

Governor's State Workforce Investment Board Workforce System Committee

**Billings, Havre, Helena, Butte, Miles City, and Missoula
October 16, 2007**

DRAFT MINUTES

COMMITTEE MEMBERS PRESENT: Robbe Lindsay, Chair; Thomas Curry; Connie Eissinger; Joan Miles; Alan Skari; and Jeff Tochihara.

COMMITTEE MEMBERS ABSENT: John Brueggeman; Rodney Miller; and Sandi Miller.

STAFF: Leisa Smith, Chris Wilhelm, and Danielle Nettleton

GUESTS: Mike Bissell; Linda Moodry; Mary Burg; Lynn Clark; Sharon Kearnes; Dan Miles; Carolyn Stoltz; Pam Watson; and Gary Wright.

I. Welcome and Introductions

Chairman Robbe Lindsay called the meeting to order at 10:06 a.m. He welcomed Committee members and guests. Leisa Smith introduced new Committee members: John Brueggeman, State Senator from Polson, replacing Senator Gary Perry; Connie Eissinger, Private Sector rancher and County Commissioner from Brockway, replacing Julie Jordan; and Jeff Tochihara, Private Sector representative from Stillwater Mining in Billings, replacing John Beaudry. John Beaudry could no longer serve on the State Workforce Investment Board (SWIB) as his position at Stillwater Mining requires him to register as a lobbyist. Ms. Smith announced Chris Wilhelm, SWIB Program Specialist accepted a position as a program manager with Job Service Operations Bureau. Ms. Smith wished Ms. Wilhelm the best of luck and thanked her for all her services to the Board.

▪ Roll call, Housekeeping and New Documents

Danielle Nettleton conducted roll call, addressed house keeping items, and reviewed the meeting documents presented. Chairman Lindsay explained the committee conducts business under Roberts Rules of Order. He stated he would relax Roberts Rules of Order to allow informal discussion among members. He reminded committee members to please state their name clearly when speaking for the accuracy of the minutes. He informed the committee members and the public the meeting was being recorded and the tapes would be destroyed after the meeting's minutes were approved.

▪ Agenda

Chairman Lindsay asked if there were any changes to the Agenda. The Agenda was approved as presented by consensus.

▪ Meeting Minutes – May 4, 2007

Chairman Lindsay informed the committee the past meeting minutes for January 19, 2006 and March 9, 2006 are being addressed today as they were not added to the agenda for approval at the October 20, 2006 meeting. He moved to approve the January 19, 2006; March 9, 2006; and

October 20, 2006 meeting minutes as presented. Tom Curry seconded the motion, which carried by unanimously.

II. MetNet Feasibility

Chairman Lindsay expressed his approbation of the MetNet system, complimenting on the possible cost savings. Ms. Smith noted MetNet conferencing capabilities have been around for awhile. During the previous committee meeting Chairman Lindsay reported that SWIB could save up to \$24,000 annually by using MetNet video conferencing. Ms. Smith explained MetNet provides a safe alternative from traveling and can hopefully increase public relations. She encouraged the public to provide feedback on their experience with the MetNet system. Ms. Nettleton reported the committee saved approximately \$1700 by holding a video conference versus a face to face meeting in Helena. She said local meetings could potentially cost more if the State Capitol was unavailable to use for a meeting facility and that the amounts used in the handout on cost savings were figured based on a best case scenario. Chairman Lindsay stated the cost savings was impressive..

Sharon Kearnes commented that holding a video conference makes it easier for the public to attend meetings by lowering the cost of travel.

Dan Miles reported that back in August of 2005 the SWIB had talked about possible ways to cut the cost of traveling to attend meeting. Mr. Miles was impressed with the quality of the video. He asked that SWIB staff look into the possibility of having other sites around the state open for the public to attend and the ability to increase the public's awareness of SWIB by posting meeting notices on community calendars.

Tom Curry asked staff if it would be too costly to have more MetNet sites open for the public. Ms. Smith explained that the cost is \$52.50 per hour for each main site; secondary sites are available, but their cost varies. She stated the public is notified of meeting dates, times and locations through an interested persons list. Gary Wright recommended SWIB staff look into the possibility of reserving a site location upon request from a member of the public.

Chairman Lindsay thanked SWIB staff for there good work and expressed his appreciation of having staff who researches and implements an idea put forth by a board member.

III. SWIB Operating Rules for Conducting Business

Ms. Smith gave an overview of the changes to the SWIB's Operating Rules for Conducting Business.

- Article Three (Membership) number 3, text added: "State Workforce Investment Board members who are chief elected local officials, or cabinet officers from relevant state departments responsible for workforce development initiatives may designate one person to represent them and vote for them at Board meetings. The name of the designee must be submitted by the Board member to the Governor's Boards and Councils office, and no designee will be seated until approved by the Governor."
- Article Nine (Conduct of Meetings) number 6, text added: "If both the Board member and the designee are in attendance at the same meeting, the Board member shall be seated at the

table and the designee shall be seated in the audience with members of the public.”

- Article Ten (Quorum) number 5, text added: “If both the Board member and their designee are in attendance at the same meeting, they shall only be counted as one attendee for the purpose of attaining a quorum.”
- Article Eleven (Proxy) text added: “A designee, as defined in Article Three, shall have authority to vote if the Board member they represent is not in attendance.”
- Article Twelve (Address) update: SWIB phone number changed to “(406) 444-1609.”
- Article Thirteen (Records) update: SWIB web address changed to “www.swib.mt.gov.”
- Article Sixteen (Member Compensation & Expense Reimbursement) change: Honorarium was increased to \$50.00 per day.

Joan Miles asked if the text added concerning the single voting authority should be moved from Article Eleven: Proxy to Article Nine: Conduct of Meetings. Ms. Smith assured the committee staff will have legal staff review all changes prior to presenting to the SWIB. Chairman Lindsay asked if any designees had been appointed. Ms. Smith reported Pat Wise was appointed as Evan Barrett’s designee, Dave Cole had been appointed as Tony Preite’s designee, Joan Miles is in the process of putting forth a letter to appoint Hank Hudson as her designee, and Linda McCulloch is also in the process of appointing a designee. Ms. Smith clarified the committee is being asked to make a recommendation of changes to the full board who will then make the final approval for changes.

Mr. Wright quoted Chapter 1, Sec 111, (b), (1), (C), (vi) (I) of the WIA law concerning membership and recommended that staff have the United States Department of Labor (USDOL) review the addition of a designee policy.

Ms. Miles moved to approve the changes as amended pending review by USDOL and legal staff to confirm all changes are compliant with the WIA law and is placed under the correct Article. Jeff Tochihara seconded the motion which passed unanimously.

IV. Workforce System Committee Charge, Goals, and Duties

Ms. Smith asked that the committee review their charge, goals, and duties; the governors charge and vision for the SWIB; and the USDOL priorities. She encouraged the committee to discuss their goals and interests related to topics and projects identified by the USDOL and related to future issues in Montana. She noted that the committee had completed a number of their duties and could add or refocus their duties to align with the concerns the governor reported on at the Labor Day Report. Topics reported on were recruiting, training, and retaining individuals in the healthcare market. Chairman Lindsay recommended the committee set some achievable goals after reviewing past meeting materials and minutes. Ms. Smith recommended the committee look into other funding opportunities as WIA continues to receive reductions in funding, review the Health Care Task Force Report to see if the committee can address any of the issues, possibly map out the location of talent pools in Montana, and put forth any recommendations to the Governor. Chairman Lindsay asked that the committee given time to review materials and better educate themselves by talking to their local communities on particular issues including the Governor’s concern on affordable housing and bringing Montana’s workforce back to Montana. Ms. Smith offered to have staff develop a list of information on possible projects for the committee.

Chairman Lindsay asked if Mike O'Neil started the Pre-Apprenticeship Lineman's school through a committee or the full board, stating that it's a great example of what an individual can accomplish. Mr. Wright reported that the SWIB assisted by allocating \$400,000 to help provide scholarships and cover student expenses. The money allocated to the school must be spent by June 30, 2008 or it will be returned to the USDOL. He reported that the school is receiving national recognition. The cost of tuition is approximately \$5,000. When students graduate they are able to enter a field where they make about \$24 per hour. He believes the project was a great example of partnering and recommended the board look into the same options in other industries with a high wage and high skill levels. Chairman Lindsay asked that SWIB staff look for similar opportunities and leveraging.

Jeff Tochiara commented that Stillwater Mining Company is in need of workers with underground mining skills. The company attempted to create a similar mining program in previous years. Tom Curry believes the opportunities are available when there a desire to create additional jobs. He asked staff if legislation is monitored for more opportunities with grants such as the WIRED program. Mr. Wright explained the State can apply for more WIRED grants in regions outside of the existing WIRED region. He reported one grant application for the amount of \$250,000 for natural resource based industries, used to bring communities together to leverage their resources, is currently under review in the Dallas regional office. He advised WIA staff is currently tracking legislation. A republican version of a House Bill for WIA reauthorization was put forward and is being tracked by the State. Chairman Lindsay asked if there were any grants available to communities in Montana such as Libby. Mr. Wright informed the committee that all available grants may be located at www.grants.gov. Ms. Smith announced Billings had recently received two community based grants. Chairman Lindsay requested staff report on success stories around Montana in the SWIB Newsletter.

Mr. Miles recommended staff review all duties and responsibilities for each committee and identify ideas that are appropriate for each committee to become involved in and move forward with, to avoid duplication among committees. He suggests the committee consider looking at issues that include alternative funding sources, the healthcare shortage, and legislative recommendations the SWIB can present to the Governor. He also requested staff review the Health Care Task Force Report and create a list of areas each committee should focus on. Ms. Smith advised many different committees' have been creating reports on the healthcare shortages. Different entities are partnering on a state level to be as effective as possible. She will review the report and create a list for the committee's to review.

V. Other Business

▪ Next Meeting

Chairman Lindsay stated that he would like to follow up with members of the committee prior to the next Workforce System Committee meeting. Ms. Smith informed the committee that staff can schedule a conference call at any time.

VI. Adjourn

With no further business, Chairman Lindsay adjourned the meeting at 11:55 a.m.

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