sorrel*); Vicki Judd; Robbe Lindsay; Mike McGinley; Thomas McKenna; Sandi Miller; Jesse O'Hara; Jeff Rupp; Alan Skari; and Pat Wise (*designee for Evan Barret.*)

BOARD MEMBERS ABSENT: Thomas Curry; Mike DesRosier; Jacquie Helt; Keith Kelly (*Dore Schwinden designee*); Maureen Kenneally; George Kipp; Rodney Miller; Jim Paquette; Linda Woods; and Ryan Zinke.

STAFF: Leisa Smith, Dan Berhardt, and Danielle Nettleton.

GUESTS: Kate Kahle, Jenny Veltri, Pat Schlauch, Mike Nephew, Daniel Dolan, Jim McDonald, Eric Johnson, Curt Campbell, Suzanne Ferguson, John Porterfield, Mike Cooney, Julie O'Hara, Mona Amundson, and Gary Wright.

I. Welcome and Introduction

Chairman Dan Miles called the meeting to order at 1:13 p.m. He welcomed board members and guests. Chair Miles provided a brief review of the morning's strategic planning process. The discussion was facilitated by Lindsay Woolsey, Senior Policy Associate, Corporation for a Skilled Workforce (CSW).

Roll call, Housekeeping, and Meeting Documents

Danielle Nettleton conducted roll call, addressed housekeeping items, and reviewed meeting materials. Chair Miles explained the committee conducts business under Roberts Rules of Order. He reminded members of the public to state their name clearly for the accuracy of the minutes.

Agenda

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

Minutes

Chair Miles reviewed past meeting minutes from May 12, 2009. Mike Grove made a motion to approve the minutes as presented; Mike McGinley seconded the motion which passed unanimously.

II. Reports and Updates

Wrap up from morning session/ National Prospective

Ms. Woolsey reported the review and assessment of last year's strategic sessions was informational and the lessons learned were very valuable for the board's next 12 months. She reported the top three priority areas chosen by the board were:

1. State Energy Priorities (particularly in context of applying for current U.S. DOL State Energy Sector Partnership grant) and Sector Strategies;
2. Training Models that emphasize "earn while you learn"; life-long learning/advancement; and meeting employers needs immediately (i.e. on-the-job, apprenticeships, workplace-based); and
3. Using skills upgrading as a strategy to re-build declining economies (particularly in rural areas).

Ms. Wolsey informed the board she will summarize the results from the morning session and develop recommended next steps. The three new chosen categories should replace the other three current committees; focusing on the principles of programs rather than the program. SWIB Staff will arrange an Executive Committee meeting with Ms. Woolsey to review the results. Mr. Grove thanked Ms. Woolsey for her assistance and asked she keep the board informed as things may need to be addressed.

Labor Day Report

Aaron McNay, Economist, Research and Analysis (R&A) Bureau, provided a presentation of the 2009 Annual Labor Day Report. For more information please contact Todd Younkin, R&A Bureau Chief at 406-444-2430. To view the report online please go to:

http://www.ourfactsyourfuture.org/admin/uploadedPublications/3668_GovRpt09.pdf

Workforce Information Grant PY 2008 Annual Report

Todd Younkin, R&A Bureau Chief, provided an overview of the grant application process. The six identified deliverables are reviewed at the end of the year and staff provides examples of how the deliverables were met. Upon approval from the board, Chair Miles and Commissioner Keith Kelly will provide signatures for the report and close out the grant year.

Mr. Grove made a motion to approve the Workforce Information Grant PY 2008 Annual Report. Pat Wise seconded the motion which passed unanimously.

WIA Incentive Grant (PEP Talk)

Annette Miller, R&A Program Manager, reported the Personal Employment Plan (PEP Talk) project is funded by WIA incentive grant money awarded to DLI, OPI, and OCHE. The project team wanted to utilize the funds to create a long term impact for the customers at One-Stops Centers. Once the idea was generated, it was presented it to the department heads, who gave the approval to move forward. The team developed four focus groups to discuss why or why not it would or would not work. The intent of the project is to help individuals create a personalized employment plan. Originally, the product was meant for WIA participants but it is being made available for anyone. The team will spend four weeks traveling around the state to roll-out the project. 28 e-learning tools have been created for the website to help program providers learn about the project implementation. Chair Miles commended Ms. Miller and the coordinating agencies and departments who are working together on the project.

ARRA WIA Updates

Suzanne Ferguson, WIA Supervisor, reported the WIA unit is responsible for monitoring and ensuring providers are meeting performance. WIA staff reviews eligibility documentation and verifies the

provided services are appropriate. Staff also reviews the information gathered from participants to ensure it has been entered correctly in the database system and reviews fiscal information to ensure it is accurate. Each provider is monitored annually and receives a report from the WIA unit. No discrepancies were discovered in the recent annual monitoring.

Every provider who participated in the ARRA Summer Youth Employment program has been monitored; including some work experience sites. Montana received \$2.9 million and served over 800 participants; the original goal was to serve 626 participants. The providers did an extraordinary job at getting the program going with little notice. Most participants have completed the program and returned back to school; others will continue until March. The Dislocated Worker Program received an extra \$1.7 million and served an additional 345 participants across the state.

WIA Annual Report

Ms. Ferguson reviewed the WIA Annual Report for PY 2008. The report includes demographic information that is gathered when participants are enrolled in a program. 2032 individuals received some type of services through WIA. Participants identify the career field they would like to enter; program providers attempt to assist the participants in selecting careers with high wages in a high demand field. The report includes negotiated performance levels and the obtained levels. The process for tracking performance is new; WIA staff is working with program providers to enter youth information accurately. Almost all states are having difficulties meeting the literacy and numeracy gain performance level for youth. Chair Miles discussed his personal experience as an employer who hired a summer youth participant. The report is available online at <http://swib.mt.gov/ReportsandLinks.asp>.

Regional Innovation Grant (RIG) Project Final Report

Mike Cooney provided a brief summary of the RIG grants final report. The department applied for the grant and received it in 2007. The planning grant was used to conduct multiple meetings. The department did not spend all the funds. The remaining funds were distributed through three competitive sub grants to look at different areas. Mr. Cooney thanked department staff for their hard work during the grant. The information obtained from the grant was also distributed to higher education. The recommendations displayed on page seven are being reviewed for the best approach. The publication is a top priority for Commissioner Kelly and will be utilized as the department moves forward on various projects. For more information please contact Kay Strayer at 406-444-4100. To view the final report on the RIG Grant, please go to: <http://wsd.dli.mt.gov/rig/FinalRIGdraft.pdf>.

III. Survey

Ms. Wolsey distributed an assessment survey to board members. The survey is anonymous unless members would like follow up. Ms. Woolsey will compile the results and include them in her follow report. A Survey will also be distributed to the Youth Council to further identify priority areas and action steps as it pertains to education and employment needs of Montana's youth.

IV. Other Business

Chair Miles reported the State Energy Sector Partnership (SESP) met in the previous weeks. The SESP group will provided oversight for the SESP grant if it is awarded. Two SESP Team positions are intended for SWIB members; Chair Miles has accepted one of the positions. The SWIB needs to approve the second position; Chair Miles has spoken with Mike McGinley and would like to recommend him for the position.

Jesse O'Hara made a motion to approve Mr. McGinley's appointment to the SESP. Kim Gillian seconded the motion which passed unanimously.

Leisa Smith announced the 2009 State Plan Modification has been approved by the United States Department of Labor. The waiver requests are being reviewed separately and have not yet been approved. Ms. Smith informed the board of a survey from an Alabama College student; she reported the survey will be sent to members electronically.

Chair Miles reported Marty Copps, SWIB vice chair, has accepted an appointment to chair the Youth Council as a replacement to Gail Richardson.

V. Adjourn

With no further discussion, Chair Miles adjourned the meeting at 3:38 p.m. by consensus.