



State Workforce Innovation Board Full Board Meeting

8:00 AM – 3:30 PM

Tuesday, February 23, 2016

Holiday Inn Conference Center-Downtown, Helena, MT

MEMBERS PRESENT: Dave Crum (Chair); Commissioner Pam Bucy; Tina Bundtrock; Vicky Byrd; John Cech (Commissioner Christian's Designee); Anna Doran; Paul Gatzemeier; Kirk Hammerquist; Jasyn Harrington; Jacquie Helt; Niles Hushka; Margaret Bowles (Superintendent Juneau's Designee); Robert Minto; Jim Marks (Director Oppen's Designee); Representative Vince Ricci; John Rogers; Loren Rose; Senator Cary Smith; Arlene Templar and Scott Trent

Members Absent: Casey Blumenthal (Vice-Chair); Rich Aarstad; Dean Bentley; Al Ekblad; Larry Hall; Bill Hunt; Fred Kellogg; Jennifer Kobza; Billie Lee; Miles McCarvel; Commissioner Mike McGinley; Jay Reardon and Commissioner Jane Weber

STAFF: Greg Cano and Casey Schreiner

GUESTS: Felicia Blair (Federal Project Officer-U.S. Department of Labor-Employment and Training Administration-Division of Workforce Investment); Darla Joyner (Career Transitions); Lisa Newman (Career Training Institute); Annemarie Robinson (Department of Commerce); Kate Kahle (Department of Labor & Industry-DLI); Sandy Bay (DLI); Erik Rose (Office of the Commissioner of Higher Education-OCHE); Sarah DeMoney (Career Futures); Mary Berg (Career Futures); Lynn Clark ((Career Futures); Tanner Woodward (DLI); Suzanne Ferguson (DLI); Pam Watson (DLI); Jarred N. Roope (DLI); Connie Kinsey (DLI); Jeff Rupp (Bozeman HRDC); Kay Strayer (DLI); Jenny Harris (DLI); Joe Rangitsch (DLI); Shanna Semmens (Rural Employment Opportunities-REO); Carol Hanel (DLI); Michelle Marsh (DLI); Kathy Yankoff (DLI); Brittney Souza (BillingsWorks); Scott Eychner (DLI) and Valerie Piet (DLI)

Call To Order/Roll Call

Chair Crum called the meeting to order.

Roll call

Greg Cano conducted roll call and established a quorum.

Agenda

Chair Crum asked for a motion to approve the agenda. **Mr. Minto made the motion to approve the agenda. Mr. Rose seconded the motion. The motion carried.**

Minutes-September 17, 2015

Chair Crum asked for a motion to approve the draft meeting minutes from the last Full Board Meeting-September 17, 2015. Mr. Hushka made the motion to approve the minutes. **Mr. Minto seconded the motion. The motion carried.**

Reports (Informational Items)

Chair Crum attended the National Governor's Association-National Association of State Workforce Board Chairs Winter Meeting in Washington, D.C. on February 19-21, 2016. He gave a brief report to the board.

Each board member discussed workforce development and/or challenges within each of their regions.

New Business

The Executive committee report was given by Chair Crum. The Executive committee met once since the last full board meeting. The Executive Committee had one action item. Initially it was believed that the One Stop Centers needed to be certified and/or recertified by July 1, 2016. WIOA law allows for the completion of this process July 17, 2017. This will allow more preparation time for the staff and board.

Action Item: Chair Crum entertained a motion to move the date of the certification of One Stops from July 1, 2016 to July 1, 2017. Mr. Minto so moved. Mrs. Harrington seconded the motion. The motion carried.

Jenny Harris, from the DLI, presented the Agricultural Outreach Plan. In the past, the board annually approved the Agricultural Outreach Plan-presented independently from the existing State Plan and renewed it annually. Recommendations and/or amendments to the plan were made by the board, if any. But with WIOA, the Agricultural Plan is included within the State Plan-as an addition to that plan. There is no longer a need for annual review and/or renewal. In this case, no action needed to be taken.

The Sector Strategies report was given by Chair Hushka. The Sector Strategies Committee met once since the last full board meeting. Mr. Hushka deferred to Annmarie Robinson from the Montana Department of Commerce to present the Big Sky Economic Trust Fund Program and the Primary Sector Workforce Training Grant Program to the board.

Action Item: Chair Hushka moved that the State Workforce Innovation Board approve the partnership between the SWIB Sector Strategy Committee, Department of Labor and the Department of Commerce with the role of the Sector Strategy Committee as conveners and reviewers of specified Department of Commerce projects regarding workforce development. Mr. Rose seconded the motion. The motion carried.

Chair Hushka also reported that a new Sector Strategies Committee mission statement was adopted by the committee: To facilitate the development and sustainability of local, regional and statewide industry sector partnerships.

The Youth Services Committee report was given by Jasyn Harrington-Acting Chair. The Youth Services Committee met 2 times since the last full board meeting.

The committee heard several reports from Connie Kinsey-Program Manager from the Workforce Innovation Opportunity Act (WIOA) Unit regarding WIOA youth updates. Ms. Kinsey asked the committee to consider removal of the list of characteristics required in the definition of youth in the Additional Assistance Policy. As of now, with current WIOA policy, the characteristics are embedded in the definitions or classified as barriers and no longer need to be addressed. A motion was passed to approve the Additional Assistance Policy with the removal of the characteristics section.

The committee also heard reports from Job's For Montana's Graduates (JMG) staff regarding updates on conferences. They asked the SWIB Youth Services Committee to provide oversight to the Teacher Advisory Subcommittee-created to give participating teachers a voice in the program. This new subcommittee will meet quarterly and make recommendations to the Youth Services Committee on behalf of JMG. In turn, the Youth Services committee would take major JMG recommendations to the full SWIB Board.

Action item: Ms. Harrington moved that the State Workforce Innovation Board establish the Job's For Montana's Graduates Teacher Advisory Committee as a subcommittee of the Youth Services Committee. Mr. Minto seconded the motion. The motion passed.

The TechHire Committee report was given by Chair Vince Ricci. The TechHire Committee met 2 times since the last full board meeting. In November 2016, the Montana Department of Labor issued a request for proposals for eligible community partnership teams for potential inclusion in a 3.95 million dollar Montana Department of Labor TechHire grant to be submitted for the funding from the United States Department of Labor (USDOL)100 million dollar TechHire grant initiative. Between November and February, community membership teams throughout the state worked with technical assistance from the Montana Department of Labor to develop proposals in response to the Request for Proposal (RFP). To be eligible for consideration, proposals had to be submitted by email to Dr. Kirk Lacy, by February 15, 2016. There were 9 Community Proposal Teams (CPT's) who submitted proposals by the deadline: Billings, Livingston, Bozeman, Helena, Butte, Dillon, Hamilton, Havre and Missoula. Between February 16 and February 22, a sub-group of 5 members of the Montana State Workforce Innovation Board reviewed all eligible proposals and individually scored and ranked each proposal using a common scoring matching the federal USDOL grant specifications. Each proposal was 50-70 pages. The five members met face-to-face on February 22, 2016 and began deliberations to select the final proposals. Each member's scorings were compiled on a common spreadsheet and the total of the top four scores for each proposal was tabulated and the average score for the top 4 proposals was calculated (all data can be found on the [TechHire Master Scoring Document](#).) Based on these results, the 5 member subgroup voted to accept the top two proposals which were tied for the top score and which stood out from the remaining 7 proposals. These proposals were submitted by the Billings

and Missoula partnership teams. The sub group decided to approve one additional proposal from the remaining 7 for recommendation for inclusion for the state grant. After much discussion and consideration, the subgroup selected Bozeman as the third project to recommend for the Montana DOL state grant. Although the 3 proposals selected were from the largest population centers, the 5 member subgroup emphasized their desire for the finalists to reach out to rural communities and special populations throughout Montana as a way to strengthen the grant proposal. Through the 3 proposals recommended for inclusion in the state grant applications, the 2 community partnership teams from Billings, Bozeman and Missoula expect to serve at least 420 participants over the 4 year grant period and will focus on providing individuals aged 17-29 with barriers to employment with education, training and support services to prepare them for career entry and advancement in high tech oriented occupations in high demand H1B computer IT occupations in the states, IT, finance, advanced manufacturing and healthcare industries. Between February 23-March 11, 2016, the State TechHire grant writing team will be working with representatives from the 3 selected proposals-Billings, Bozeman and Missoula, to draft a final grant to submit to the USDOL funding consideration by the deadline of March 11, 2016. If funded, implementation of the proposals would begin summer of 2016. Copies of all TechHire related documents can be found [HERE](#) or can be found on the SWIB website. The five members of the sub group are: Representative Vince Ricci (Chair), Jasyn Harrington, Tina Bundtrock, Niles Hushka and Robert Minto.

Action item: Chair Ricci moved that the State Workforce Innovation Board endorse the TechHire Committee selections. (The selections are Billings, Bozeman and Missoula.) Ms. Templer seconded the motion. Chair Crum asked if there were any comments from the public and Darla Joyner from Career Transitions and part of the Bozeman partnership thanked the group for their consideration and recognized the difficulty of choosing the 3 finalists. She reiterated that rural areas will be served and are being considered as part of the proposal. With no further board or public comment, the board voted and the motion carried.

The Apprenticeship/Career Pathways/On-the-Job Training (A/CP/OJT) Committee report was given by Margaret Bowles-Acting Chair. The A/CP/OJT Committee met 1 time since the last full board meeting. Topics discussed were: The Montana State Registered Apprenticeship Program reported working with the Billings Career Center and City College in Billings, MT regarding the development of dual enrollment options for individuals pursuing Residential and/or Inside Wireman certification. A first in Montana regarding apprenticeship: there are two Certified Nurse's Assistant Apprentices working in Bozeman. The two year colleges across the state are working to redefine the nursing curriculum and is aligning with the Bachelor of Science and nursing curriculum. A Career Pathways Local System model was presented-it traces the coordination of all of the partners in recruiting diverse clients, conducting client intakes/orientation, providing client services, occupational training, postsecondary education and employment. Finally, the Apprenticeship Advisory Committee needs to be re-established as

mandated. Mr. Schreiner noted a point of interest and prompted board members to refer to the hand out in their packets regarding the State Apprenticeship Advisory Council Rule: 24.21.205. This board needs to re-establish the Apprenticeship Advisory Council to be in compliance with the ruling. It is a statutory requirement. This Council will serve as a sub-committee to the A/CP/OJT Committee and will be structured like the JMG Teacher Advisory Committee.

Action Item: Ms. Bowles moved that the State Workforce Innovation Board approve the reestablishment of the Apprenticeship Advisory Council. Ms. Helt seconded the motion. The motion carried.

Chair Crum addressed the agenda and the fact that the meeting was ahead of schedule. The morning had sped along, but the WIOA Committee report and the presentation of the State Plan needed to remain at the scheduled time-1:00 pm to accommodate those planning to attend for the public comment results and edits to the plan before final submission.

Chair Crum moved on to Announcements on the agenda and the topic of the next full board meeting with dates and times to be determined by the board.

Announcements

Chair Crum would like to host the next June full board meeting in Great Falls. Great Falls Montana State University (MSU)-a SWIB partner, is offering free public meeting space via Heritage Hall and he would like to see the SWIB tour Great Falls MSU Training Center and/or Loenbro or some of the projects that were funded by the Department of Commerce or the Department of Labor-actually see how administered dollars benefit the private sectors. After some deliberation, it was decided that the meeting would be held in Great Falls on Wednesday, June 8, 2016 beginning at 1:00 pm and Thursday, June 9, 2016 from 8-noon.

Action Item: Mr. Minto moved that the SWIB set their next meeting for Great Falls at Great Falls College MSU, on the 8th and 9th of June, 2016. Mr. Gatzemeier seconded the motion. The motion carried.

Chair Crum adjourned the meeting at 11:18 am with the meeting resuming at 1:00 pm.

Chair Crum called the meeting to order at 1:00 pm.

The WIOA Committee report was given by Mr. Minto (Acting Chair). The WIOA Committee has met 3 times, via phone conferencing since the last full board meeting. The priority of the WIOA Committee has been the development of the State Plan: The State of Montana WIOA Combined State Plan for Program Years 2016-2019, as presented by the required Core Partners: The Montana Department of Labor and Industry, Montana Office of Public Instruction and the Montana Department of Public Health and Human Services. The SWIB, as a whole, was asked to submit their comments, via email, during the 30 day public comment period which ended at 5:00 pm on February 19, 2016. Tanner Woodward, Department of Labor & Industry, reviewed the

public comments and subsequent editing of the plan. Copies of submitted public comments were provided to the board and general public.

After the plan presentation and board member and staff comments, Chair Crum asked for public comments. Darla Joyner, Career Transitions, wondered if Community Management Teams are now being referred to as Community Partnership Teams by the federal government. Mr. Schreiner reported that they are two separate entities. The term Community Partnership Team was used in the language of the TechHire Grant as a way to foster partnerships. Community Management Teams are required by WIOA and specifically associated with One Stop Certification. She asked Connie Kinsey from the DOL if there was an RFP process for Senior Community Service Employment Program (SCSEP). Ms. Kinsey replied that there is an RFP process. Brittney Souza from BillingsWorks, reiterated that the organization is focused on workforce development, but not part of the state system. She seeks collaboration with the SWIB moving forward and would like to be viewed as a workforce partner to ensure that work is not duplicative across agencies.

Action item: Mr. Minto moved that the Montana State Workforce Innovation Board approve the Montana [WIOA Combined Plan for Program Years 2016-2019](#) to proceed to the Governor for final approval and submission inclusive of all changes proposed today in response to public comment. Ms. Bucy seconded the motion. The motion passed with one Nay vote by Senator Cary Smith.

Adjournment

Chair Crum asked for a motion to adjourn. **Mr. Minto made the motion to adjourn and Ms. Bundtrock seconded the motion. The motion carried.** The meeting was adjourned at 1:52 pm.