

STATE WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

July 26, 2007

DRAFT MINUTES

Committee Members Present by Phone: Dan Miles, Chair; Marty Copps, Vice Chair; and Georgia Gibbs-Atkinson.

Committee Members Present in Person: Keith Kelly, Mike O'Neill, and Arlene Parisot.

Committee Members Absent: Evan Barrett, Dave Crum, Mike Grove, Robbe Lindsay and Lane Larson.

Staff: Leisa Smith, Danielle Nettleton and Chris Wilhelm.

Guests: Pam Watson, Annette Miller, Todd Younkin, and Gary Wright.

Welcome and Introductions

Chairman Dan Miles called the meeting to order at 12:10 P.M., welcomed members and guests, and thanked them for their time. Danielle Nettleton took roll call and advised the committee a quorum had been attained. Chairman Miles stated the committee would relax Roberts Rules of Order to allow more fluid discussion. He reminded committee members and members of the public to identify themselves when speaking for the accuracy of the minutes.

Approval of Agenda

Marty Copps moved to approve the agenda as presented. Arlene Parisot seconded the motion, which carried unanimously.

Approval of Meeting Minutes

Mike O'Neil moved to approve the April 20, 2007 minutes as presented. Georgia Gibbs-Atkinson seconded the motion, which carried unanimously.

Workforce Information Grant and Certification Letter

Chairman Miles advised the next two agenda items are action items involving the Workforce Information Grant that the Department of Labor and Industry's Research & Analysis Bureau (R&A) has received. Todd Younkin, Bureau Chief of R&A, and Annette Miller, Deputy Bureau Chief of R&A were present.

Mr. Younkin stated all information should have been sent out with their meeting materials to help understand the PY06 Workforce Information Grant, and the PY07 Workforce Information Grant and Certification Letter. Upon being approved R&A will need to secure two signatures, one from SWIB Chairman Miles and the other from Commissioner Keith Kelly. Mr. Younkin reported R&A received \$309,000 for PY06. They anticipate receiving \$296,000 for PY07, a 4 ½% cut.

Chairman Miles recalled R&A receiving a significant cut from PY05 to PY06. He asked if they received any money from the legislature to help with the loss. Mr. Younkin stated

R&A received extra funding in the amount of \$~~200280~~,000; \$~~120200~~,000 of General Fund and \$80,000 from the Employment Security Fund. Chairman Miles complimented R&A on their ability to provide the SWIB with updated information and their hard work on annual projects, such as the Labor Day Report. He asked Mr. Younkin about assistance with special projects, research, surveys, etc, Mr. Younkin informed the committee that although the SWIB is a major customer of R&A, funding is tight. All research done would have to fit into employee's schedules and be done in-house. He reported that major surveys would have to be done out-of-house, but R&A does have the ability to help coordinate contracting for the SWIB to conduct said surveys. Ms. Parisot stated in the PY07 Training and Employment Guidance Letter (TEGL) there was a focus on the WIRED grant, and asked if R&A had received any of these funds. Mr. Younkin reported R&A had received a grant for a Labor Availability Survey in the WIRED region. R&A is utilizing other funds, including ETA funds to expand the survey to the entire state.

PY06 Workforce Information Grant Annual Report

Chairman Miles reported each year the USDOL Employment & Training Administration (ETA) requires the Department of Labor and Industry to submit an annual report of accomplishments. The report requires signatures from both Commissioner Kelly and himself as SWIB Chairman.

Mr. Kelly motioned to approve the PY06 annual report. Ms. Parisot seconded the motion, which carried unanimously.

PY07 Workforce Information Grant and Certification Letter

Chairman Miles reported for Program Year '07, ETA is requiring only a Statement of Work Certification, jointly signed by Commissioner Kelly and himself as SWIB Chairman. This Statement of Work Certification is Montana's pledge to accomplish the six deliverables identified in ETA's Training and Employment Guidance Letter 3-06. The six deliverables are as follows:

1. Continue to populate the Workforce Information Database with state and local data.
2. Produce and disseminate industry and occupational employment projections.
3. Publish an annual economic analysis report for the governor and the SWIB.
4. Post products, information, and report on the internet.
5. Partner and consult on a continuing basis with the Workforce Investment Board.
6. Conduct special studies and economic analysis.

Mike O'Neil motioned to approve the Certification Letter of PY07. Mr. Kelly seconded the motion, which carried unanimously.

Ms. Parisot complemented R&A on their presentation at the Career Clusters Convention. She personally was not in attendance but has heard many positive comments. Chairman Miles thanked R&A and their staff for the outstanding job on their publications and in their informational presentations. Mr. Younkin thanked SWIB for their support.

One-Stop Certifications

Chairman Miles asked Ms. Copps to report on the One-Stop Committee conference call held earlier in the morning. Ms. Copps reported the One-Stop Committee made recommendation to certify Eastern Plains Workforce System, certify Southeastern

Montana Community Workforce System, and certify the "Working Friends" One-Stop System pending a successful site review.

Ms. Copps moved to approve the One-Stop Committees recommendation to certify all three One-Stops pending a successful site review for the "Working Friends" One-Stop System. Keith Kelly seconded the motion, which carried unanimously.

Chairman Miles congratulated all three One-Stops on their efforts and hard work to become certified. Ms. Smith reported there are now currently 15 certified One-Stop Systems, with one business plan under staff review and two additional workforce systems pending submission of their business plans.

Other Business

Governors Labor Day Report

Ms. Smith reported the Governors Labor Day Report is scheduled for Wednesday August 29, 2007 at 11:00 A.M. SWIB staff will send out a reminder; formal invitations are forthcoming. Chairman Miles asked committee members to please mark the date and plan on devoting the remainder of the day to SWIB business.

Linemen's Pre-Apprenticeship Training Program

Commissioner Kelly requested an update on the grant award to Montana Tech. and the Lineman's College RFP Proposal. Ms. Parisot reported the Review Team met on July 10th and their recommendations will be presented to the Board of Regents in August. The Pre-Apprenticeship Lineman Training Program request for proposal received top scores. The program applied for \$353,000 in funds for vehicles, equipment and to develop marketing. Mr. O'Neil reported Jim Babst of Wyoming had been hired as the lead instructor. He believes they could not have hired a more fitting professional; Mr. Babst is familiar with the industry and teaching. Mr. O'Neil reported the first class, scheduled to start August 23, 2007, is already full. Chairman Miles stated the program is getting good attention and wished the program the best of luck.

Gary Wright reported the \$400,000 returned to the WIA Adult and Dislocated Worker Programs by the SWIB in May of 2007 has been designated to work with the Dislocated Worker Program in Butte through Mary Berg at Career Futures, Inc. Access to the funding would be statewide, Memorandums of Understanding are being put into place.

Chairman Miles asked if the State of Montana had recently received a Dislocated Worker grant. Mr. Wright reported that the State received a \$300,000 National Emergency Grant, to help the recently dislocated Stimson workers with career transition. The Stimson workers are also eligible for Trade Adjustment Assistance (TAA). The Department is currently looking at a regional grant for Region 1, which would be similar to the WIRED grant. He anticipates having the grant application submitted by August 1st.

Adjournment

With no further business, the meeting was adjourned at 12:56 P.M.

Dan Miles, Chairman

Date