

**State Workforce Investment Board**  
**Executive Committee**  
**State Capital Building**  
**November 19, 2008**

**MINUTES**

**Committee Members Present:** Dan Miles, Chair; Marty Copps, Vice Chair; Dave Crum; Georgia Gibbs-Atkinson; Mike Grove; Keith Kelly; Robbe Lindsey; Dore Schwinden; Tyler Trevor; and Pat Wise (Evan Barret.)

**Committee Members Absent:** Lane Larson; Mike McGinley; and Mike O'Neill.

**Staff:** Leisa Smith, Danielle Nettleton, and Dan Bernhardt.

**Guests:** Gary Wright, Roxanne Gibbs, Dan Flynn, Tom Frisbey, and Lindsey Woolsey.

**I. Welcome & Introduction**

Chairman Dan Miles called the meeting to order at 9:06 a.m. He welcomed staff, committee members, and guests.

**Roll Call and Housekeeping**

Danielle Nettleton conducted roll call. Chairman Miles explained the committee conducts business under Roberts Rules of Order. He stated he would relax Roberts Rules of Order to allow informal discussion among members.

**Approval of Agenda**

Chair Miles reviewed the agenda. The agenda was accepted as presented by consensus.

**Approval of Meeting Minutes**

Chairman Miles asked if there were any changes to the September 26, 2008 minutes. Mike Grove made a motion to approve the meeting minutes as presented. The motion was passed by consensus.

**II. One-Stop Certification**

Marty Copps reported the Kootenai One-Stop Workforce System is located at the Kootenai Job Service Workforce Center (JSWC) in Libby, with a satellite office in Eureka (Lincoln County.) Services are provided to Eureka, Libby, Troy, Trego, Fortine, Rexford, Yaak, Happy's Inn, and Bull Lake. The service delivery area has the second highest unemployment rate in the State due to the decline in the timber and mining industries. They recently received a Regional Innovation Grant (RIG) from United States Department of Labor (USDOL) to address these issues. The Operators for the One-Stop are Johnette Watkins, Kootenai Job Service Workforce Center; Randy Holm, Northwest MT Human Resources (CMT Chair); and Patrick Pezzelle, Flathead Valley Community College. 84% of signatures have been acquired; only four signatures remain to be collected. Since the One-Stop meeting, five additional business partners, and their signatures, have been acquired. Ms. Copps stated the One-Stop Committee recommends the Kootenai One-Stop Workforce System be certified. Dore Schwinden asked if the proposed One-Stop was the final application for Statewide Coverage. Leisa Smith reported all service delivery areas will be covered with the certification of the Kootenai One-Stop Workforce System. Currently, staff is unaware of any pending applications. Chair Miles complimented the committee and staff for their hard work and effort in successfully covering the State of Montana with certified One-Stops. Ms Copps thanked staff for all their help. Chair Miles suggested future One-Stop applications be brought to the new Workforce Investment Act (WIA) Committee.

Marty Copps made a motion to approve the Kootenai One-Stop Workforce System for certification. Dave Crum seconded the motion which passed unanimously.

### **III. Youth “Poor Work History” Definition**

Leisa Smith reported, during a recent monitoring visit, USDOL found the criteria of “poor work history”, an element of the sixth barrier definition, needed further clarification. WIA staff contacted providers across the state to provide input on elements that could further define “poor work history.” Based on information received from youth providers, WIA staff composed the following recommendation for the Youth Council to consider when defining “poor work history” to include youth who:

- (1) Are working less than full-time;
- (2) Have been fired from a job;
- (3) Have a sporadic work history (history of job hopping);
- (4) Are working in jobs that are unskilled or dead-end; or
- (5) No past work history.

The Youth Council unanimously agreed on the proposed definition. Attending interested persons and program providers also provided support for the recommended definition stating they “felt the definition would provide more options to help an at risk youth before more serious setbacks occur.”

Mr. Grove made a motion to recommend the “Poor Work History” definition as presented to the USDOL. Dave Crum seconded the motion which passed unanimously.

### **IV. WIA Set Aside (Grant) Funds Request**

Ms. Smith announced five applicants in the state applying for the latest opportunity for a US DOL Community Based Job Training Grant. Ms. Smith provided an overview of each applicant’s proposal and partnerships. The grant requires applicants to leverage resources. Four of the five applicants are asking the State Workforce Investment Board (SWIB) for their recommendation to the Governor to receive WIA set aside funds along with letters of support from the SWIB. The Grant is competitive and the applicants would only use the money if awarded a grant recipient. Each applicant is requesting \$10,000 dollars. One applicant was requesting a letter of support and at the time of the meeting had not submitted a specific funding request. If all applicants successfully receive the grant, the total of \$40,000 dollars would be used from the WIA set aside funds. Gary Wright reported the current estimated balance was sufficient to cover the requests. Most likely, not all applicants will receive a grant.. Mr. Crum asked what the grants were worth. Tom Frisbey, Regional Manager, Job Service Operations Bureau announced the grant could award up to 2 million dollars over a three year period; depending on the applicants request. Mr. Schwinden asked if an applicant could leverage resources from a community by securing slots in a training program. Dan Bernhardt explained certain training may no longer be available when the applicant is ready; do to rising costs less slots may be available then originally discussed. Mr. Frisbey reported, during a past application for a similar grant, he attempted leveraging resources. The application was unsuccessful and USDOL encouraged a commitment of funds for future applications. Mr. Frisbey stated that while the grants were competitive any monies coming into the state for projects what a positive for advancing workforce training. He commented on the level of positive communication between applicants, working together across the state, creating partnerships to ensure the best possible applications for each area.

Robbe Lindsey made a motion to recommend to the Governor, the approval of the WIA Governor’s Set Aside requests, pending award of Community Based Job Training grant from USDOL. Mr. Grove

seconded the motion which passed unanimously. All applicants will receive a letter of support for the SWIB.

## **V. New Committee/ Workgroup Structure & Assignments**

Chair Miles reviewed the new committee structure and membership per the recommendations that resulted in the Strategic Planning Sessions with Lindsey Woolsey from CSW... Chair Miles announced the appointment decisions were based on the survey of all board members, asking for their level of interest in each area and if they would volunteer to serve on the WIA Committee.

### Chair Miles announced Committee Chair Appointments:

- Mike O'Neill, Apprenticeship Advisory Committee
- Mike Grove, Career Clusters and Big Sky Pathways Committee
- Dave Crum, Incumbent and New Worker Training Committee
- Dan Miles, Workforce Investment Act Committee

Note: One-Stop Committee, Workforce Systems and Economic Development and Business Retention Committees have been disbanded.

### Chairman Miles announced Executive Committee appointments:

- Dan Miles, Chair
- Marty Copps, Vice Chair
- Evan Barrett (Designee: Pat Wise)
- Dave Crum
- Georgia Gibbs-Atkinson
- Mike Grove
- Keith Kelly (Designee: Dore Schwinden)
- Mike McGinley
- Mike O'Neill
- Gail Richardson

Chair Miles announced formal appointment letters will be mailed to Committee Chairs, Vice Chairs and members, along with a letter to the Governors Office. Board members were reminded that appointments could change with the announcement of new cabinet members in the upcoming weeks. Discussion occurred regarding a meeting of the Chairs and Vice Chairs on December 11, 2008 to discuss committee meeting dates, format, and agenda topics. Committee meetings should take place prior to the SWIB meeting, providing time for the committee to meet and report back to the SWIB. Lindsey Woolsey suggested the Chairs and Vice Chairs meet before the January meeting to review and discuss the action timeline and answer the questioning provided in her report and recommendation. Chair Miles reminded Chairs to keep two important questions in mind: How do we link with One-Stops? What's going on with economic development in Montana? Chair Miles encouraged chairs to appoint Ad-Hoc members to committees as needed; He also recommended staff mail a survey to the One-Stop Committee for their feedback on better utilizing One-Stop systems as a valuable and necessary workforce advancement tool.

## **VI. Washington Skills Panel Model Presentation**

Lindsey Woolsey, Senior Policy Associate, Corporation for a Skilled Workforce 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 January 22<sup>nd</sup> SWIB meeting, Ms. Woolsey will provided a more thorough 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 a brief 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, keep the similarities to your region and remove the differences. Chair Miles stated the Skill Standards could be helpful to all committees. Mr. Grove suggested implementing the results in High Schools and Colleges, stating an employer knows what the job is but not how to properly train them. Ms. Woolsey suggested before starting a panel, the committee needs to understand how it works and fits into their action plan. The committee would choose an industry specific occupation and try doing a panel. Take the knowledge, lessons learned, costs, and build on it for the next occupation. For more information the PowerPoint is available at: [www.swib.mt.gov/reports](http://www.swib.mt.gov/reports).

## **VII. Next Steps**

Chair Miles stated the Chairs and Vice Chairs will meet next month. He asked for the committee's permission to advance to Other Business since Other Business items had been addressed earlier in the agenda discussions; the committee unanimously agreed.

## **VIII. Other Business**

Ms. Wise reported the Governor would like to review the rapid response program to ensure Montana is ready when needed. He would like to bring all department heads together and major program directors to make sure everyone is best informed to help people in need.

Ms. Smith reported Chair Miles received a National Leadership Award from the Jobs for Americas Graduates and will be traveling with four students from Montana to a national conference in Washington D.C. Chair Miles thanked Drea Brown, Director, Jobs for Montana's Graduates, for the nomination.

## **IX. Adjourn**

With no further business Mr. Crum made a motion to adjourn the meeting at 12:54 p.m. Ms. Copps seconded the motion which carried unanimously.

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Dan Miles, Chairman

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Date