

# State Workforce Investment Board Executive Committee

## Minutes

Go-To Meeting

1:00 – 3:00

Helena, Montana

September 5, 2012

**BOARD MEMBERS PRESENT:** Marty Copps, Chair; Mike Cooney (Keith Kelly Designee); Dave Crum; Mike Grove; Mike McGinley, Pat Wise (Evan Barrett's Designee)

**BOARD MEMBERS ABSENT:** NONE

**STAFF:** Leisa Smith, Kali Wicks

**GUESTS:** Gary Wright, Suzanne Ferguson, Pam Watson, Todd Younkin, Joe Strelnik,

### Welcome and Introductions

Chair Marty Copps called the meeting to order at 1:06. She welcomed Committee members and guests.

#### Roll call, Housekeeping, and Meeting Documents

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

#### Agenda

Chair Copps reviewed the Agenda. Mr. Crum made a motion to approve the agenda as amended. Mr. Cooney seconded the motion. Motion carried.

#### Minutes

Chair Copps reviewed past meeting minutes from May 7, 2011. No changes or additions were made. Mr. Grove made a motion to approve the minutes. Pat Wise seconded the motion. Motion carried.

### I. State Plan

Adam deYong, Interim Bureau Chief of the 21<sup>st</sup> Century Workforce Technology, Apprenticeship & Training Division at the Montana Department of Labor, announced that the final draft of the 2012 Integrated State Plan is ready for submission to the U.S. Dept. of Labor, Employment and Training Administration. The Agricultural Outreach Plan (AOP), part of the Integrated State Plan, was posted for the required thirty day public comment period and no substantive comments were received. The Strategic, Operational, and Senior Community Service Employment Program

(SCSEP) sections of the overall plan were posted for a two week public comment period with positive comments. Pat Wise made a motion to approve the final version of the State Plan for submission to the US Department of Labor. Mike Grove seconded the motion. Motion carried.

## **II. One-Stop Certification/Re-certification**

Leisa Smith stated that the WIA Committee had met several times over the past months to review One-Stop Certification and Re-certification procedures and proposed document changes. The recommendations came from One-Stop Operators, members of Community Management Teams and other interest persons from regional visits that staff made in June. The draft documents were also posted for public comment. The WIA Committee is now making a recommendation to the Executive Committee to approve the final documents. All One-Stop documents and timelines were sent to the Executive Committee for their review. Upon consulting WIA staff and WIA Chair McGinley, a minor amendment was made to the review process, having staff review the One-Stop submissions and make recommendations to the WIA Committee. Staff will also prepare checklists and executive summaries for committee members for their review in effort to maximize committee time and discussion. Staff will provide technical assistance to One-Stop Operators as is needed for successful certification. The WIA Committee will make recommendations to the SWIB for final approval. Once approved staff will send out certificates and attend Designation of Operator Agreements between the SWIB/Chair and the One-Stop Operator(s). Chair McGinley stated that the biggest concerns deliberated by the Committee were to break down the bureaucracy and redundancy to help streamline the process. Ms. Smith stated that at this time the review of the legal documents, Memorandum of Understand and Consortium Agreements (Designation of Operator Agreements), to be used by the SWIB and Operators has not yet been finalized by department legal staff. This will not affect the action required today. The expectation is that all current one-stops will be recertified by January 1, 2013. Mr. McGinley made a motion to approve the process and documentation of the One-Stop Certification/Re-certification process. Mr. Crum seconded the motion. Motion carried.

## **III. Workforce Information Grant**

Todd Younkin, Research & Analysis Bureau Chief, provided the Workforce Information annual progress report along with a request for Commissioner Kelly and Chair Copps to sign-off in support of PY 2012 year grant submission. A portion of funding to the R & A Bureau comes from USDOL/ETA by way of the Workforce Information Grant. The 5 deliverables have not changed and funding has not increased since 2004 when Mr. Younkin assumed his position. The primary focus has been on the first, second and fourth deliverables, (Populate the Workforce Information Database - State and Local; Produce & Disseminate Industry and Occupational Employment Projections; and Post Product Information on the Internet). Other funding is for very specific reasons and does not provide for the flexibility that these resources allow. Any remaining funding received from ETA goes toward Value Added work such as the Labor Day Report and presentations by staff economist to various stakeholder groups. Ms. Wise inquired whether R & A was at any risk for concentrating on the three stated deliverables at the expense of the other two remaining deliverables. Mr. Younkin reported that ETA has not ever commented on the State's deliverables focus. The regional representatives have been advocates for Montana's work, receive good monitoring visits and are aware of the tight resources and on board with

Montana's priorities and products. With no further discussion Mike Cooney made a motion to have Chair Copps and Commissioner Kelly to sign-off on the letters for both the annual report and the request for next years' grant application. Mike McGinley seconded the motion. Motion carried.

#### **IV. New Business**

The next meeting for the Executive Meeting will involve approval of the One-Stop Recertification proposals and is tentatively set for December 13, <sup>2012</sup> via Go-To format at 1:00 – 2:00. Committee concurred with meeting date and time.

The last item was the January scheduling of the SWIB meeting. The legislature convenes January 7, 2013 and this may impact attendance. During the last session, the recommendation was made to cancel the winter meeting. Mr. Cooney stated the legislative representatives would not receive appointments until the end of the session. However, the Governor could make his appointments at any time. Mr. Crum asked Mr. Cooney if the SWIB had any business pertaining to the legislature that would need to be moved forward and if there was known business at this time that would necessitate the SWIB to convene. There is no business at this time requiring SWIB to take action. However, Mr. Cooney stated that it is possible that legislation of interest to SWIB may develop that they may wish to keep informed about. At this time, most bills coming for the Department are housekeeping bills. However, a bill may pop up that the SWIB would wish to weigh in on. Department and SWIB staff will be keeping eyes open for such legislation pertaining to workforce employment and training. Mr. Crum recommended that SWIB consider meeting on an "as needed basis." Ms. Smith stated that SWIB staff would also be investigating opportunities for information sharing with the new administration regarding the work and role of the SWIB, the State's workforce delivery system, One-Stops, etc. Other ideas that have surfaced would be to consider bringing in a presenter such as staff from the National Governor's Association or keeping eyes open for speakers coming into the State that SWIB could attend. Staff will look into a venue for the SWIB in January/February. With no further discussion Chair Copps adjourned the meeting at 1:45.