



Montana Department of
LABOR & INDUSTRY
State Workforce Investment Board

Workforce Investment Act Committee Minutes

Capitol, #317
Helena, Montana
August 23, 2012

BOARD MEMBERS PRESENT: Mike McGinley, Chair; Michael DesRosier; Representative Kelley Flynn; Jeff Rupp; Pat Wise;

BOARD MEMBERS ABSENT: Tina Bundtrock; Senator Edward Buttrey; Keith Kelly; Sandi Miller

STAFF: Leisa Smith and Kali Wicks

GUESTS: Gary Wright, Suzanne Ferguson, and Jackie Lynch

Welcome and Introduction

Chair Mike McGinley called the meeting to order at 10:10 a.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. Public Comment will be offered and reminded members of the upcoming full board meeting on October 3rd in Helena, Room #317 of the Capitol.

Agenda

Chair McGinley reviewed the schedule and asked for a motion to approve the agenda with a minor amendment. Review of documents coming from legal staff will not be reviewed at this meeting but will be shared at the Executive Committee meeting in September. The amendment does not hinder the ability to take action as the legal documents will be approved templates to be used by One-Stop operators when certifying or recertifying for uniformity of required documentation. Representative Flynn made a motion to approve the agenda as amended, which was seconded by Pat Wise, and approved by consensus.

Minutes

Chair McGinley reviewed past meeting minutes from July 24, 2012. Minutes were sent out to members prior to the meeting for review and no changes were requested to staff. Pat Wise made a motion to approve the minutes, which was seconded by Mike DesRosier. The motion to approve the minutes passed unanimously.

I. One-Stop Certification Document Review

Leisa Smith reviewed the updated draft one-stop certification and re-certification one-stop documents that contained recommended changes from the WIA committee meeting on July 24th. The most notable change was requested by Senator Buttrey, on page #6. The language was changed from “do you” track one-stop data and do you share data result to “how do you” track one-stop data, including information on how it is shared with others and how it is utilized for improvement.

The draft documents were posted for a two-week public comment period and several comments/questions were received. Kali Wicks detailed out the specifics of the materials that would be required for the certification and re-certification process which is now open for final committee discussion, opportunity for public comment, and final action by the committee. The Committee will provide its recommendation to the Executive Committee for final vote, as well as set the time-line between now and the New Year. The goal is to have all current one-stops re-certified by January 1, 2013.

Public comments were reviewed and discussed by the committee. Questions arose regarding sentiment from operators regarding the documents not just providing the required information but also fulfilling a broader need for all partners involved in the one-stop system. The public comments received wanted to ensure tribal feedback was present, there were questions regarding the new American Job Center branding being “highly recommended” by US DOL for a more universal workforce system identifier, and two comments were received still hoping that the documents could be further downsized. Overall, the feedback lent support for the new process as a less duplicative and burdensome process especially now that the requirement for submitting a business plan every two years has been eliminated from the re-certification process. Mr. Wright defined the perimeters regarding the adoption of the America Job Center branding and the WIA/Wagner-Peyser State Plan requirements to address the state’s approach to using the brand. While no funding is being provided there are numerous ways to attach the new logo along with state logo’s that are cost effective and assist the customers in identifying the appropriate site to receive assistance. Comments from the committee supported the new branding as a clearer identifier for customers than understanding the concept of a “One-Stop.” Mr. Wright clarified that there will not be name changes to any of the job service offices. Discussion continued regarding the number of questions asked regarding the balance between what was required information and what was additional information being sought. Staff stated that per the comments from the regional meetings operators and partners expressed interest in the ability to paint a picture about the uniqueness of their service delivery system along with being able to use and share compiled information for possible grant opportunities or as a recruitment tool for partner development and coordination. Data is also a great tool but anecdotal information is also useful. Staff also stated that the questions were designed to mirror the key principles of WIA and highlighting CMT’s

around the state which are unique to Montana. The questions being asked may also help identify challenges/successes in service delivery that SWIB and Oversight staff can help address through technical assistance or by sharing through a best practices model. If problems arise in a monitoring session, or if funding reductions impact any of the mandatory requirements of the one-stop center certification their re-certification can be re-examined. Site visits can occur at any time. Concerns arose regarding the process for “fail or go forward” in order to assist with moving them forward if deficiencies are discovered. Ms. Ferguson responded stating the purpose of monitoring is also to identify technical assistance needs and identify annual technical assistance sessions which are conducted with all WIA staff. Other workforce programs are also monitored and assistance is provided per the needs of their program or agency staff. Staff addressed the question regarding competition between one-stops reminding the committee that there is no money attached to one-stops, the one-stop philosophy is one about partnership, coordination, sharing of resources, and the creation of a more seamless and efficient system for the customer. All workforce regions are covered by one-stop services in the state. Reference guides and referral occur continually to ensure a customer has access to any programs or services that may not be present in their communities. System partners regularly conduct Training Academies to keep partners informed on programs and projects. Ms. Wise inquired into the make-up of the CMT’s, economic development representation and overall health and engagement of the CMT’s. Staff shared that each CMT has a little different representation based on their location but specific questions are asked about economic development and business representation when certifying or re-certifying. All one-stop have these representatives signed on as partners. Some CMT’s have stronger engagement but with the new Expanding Business Engagement grant gaps and new opportunities will be addressed. Staff reminded the committee that the document is a “living document” and can be amended at any time. Mr. Rupp recommended that of the 19 questions being asked perhaps one or two could be consolidated or combined but overall in his experience the process was much simpler process than previously. The committee did feel the content of the questions were not too much to ask to be a one-stop operator. The goal has been that the information provided is also good tool for all involved at the local and state levels. Mr. Rupp made a motion to approve the draft documents to move forward to the Executive Committee for final approval. Ms. Wise seconded the motion. The motion passed unanimously.

II. State Plan

Ms. Smith updated the committee on the Integrated WIA/Wagner-Peyser State Five Year Plan which also includes the Agricultural Outreach Plan (AOP) which was posted for a thirty day public comment period – no comments were received. The Plan also contains the Senior Community Employment Training Program (SECEP) four- year plan. The plan has been posted on the SWIB web for public comment for a two week period. The Executive Committee will review public comments received and provide the final recommendations for submission. The plan is due September 15, 2012. Staff went over the sections in the plan; the Strategic Plan which is the Governor’s Vision and was previously commented on by the committee in July, the Operational Plan and Assurances. The Operational Plan outline of required content from US DOL was presented for the committee. The SWIB can review the plan and comment within the public comment time frame. Further opportunity for plan review and discussion will occur at the September 5th Executive Committee meeting. The AOP is reviewed annually and does include the Migrant and Seasonal Worker Program, and the SECEP is a four year plan with review every two year. Concerns arose regarding the specific references to Governor Schweitzer what with a a

new administration taking effect in January. Staff reminded the committee that the Strategic Plan, per US DOL, requires that the state “clearly describe the Governor’s strategic vision for the state’s economy and overarching goals for the state’s workforce system.” The plan can be modified at any time if this would be the wish of the incumbent Governor. A number of direct references were generalized unless Governor Schweitzer gave order, signed into action or was his initiative. Several members requested hard copies for review versus on-line review.

III.Next Steps

Staff took the committee through a draft one-stop re-certification timeline between now and the first of the year with the hope of all one-stops being re-certified by the first of the year. Staff proposed to do initial review to ensure all required elements are in place. Initial shortcomings will be addressed by the staff, who will provide any technical assistance necessary to one-stop centers. Recommendations were to adjust the timeline slightly. The Committee requested to meet on December 3rd and have the Executive Committee meet to take final action on December 13th. Staff will then draft re-certification letters and finalize any formal documents by Monday, December 31, 2012. Mr. DesRosier requested to receive the documents as they come in. Staff can answer any questions for committee members as they receive the materials. Chair McGinley requested that if staff was traveling to any one-stops SWIB members in the areas could be contacted to possibly participate. Ms. Smith also noted that Staff has been drafting a list of one-stop locations, with contact information for SWIB and CMT/One-Stop members. Mr. Rupp highly encouraged the committee to support One-Stop operator’s adoption of the new American Job Center logo. Ms. Smith stated there is a section in the state plan explaining the approach by the state and the expectation for the centers.

IV.Adjourn

With no further discussion, Chair McGinley adjourned the meeting at 11:24 a.m.