

# STATE WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

March 27, 2007

## MINUTES

**Committee Members Present by Phone:** Dan Miles, Chair; Keith Kelly; Dave Crum; Mike Grove; Marty Copps; and Georgia Gibbs-Atkinson.

**Committee Members Present in Person:** Arlene Parisot.

**Committee Members Absent:** Evan Barrett, Robbe Lindsay, Mike O'Neill, and Lane Larson.

**Staff:** Leisa Smith, Chris Wilhelm, and Danielle Nettleton

**Guests:** Pam Watson, Kathy Yankoff, Connie Kinsey, Kate Kahle, Al Ekblad, Sheila Hogan, and Gary Wright.

### **Welcome and Introductions**

Chairman Dan Miles called the meeting to order at 12:04 P.M., welcomed members and guests, and thanked them for their time. Chris Wilhelm took roll call, and addressed housekeeping items. She informed Chairman Miles there was a quorum. Chairman Miles stated the committee would relax Roberts Rules of Order to allow more fluid discussion and the limited timeline. He reminded committee members and members of the public to identify themselves when speaking for the accuracy of the minutes.

### **Approval of Agenda**

Chairman Dan Miles reviewed the agenda. The agenda was approved as presented by consensus.

### **Approval of Meeting Minutes**

Keith Kelly moved to approve the January 26, 2007 minutes as presented. Arlene Parisot seconded the motion, which carried unanimously.

### **State Plan**

Chairman Miles asked Leisa Smith to discuss the State Plan and its process. Ms. Smith reported that United States Department of Labor (USDOL) is asking for updates to years 1 and 2 of Montana's Title I WIA and Wagner Peyser Act Strategic 5-Year State Plan (State Plan). The updates and modifications to the plan will reflect the vision for the next two years (years three and four) of the State Plan. WIA has not yet been reauthorized. By submitting the State Plan in two-year increments states will be able to better incorporate WIA reauthorization guidelines as necessary. She informed the committee the State Plan is a draft. One primary change for the committee to note was the replacement of references to "Local Boards" with single statewide planning area language as that is the current state structure. Ms. Smith gave a brief overview of all changes in each section.

## Section I

Ms. Smith informed the committee that Section I is the Governors State Vision. The primary focus is how the state addresses attracting, retaining and growing small businesses; maximizing and leveraging of resources; continuing education bringing together key players; and the vision for youth opportunity. This section was completed by the Governors office with the help of Emily Lipp Sirota. Ms. Smith expressed appreciation for her help.

The Governors office provided updates to the State's energy plan, the Labor Day Report, and the Reservation Flyers. The new WIRED grant project was added. Governor Schweitzer wanted to make note of the Best and Brightest Scholarship to Montana Students. Included was discussion on education, the Apprenticeship MOU, the Health Care Task Force, the Governor's chairmanship to the Board of Education, and strategic planning as Montana looks into the new planning period. Ms. Smith informed the committee these are some of the highlights to the Governor's State Vision.

Mike Grove asked if the questions in the State Plan came from the USDOL or Montana. Ms. Smith advised all questions were provided by the USDOL. The questions are the same as the previous State Plan. Montana has been asked to modify sections rather than rewrite the entire State Plan.

Arlene Parisot asked if the State Agency Management (SAM) Team had been renamed State Agency Management Team for Workforce Development. Pam Watson, Workforce Investment Act Unit Supervisor, informed committee members she had previously served as a member of the SAM Team. As the original State Plan was drafted, a comment was submitted suggesting that changing the name would insure it was targeted to workforce development when listed in the State Plan.

## Section II

The USDOL requested Montana merge our State Plan Modification into years three and four of the State Plan. Section II contains a modification which added question number five. This section focuses on Montana's state workforce investment priorities. USDOL asked Montana to address five primary elements: expansion of Montana's One-Stop System, collaboration of partners and integration of services, increased use of waivers to address rural needs in Montana, improved development and delivery of workforce information, and elimination of duplicative administrative systems and maximization of opportunities for training.

Ms. Smith informed the committee of changes and updates within Section II. Marty Copps asked if Montana must submit a waiver to operate as a single state-wide planning area. Ms. Smith stated Montana received approval for a waiver requesting authority to function as a single statewide planning area. Ms. Watson will explain Montana's requirement to renew this waiver. Ms. Watson explained that the transition to a single statewide planning area was accomplished by submitting a modification to the State Plan along with a waiver that allowed the State Board to perform the roles and responsibilities of the local boards.

Chairman Miles asked if the Business Expansion and Retention (BEAR) program has expanded beyond Yellowstone County. Chris Wilhelm explained that the BEAR program is active in many local communities; they are currently offering training to communities who are ready to implement the BEAR program. There are several levels of participation in communities. The goal of the Governor's office is to have BEAR implemented statewide. Chairman Miles requested expanding the paragraph on the BEAR program to show USDOL it is expanding.

### Section III

Section III is the state governance structure. Modifications were merged into it. This section addresses organization, structure, and representation of the State Workforce Investment Board and its committees. The organizational chart has been revised. Updates also include SWIB committees, council, taskforce, and a proposed WIRED industry workforce group. USDOL requested the process Montana uses to identify board membership and how that meets with the Governor's vision; how the SWIB carries out board function, provides public access, addresses conflict of interest, collaboration and coordination, communication and sharing of information; and how Montana coordinates to insure inclusive representation of organizations and memberships.

Ms. Smith informed the committee of all changes and updates to Section III. Ms. Parisot asked to change "Community Colleges" to "Two-year Colleges" in order to include all types of educational institutions in Montana.

### Section IV

Research and Analysis (R&A) provided a majority of the updates to this section. They identify Montana's base industries where the state is seeing both growth and decline, where there is a high demand for skilled workers, what is most critical for our economy, what the labor pool is like; in and out migration, where Montana has skill gaps, other workforce issues that have been identified and prioritized. Ms. Smith itemized the changes and updates for the committee.

Ms. Parisot informed the committee that the Healthcare Workforce Advisory Council is under the Board of Regents (BOR) and asked for it to be referenced in the plan. Ms. Parisot also informed the committee that a bill is currently in legislation proposing to give Montana a one-time only fund for equipment and technology in workforce training. If approved, it requires collaboration with the SWIB.

### Section V

Several modifications have been incorporated into Section V. This section refers to the waivers that Montana has received in the past and will be re-applying, for including several new waivers. Section V looks at Montana's over-arching state strategies. USDOL questions refer to the leveraging of funds, strategies that are in alignment with the Governor's priorities and national directives, and what Montana has identified through R&A as targeted industries and occupations. USDOL wants to know how Montana's Department of Labor and Industry (L&I) partners with economic development, education, business and workforce development; how Montana spends money in relation to high-growth high-demand occupations; attention to small businesses,

incentive moneys, collaboration around youth; and how Montana identifies any laws or policies that could impede any of its goals.

Ms. Parisot asked what is meant by the word *Montana* when the sentence states, “Montana will work to establish quicker courses in curriculum development and approval through the college of technology and community colleges to address business needs for trained workers in high growth and high demand occupations.” Ms. Smith said she will clarify this statement.

Chairman Miles asked if the renewal of waivers through the State Plan is a standard procedure or if this was a new process. Ms. Watson stated waivers are approved through a planning cycle.

### Section VI

Questions B and F have been inserted from the modification. This section addresses major state policies and requirements, common data, how data issues are addressed, co-location as it pertains to the One-Stop System, universal access of services, demand-driven approach, apprenticeship training, and Job Core. Updates include the new WIA Policy Manual, R&A changes, and policy that directly relates to local board structure. Reference to local board structure no longer applies and has been deleted.

Chair Miles asked about Vocational Rehabilitation’s representation on the State Board as noted in the plan, and requested a reference be added to the State Plan regarding the SWIB member who serves on the Vocational Rehabilitation Advisory Council.

### Section VII

Section VII outlines the integration of Montana’s One-Stop delivery system, asking to identify policies, procedures, integration of services, infrastructure costs, funding for establishment and operation of One-Stop systems, and how Montana address business and other broad-based customers seeking services. Many updates are contained in this section as Montana’s One-Stop System has expanded. MontanaWorks (the management information system), Montana’s Employment and Training Provider List (ETPL), and Technical Assistance and Training (TAT) sessions that occur bi-annually are all discussed in Section VII.

Chairman Miles asked if BEAR was the same as a Business One-Stop. Ms. Smith informed him that they were different. Montana has a business One-Stop located in Kalispell.

Ms. Parisot asked if the new management information system is linked with the IPI initiatives. Kate Kahle, Management Information System Officer for the WIA Unit, stated the system does have the possibility of linking, but the feature is not currently being utilized.

### Section VIII

Section VIII incorporated many modifications. USDOL asked Montana to address administration and oversight of local workforce investment systems. Montana no longer has local board structure. All reference to local boards has been removed. When asked

about regional planning, the WIRED grant and the Rockies Energy Workforce Collaboration were both mentioned. Updated information on Montana's One-Stop system and WAIVER requests were also included. The Youth Council's definition of the Sixth Youth Eligibility Criterion was included. Ms. Smith outlined the changes to this section.

Chairman Miles asked why Temporary Assistance for Needy Families (TANF) and Welfare to Work are not mandated One-Stop partners. Ms. Watson stated the required partners are identified in WIA law. In Montana both programs are involved in workforce development and are voluntary partners with the One-Stop system, thus there is no need for Montana to mandate their participation.

Ms. Parisot informed the committee that Perkins Law has changed the language from *Post-Secondary Vocational Education* to *Career and Technical Education*. She requested the State Plan reflect the change.

### Section IX

Section IX addresses service delivery; One-Stop delivery strategies; coordination and integration of services, tools and products; and workforce information. USDOL asked for information pertaining to workforce core products and service plans, coordination with other national tools, services provided for adult and dislocated workers, individual training accounts, innovative training strategies for high-growth and high-demand occupations, apprenticeship, the Eligible Training Provider List (ETPL), On-the-Job Training (OJT), customized training, services to specific populations, Unemployment Insurance (UI), Dislocated Worker services, collaborating with business and industry, One-Stop services, veteran services, English as a Second Language (ESL) and limited English proficiency services, migrant and seasonal workers, youth services, and faith based and community based organizations. Ms. Smith advised a Navigator Grant is mentioned in this section which may be issued to the state; it is not yet official but can be deleted should the State of Montana not receive it.

Ms. Parisot requested the two community based job training grants given to Billings College of Technology from USDOL be mentioned in the State Plan.

### Section X

A modification has been inserted into Section X. This section looks at our state administration, technologies, funds, waivers, proponent management, provisions, appeals, and processes to address non-discrimination issues. The performance tables have been updated. Ms. Smith reviewed the minor revisions.

### Section XI

Section IX addresses assurances; there were minor revisions on two assurances to remove reference to local boards. Minor revisions were made to addendums and references to local board structure was removed.

Ms. Watson advised the addendums are modifications and should be incorporated into the sections referenced by each addendum.

Ms Copps moved to approve the Draft State Plan to be posted for public comment with the modifications and changes presented. Dave Crum seconded the motion, which carried unanimously.

### **WIA Waiver**

Ms. Watson presented two proposed waivers to the committee.

#### Montana Subsequent Eligibility Determination of Eligible Training Providers Waiver

In order to be an eligible training provider certain criteria must be met via application to DLI, who maintains a list of all eligible training providers. When a participant goes to a service provider and is eligible for training services, the service provider can refer the participant to the eligible training provider list to determine what providers in the community are available to provide the selected training. This waiver incorporates the current policy; allows for post-secondary education providers, adds new curriculum, and allows eligible training providers to maintain their status without being required to reapply.

Ms. Parisot asked if the Center of Applied Technology is referring to a college of technology. Ms. Watson stated the language does refer to a college of technology. Ms. Watson informed the committee that Ms. Parisot had submitted the only public comment, which posed this question and offered support of the waivers.

Ms. Parisot moved to approve the Montana Subsequent Eligibility Determination of Eligible Training Providers Waiver as presented. Dave Crum seconded the motion, which carried unanimously.

#### Requirement for Reporting Performance Outcome Measures for Workforce Investment Act Title IB Adult, Youth and Dislocated Worker Programs Waiver

WIA law requires 17 performance measures be tracked. Under the WIA reauthorization USDOL is proposing to use the common measures. Common measures are those that states identified as measures which would be recognized by policy makers, program managers and service providers to track how the system is doing. Currently, Montana is reporting both the WIA required measures and the common measures. Tracking multiple performance measures is time consuming for the service providers and WIA staff. The Waiver ask the USDOL to waive Montana's requirement to track the 17 required performance measures under WIA law and only track common measures. Service providers have previously requested to only report on common measures. Ms. Watson explained there have been other states that have received authorization from USDOL for waivers such as this.

Mr. Crum moved to approve the Requirement for Reporting Performance Outcome Measures for Workforce Investment Act Title IB Adult, Youth and Dislocated Worker Programs Waiver. Ms. Copps seconded the motion, which carried unanimously.

### **Other Business**

Ms. Smith stated staff will incorporate all comments from the committee and post the Draft State Plan for public comment until April 15. Public comment will then be presented to the Executive Committee, scheduled to meet by conference call April 20<sup>th</sup>. The State Plan will then be submitted to USDOL upon the Executive Committee's approval.

Chairman Miles informed the committee that a full board meeting is scheduled for May 4 in Helena. Information will be forthcoming. He thanked staff for their time and hard work on the State Plan.

**Adjournment**

With no further business, the meeting was adjourned at 2:47 P.M.

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Dan Miles, Chairman

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Date