



Workforce Investment Act Committee Minutes

**Lewis & Clark Library
Helena, Montana
December 3, 2012**

BOARD MEMBERS PRESENT: Mike McGinley, Chair; Tina Bundtrock; Mike Cooney; Michael DesRosier; Pat Wise;

BOARD MEMBERS ABSENT: Senator Edward Buttrey; Representative Kelly Flynn; Sandi Miller; Jeff Rupp;

STAFF: Leisa Smith & Kali Wicks

GUESTS: Deb Chouinard, Adam de Yong, Suzanne Ferguson, Rhonda Husby, Kate Kale, Connie Kinsey, Michelle Marsh

I. Welcome and Introduction

Chair Mike McGinley called the meeting to order at 3:08 p.m. He welcomed Committee members and guests.

Roll call, Housekeeping, and Meeting Documents

Kali Wicks conducted roll call, addressed housekeeping items, and reviewed meeting materials. Chair McGinley explained the committee conducts business under Roberts Rules of Order.

Agenda

Chair McGinley reviewed the schedule. Mike Cooney made a motion to approve the agenda as presented, which was seconded by Mike DesRosier, and approved by consensus.

Minutes

Chair McGinley reviewed past meeting minutes from August 23, 2012 and noted that no changes had been requested to staff. Mike DesRosier made a motion to approve the minutes, which was

seconded by Mike Cooney. The motion to approve the minutes passed unanimously.

II. Brief One-Stop Certification Review

Ms. Smith provided an overview of the staff's review process of one-stop re-certification applications. This process included a review for all the mandatory federal elements including services and partners, placing calls to operators if further clarification was necessary, and typing up executive summaries of the applications for distribution to WIA Committee members and for posting on the website. Staff assigned committee members several applications to review and report on to the WIA Committee as they RSVP'd to the meeting:

Mike McGinley – South-central American Jobs Center, Sanders County Workforce System, Tri-County Workforce System, Southwest Montana Workforce System

Mike Cooney – Working Friends Workforce System, Missoula Area Workforce System, Bitterroot Workforce System

Pat Wise – Central Montana Workforce System, Northeast Montana Workforce System, Mission Valley One-Stop Workforce System

Mike DesRosier – Eastern Plains Workforce System, Southeastern Montana Workforce System, Yellowstone Area Workforce System

Tina Bundtrock – Missouri River Workforce System, Flathead Workforce System, Rocky Mountain Front Workforce System

Sen. Edward Buttrey – Kootenai One-Stop Workforce System, Havre Area Workforce System, Capitol Area Workforce System

Staff also asked committee members to specifically address the following elements in their review: 1) service delivery, 2) employer involvement, 3) partners, 4) innovative and unique services offered, and 5) challenges and responses to challenges. Staff also conducted further follow-up with applicants upon request by committee reviewers for additional information or explanation.

Ms. Smith reported that staff is keeping a file of frequently asked questions, technical glitches, and process questions and will conduct a follow-up survey with operators and CMT chairs regarding the newly revised re-certification application process upon final approval of the current recertification applications.

Ms. Smith also related that one question on the application in particular received a wide array of answers, and wished to clarify. Regarding one-stop goals, many of the responses addressed Common Measures and Federally Negotiated Performance Goals. In order to explain this information provided by the applicants to the committee, Kate Kale (MIS Officer from the Programs and Oversight Bureau) presented information on annual performance measures for the WIA Adult, Youth and Dislocated Worker Programs and Wagner-Peyser from Program Year

2008 to Program Year 2011. Program Year 2012 Proposed Performance Levels have not yet been negotiated and approved by US DOL.

III. Re-certification Application Review

Chair McKinley moved the committee into review and discussion of the applications. General impressions were shared and then Committee members shared specific insights on their assigned applications. Senator Buttery was unable to attend, so staff reported on specific highlights from his assigned applications.

General discussion and impressions revolved around many topics including: the use of social media and smart phone technology for outreach, the “no wrong door” approach, funding concerns, distance challenges and the importance of using available technology to share resources and communicate, the importance of CMT/partnerships, demonstrated strong economic development connections along with workforce, strong veteran and disability activities, and investment in appropriate software. Funding was a primary concern with committee members and will likely be an on-going conversation as possible federal deficit reductions may be forthcoming. Mr. Cooney stated that a significant source of funding comes from Wager-Peyser, which has been flatly funded for 20-some years, meaning that the program is losing ground with inflation. The sharing of resources was also stressed by committee members, as they gave examples of strong partnerships indicated in the one-stop recertification applications

Following the general conversation, Mr. McGinley suggested that the Committee Members individually go around the room, discussing the applications they reviewed, beginning with Ms. Wise.

Ms. Wise reviewed the Lewistown (Central), Glasgow/Wolf-Point (Northeast), and Polson (Mission Valley) Workforce System One-Stop recertification applications. Ms. Wise made general notes that each of these sites were using social media as a form of outreach and found that this was an effective form of communication to employers and job-seekers. She also noted the use of the BEAR and IWT programs, which are collaborative economic and workforce development programs between the Department of Commerce and Department of Labor. Ms. Wise then discuss a request for information she had forwarded to SWIB staff regarding specific problems and innovative programs, but was lacking a response from the Lewistown office. Staff was directed to follow up on this request.

Ms. Wise had also forwarded a request for information regarding the Glasgow/Wolf Point office and tribal linkages, and was very pleased with the response provided, as it was very detailed and contained information about tribal programs and government linkages. Ms. Wise also addressed a comment on the Glasgow/Wolf Point application regarding a lack of ABE services the office in 2014. Ms. Smith addressed this, relating the upcoming changes to the GED in 2014, and updating the committee to current efforts in place by OPI and the SWIB’s Youth Council to address related issues. Ms. Wise also related that some of the areas were experiencing pull from the Bakken area, and this should continue to be a conversational topic for the SWIB, with local and county input.

Ms. Wise had also requested information regarding hoteling in the Polson area, and received feedback that hoteling services are available, but they currently do not have anyone utilizing the service.

Mr. Cooney reviewed the Browning (Working Friends), Missoula, and Hamilton (Bitterroot) Workforce System One-Stop applications. Mr. Cooney shared that the Missoula and Hamilton offices are both very innovative centers, both utilizing social media, and that the Missoula office was one of the pilot offices for Facebook. The Browning center is very interesting in that it is located on a reservation and is operated tribally. The Working Friends center has worked to collaborate with the tribes to put together several employment projects to combat some of the situational employment issues on the reservation, and does very good work. Mr. Cooney also stated that this office works closely with the Cut Bank/Shelby office. Mr. Cooney stated that his overall impressions of the applications were very strong, and he encouraged other committee members to review the Bitterroot application, which was one of the strongest applications received by staff. Mr. Cooney also commented on some of the applications' goals, stressing the "strengthening" of their CMT groups, and how important CMT groups are to the Workforce system in Montana.

Chair McGinley reviewed the Butte (Southwest), Anaconda (Tri-County), Billings (American Job Center), and Thompson Falls (Sanders County) Workforce System One-Stop recertification applications. Chair McGinley focused on partnerships and the "no-wrong door" approach that was apparent in all the applications, and was impressed by the connections. Like Ms. Wise, he also noticed the "Bakken Drain" being felt by some of the service areas, particularly in Billings. Chair McGinley would also like to further investigate if local funding might be available for one-stops in the form of mill levies for economic development, or if there is any opportunity if there is room to garner funding from TIF districts.

Mr. DesRosier reviewed the Glendive/Sidney (Eastern Plains), Miles City (Southeastern), and Bozeman (Yellowstone) Area Workforce System One-Stop Applications. Mr. DesRosier commented that he was tremendously impressed with the job the offices do with the resources they have. He also commented on the large distances within the service delivery areas and the importance of partnerships and resource leveraging within those areas. Mr. DesRosier discussed the importance of the CMT's, and the integral role they play within the system. He stressed the involvement not only of county government, but also of city government within the CMT and workforce system, as he had not noticed too many of these partnerships in the applications. He thought this might be a good avenue to pursue for grants and in working together. Mr. DesRosier also noted that the applications he looked at were involved with Veterans and veteran's activities, including "Stand Down" activities, as more and more veterans are returning to Montana with the wind-down of some of the conflicts we currently have.

Ms. Bundtrock reviewed the Great Falls (Missouri River) Kalispell (Flathead), and Cut Bank/Shelby (Rocky Mountain Front) Area Workforce System One-Stop Applications. Ms. Bundtrock noted the vast differences between the areas she reviewed as the Kalispell area is lacking available jobs and the areas around Cut Bank, Shelby, and Great Falls seem to have large

amounts of jobs currently open. She discuss that the Flathead area was currently looking at retraining workers, but did not specify as to the types of training they were considering, or for what type of employment. Ms. Bundtrock also noted that the Cut Bank/Shelby office was not widely using social media at this time, which could point to the aging population in this area. She noted that the community partnerships in the Great Falls area were very strong, and was curious as to MAGIC and Dragon software, which were identified by staff as disability related software available in the job service. Ms. Bundtrock also noted that some of the one-stop centers were extending hours for Veterans and their families, which was a very successful practice.

Staff reviewed the Libby (Kootenai), Havre, and Helena (Capitol) Area Workforce System One-Stop applications, as Senator Buttrey was unable to attend the meeting. Ms. Smith noted that Northeast Montana has interesting challenges, especially having a superfund site, but also does have reclamation certificate trainings available along with the recent TAACCCT grant in which they partnered with economic development and higher education, which will provide a workforce navigator for their one-stop system. She also stated that this group has merged their JSEC and CMT.

Ms. Wicks discussed a “Business Over Breakfast” event that is offered by the Helena office, which caters to employers. The Helena office also caters to job-seekers and employers in that they are the state capitol and offer specific courses pertaining to state applications and interviewing. Due to distances, some of the one-stops have also made use of local libraries to provide services, accessing community partnerships in this way. The Havre area has made excellent use of PSA’s to advertise services, and makes a point of getting into the high school to discuss career plans with students there. Ms. Wicks also noted Anaconda’s work with Job. Corps. and Butte’s Middle School Business Day, both innovative programs and events that she noticed of during review. Eastern Montana has also been able to access VISTA workers, which has helped with their website and various other programs, including Veteran’s programs.

Public Comment from Deb Chouinard, thanked the staff and Committee for their work in making the process easier and for the regional conversations soliciting stakeholder feedback for the Committee to consider.

Before action was taken the Committee asked if all had met mandatory eligibility which all one-stop recertification applicants met. Staff confirmed that they had. Questions were asked if there were any applications that proved to have problems. Staff commented that communication was on-going with applications regarding the on-line tool, acronyms and unfamiliar programs, activities, initiatives etc. Staff has noted some interesting partners and innovative programs that may be good presenters or topics for future SWIB or committee meetings. The Executive summaries are posted on the SWIB website to be used for interested persons, between partners, for future grant applications, SWIB orientation, as a partner recruiting tool and services offered for employers.

Pat Wise made a motion to approve recertification of the nineteen one-stop recertification applications. Mike DesRosier seconded. Motion passed unanimously.

The motion will carry forward to the Executive Committee for final approval.

IV. Next Steps

Staff will have minutes prepared prior to the meeting along with a history of the recertification process to date. After approval by the Executive Committee, SWIB staff will send out operator agreements to be signed by the Department and One-Stop Operators. Upon completion, staff will send out certifications, which they hope to have done by January 1st. Site visits are not required but highly encouraged for SWIB members to stop in at any time to make themselves more acquainted with services and activities.

V. Adjourn

With no further discussion, Chair McGinley adjourned the meeting at 4:37 p.m.