MEMBERS PRESENT: Commissioner Jane Weber (Chair); Casey Blumenthal; Katie Madsen; Paul Hopfauf

MEMBERS EXCUSED: Commissioner Mike McGinley

STAFF: Shannon Lewis, Casey Schreiner, Jenny Harris

CALL TO ORDER/ROLL CALL: Chair Weber called the meeting to order at 11:00.

ROLL CALL: Shannon Lewis conducted roll call and established a quorum.

AGENDA: Chair Weber asked for a motion to approve the agenda.

Ms. Madsen moved, and Ms. Blumenthal seconded a motion to approve the agenda.

The motion carried.

AGENDA: Chair Weber asked for a motion to approve the November 28, 2017 meeting minutes.

Mr. Hopfauf moved, and Ms. Blumenthal seconded a motion to approve the September 28, 2017 meeting minutes.

The motion carried.

NEW BUSINESS:
CUSTOMIZED TRAINING POLICY: Ms. Harris walked the committee through the Customized Training Policy and answered questions about the policy. This policy outlines the requirements of a business or group of businesses to work with service providers to customize training for WIOA Title I, Dislocated Worker and Youth participants.

Chair Weber asked for a motion to approve the Customized Training Policy.

Mr. Hopfauf moved and Ms. Blumenthal seconded a motion to approve the Customized Training Policy.

The motion carried.

WORK EXPERIENCE POLICY: Ms. Harris reviewed the Work Experience Policy with the and answered questions about the policy. This policy outlines the criteria for designing a structured learning
experience that takes place in a work setting for a limited period of time based on the participant’s needs.

*Ms. Blumenthal moved and Mr. Hopfauf seconded a motion to approve the Work Experience Policy.*
*The motion carried.*

**SOCIAL SECURITY NUMBER POLICY:**
Ms. Harris walked the Committee through the Social Security Policy and discussed the use and security of Social Security Numbers for WIOA participants.

*Ms. Blumenthal moved and Ms. Madsen seconded a motion to approve the Social Security Policy.*
*The motion carried.*

**WIOA FUNDING ALLOCATION POLICY:**
Ms. Harris discussed the WIOA Funding Allocation Policy with the committee. The WIOA Funding Allocation Funding Policy defines the formula that Montana uses for equitably allocating resources throughout the state.

*Ms. Blumenthal moved and Mr. Hopfauf seconded a motion to approve the WIOA Funding Allocation Policy.*
*The motion carried.*

**WIOA COMMITTEE RESPONSIBILITIES AND DRAFT 2018 CALENDAR:**
Ms. Lewis presented the Committee with a full list of its responsibilities and the timelines that correspond with those responsibilities. In addition, Ms. Lewis presented a draft calendar for the WIOA Committee to better understand what will come before the committee throughout 2018.

**NEXT MEETING DATE:**
The WIOA Committee will begin meeting again in February after the full SWIB meeting.

**ADJOURNMENT:**
Chair Weber adjourned the meeting at 2:00 PM.