

Governor's State Workforce Investment Board

Red Lion Colonial Inn Hotel
Helena, Montana
January 22, 2009

BOARD MEMBERS PRESENT: Dan Miles, Chair; Dave Crum; Thomas Curry; Mike DesRosier; Connie Eissinger; Brad Eldridge; TJ Eyer (*designee for Denise Juneau*); Mike Grove; Jacquie Helt; Keith Kelly; Mike McGinley; Sandi Miller; Mike O'Neill; Gail Richardson; Jeff Rupp; Alan Skari; Pat Wise (*designee for Evan Barret*); and Linda Woods.

BOARD MEMBERS ABSENT: Marty Copps, Vice Chair; Elsie Arntzen; John Brueggeman; Arlene Becker; Georgia Gibbs-Atkinson; Kirk Hammerquist; Hank Hudson (*designee*); Maureen Kenneally; George Kipp; Robbe Lindsay; Thomas McKenna; Rodney Miller; Gary Morehouse (*designee*); Tony Preite; Dore Schwinden (*designee*); Karen Sullivan; Jeff Tochiara; and Anna Whiting-Sorrel.

STAFF: Leisa Smith, Dan Berhardt, and Danielle Nettleton.

GUESTS: Mike Nephew, Lisa Newman, Jasyn Harrington, Darla Joyner, Drea Brown, John Cech, Theresa McCarthy, Connie Kinsey, Suzanne Ferguson, Sheila Hogan, Ingrid Childress, Gary Warren, and Kathy Yankoff.

I. Welcome and Introduction

Chairman Dan Miles called the meeting to order at 1:07 p.m. He welcomed board members and guests. Chair Miles provided a brief review of the strategic planning process on September 25, 2008. The discussion was facilitated by Lindsay Woolsey, Senior Policy Associate, Corporation for a Skilled Workforce (CSW).

Roll call, Housekeeping, and Meeting Documents

Danielle Nettleton conducted roll call, addressed housekeeping items, and reviewed meeting materials. Chair Miles explained the committee conducts business under Roberts Rules of Order. He stated he would relax Roberts Rules to encourage active and open discussion. He reminded members of the public to state their name clearly for the accuracy of the minutes.

Agenda

Chair Miles reviewed the Agenda. Tom Curry made a motion to approve the Agenda as presented; Gail Richardson seconded the motion which passed unanimously.

Minutes

Chair Miles reviewed past meeting minutes from September 26, 2008. Dave Crum made a motion to approve the minutes as presented; Mike Grove seconded the motion which passed unanimously.

II. Committee Reports

Committee chairs provided brief reports on their current progress. Key points from each committee are listed below. For more information please access meeting minutes online at www.swib.mt.gov.

Workforce Investment Act (WIA) Committee

- Suzanne Ferguson, WIA Supervisor, Workforce Service Division, provided a PowerPoint presentation of WIA Programs and Projects
- Gary Warren, Job Service Operations Bureau Chief, provided an overview of the Job Service Workforce Center services, programs and affiliated partners
- Staff will provide the committee with a timeline of WIA requirements and a clear outline of the responsibilities of the committees versus the full board.
- Work with the Research and Analysis Bureau to identify future workforce needs and growth occupations.
- Identify training provided by other departments to ensure no overlap.
- Receive reports indicating the number of program participants, grants received by communities, and WIA funding reports.
- Convene a meeting between the Youth Council and Youth Program Providers to discuss the proposed \$1.2 billion to create a Summer Youth Employment Program. Discussion should review the infrastructure and ability to develop a program by summer; pending approval of the American Recovery and Reinvestment Act.

Incumbent and New Worker Training Committee

- Chris Wilhelm, Program Manager, Job Services Operations Bureau, provided a brief overview of the current Incumbent Worker Training Program Pilot Project approved by the 2007 Legislature and administered by the Department of Labor and Industry.
- Nancy Guccione, WIRED/Workforce Training Grant Section Manager, Department of Commerce provided an overview of the New Worker Training Program.
- The committee needs to provide an influence to ensure there is collaboration and leverage of funds between public and private sector to keep individuals employed.
- Develop a one-page map to outline the pipeline for training and how each program feeds into it, including benefits the American Recovery and Reinvestment Act could provide.
- Schedule a committee meeting in Region Four with a panel comprised of Employers and Employees who participated in the Incumbent and New Worker Training Programs, the local BEAR Team, Regional Development Officer from Commerce, and Regional representatives from the Job Service Operations Bureau.

Apprenticeship Advisory Committee

- Mark Maki, Apprenticeship Program Director, provided a brief overview of an operational and statistical report and recent Federal Rule changes.
- Dan Bernhardt provided an overview of the three day Apprenticeship Clinic in Dallas, TX.
- Developed a subcommittee to research and make a full recommendation to the Board on working with Higher Education to allow apprenticeship credits towards a college degree and research the similarities between the Navigator 101 program and the Career Clusters/Big Sky Pathways.
- Ms. Woolsey offered to assist with a re-drafting of action steps for the following six months, including target dates for draft marketing plan and materials.
- The committee discussed possible options for an approved marketing position with the Apprenticeship and Training Bureau.

Big Sky Pathways and Career Clusters Committee

- TJ Eyer, Office of Public Instruction and Brad Eldridge, Office of the Commissioner of Higher Education provided a PowerPoint review and updates to Career Clusters/Big Sky Pathways. Big Sky Pathways will begin on Feb. 15, 2008 (web.)

- The Committee would like to collect Regional Job Growth Data: long and short term projections.
- Incentivizing Pathway Partnerships and facilitating conversations with business and industry.
- Research leveraging additional funding stream.
- Provide assistance with implementation: increase awareness; especially with special populations, and send support to local and federal level; and establish a timeline allowing for flexibility.
- The committee will monitor progress and assess the delivery system, i.e. meeting needs of business.

Mike McGinley requested materials from committee meetings held in conjunction with a board meeting be provided. Ms. Richardson suggested sending materials via email to conserve paper when possible. Chair Miles requested staff deliver meeting materials as early as possible prior to meetings. Ms. Woolsey recommended committee chairs be attentive to other committee's tasks; ensuring there is no duplication.

III. New Proposals

Keith Kelly, Commissioner, Department of Labor and Industry (DLI) reported due to the increase of layoffs and Unemployment Insurance claims, the Governor requested an Interagency Rapid Response Team be developed. Ingrid Childress, will lead the team, housed out of the Department of Health and Human Services.

Mr. Kelly reported on President Obama's proposed American Recovery and Reinvestment Act. Montana put in a \$3 billion request for 'shovel ready' projects to standardize the current infrastructure. \$55 million was requested to expand Unemployment Insurance benefits. Hopefully Montana and the nation will see an increased economy over the next six to nine months. Mr. Grove asked if Montana has workers who are trained and ready for the proposed projects. Mr. Kelly commented workers may not be able to return to their old positions; they will have to utilize a career assessment tool to identify their current skills and abilities for new careers. Without knowing what the American Recovery and Reinvestment Act will bring, Montana can only assume and prepare to react fast. Pat Wise reported the Governors Cabinet is holding weekly meetings to ensure Montana is doing everything we can. Discussion occurred regarding what workers will do when the projects are finished. Ms. Woolsey suggested the SWIB assist in developing credentials for new training programs; providing workers who leave the project with something to help them transition into other positions.

Mr. Kelly provided a brief overview of the new proposed 21st Century Workforce Technology Apprenticeship and Training Bureau. The Bureau will provide a bridge between education and workforce. A budget increase of \$250,000 per fiscal year for the new bureau is currently going through the legislature in House Bill Two. The bill will have a hearing in the coming days. More information will be available in the near future.

Board member discussion occurred regarding the creation of a press release stating Montana is ready to act when the stimulus is passed. Staff will work with Chair Miles in drafting and developing a press release.

Darla Joyner, Operator, Career Transitions Belgrade One-Stop Center, stated the Bozeman, Belgrade, and Livingston area has seen an increase in people asking for assistance and training. There have been barriers in trying to qualify an individual for programs. Most programs look at the past six months of income, when the individual had a job and is now unemployed. Currently there are approximately 500 individuals applying for 100 jobs. Board discussion determined the need to gather regional data to assess the different needs of each region; providing a better understanding of emerging and growing occupations. Todd Younkin, R&A Bureau Chief reported the top ten occupation projections are available; regional data is being collected. Jeff Rupp suggested reviewing the qualification criteria for programs to help assist the largest amount of people before their bad situations become worse. DLI staff will work

with program operators to find the best solution. The American Recovery and Reinvestment Act could provide additional funding.

IV. Skills Panel Presentation

Ms. Woolsey, Senior Policy Associate, CSW, provided a Power Point presentation on a skills panel model from Washington. She reported the information could be useful to all committees, especially the Career Clusters and Big Sky Pathways Committee. During the November 11, 2008 Executive Committee meeting, Ms. Woolsey provided a brief report on the model. The process of developing Skill Standards could be beneficial to Industry, Incumbent Workforce, Future Workers/Students, Labor, Government, and Educators/Trainers. Ms. Woolsey provided an overview of the process: Use Labor Market Information to identify priority industries and occupations in regions; Invite employers in each industry to vet the data and make sure it's accurate, identifying which occupations are growing and in most need of skilled workers; Convene and facilitate focus groups for specific occupations: 1) Employees and 2) Employers. She provided suggested goals for the employee and employer focus groups; also suggesting other possible focus groups such as students. Panels could be formed in industry specific occupations to discover what the employer needs from the employee, what the employee needs to perform the job. Industries may identify the same occupation with different job titles. The process takes time to thoroughly go through an industry occupation by occupation. Skill Panels are regional based and regional focused, serving an industry as a whole and sometimes crossing state lines. Ms. Woolsey encouraged borrowing previously developed Skills Standards and by going through the process, keeping the similarities to your region and remove the differences. For more information the PowerPoint is available at: www.swib.mt.gov/reports.

Mr. Grove reported the Career Clusters and Big Sky Pathways Committee decided to explore the skills panel model as a long term goal and will keep the board updated on their progress. Chair Miles suggested the committee explore the possibility of a pilot project with the skill panels. The Apprenticeship Committee could also research utilizing the panels to expand the program.

V. Other Business

Mr. Curry commented the convenience and cost savings of MetNet Video conferencing. Chair Miles stated he would like to utilize video conferencing as often as possible and encouraged all committees to do the same.

The next board meeting is scheduled for Tuesday, May 12, 2009. Ms. Woolsey will be in Helena working with the Workforce Services Division, providing a good opportunity to have her work with the board again. Committees will schedule meetings between now and the next board meeting.

VI. Adjourn

With no further discussion, Chair Miles adjourned the meeting at 4:57 p.m.

Dan Miles, Chairman

Date