

# MT SWIB

STATE WORKFORCE INNOVATION BOARD

## EXECUTIVE COMMITTEE

GoToMeeting® 3:00 – 4:00 PM  
Thursday, March 16, 2017  
Walt Sullivan Building, Helena, MT

**MEMBERS PRESENT:** Dave Crum (Chair), Casey Blumenthal, Commissioner Pam Bucy, Katie Spalinger, Ken Fitchler, and Jane Weber

**MEMBERS EXCUSED:** Bill Hunt, Niles Hushka, Miles McCarvel, Jim Marks, and Robert Minto

**STAFF:** Shannon Lewis

**CALL TO ORDER/ROLL CALL:** Chair Crum called the meeting to order at 1:00.

**ROLL CALL:** Shannon Lewis conducted roll call and established a quorum.

**AGENDA:** Chair Crum asked for a motion to approve the agenda.

*Ms. Weber moved, and Ms. Blumenthal seconded a motion to approve the agenda.*

*The motion carried.*

**DECEMBER 15, 2016 MEETING MINUTES:** Chair Crum asked for a motion to approve the draft meeting minutes from the December 15, 2016 Executive Committee meeting.

*Ms. Weber noted that 'Minutes' was misspelled on the first page.*

*Ms. Blumenthal moved and Commissioner Bucy seconded a motion to approve the December 15, 2016 Executive Committee draft meeting minutes as amended.*

*The motion carried.*

### NEW BUSINESS:

#### BIG SKY TRUST FUND APPLICATION:

Shannon Lewis presented the Montana Business Assistance Connection's application to the Big Sky Economic Development Trust Fund for a funding match for a Helena-area workforce assessment. The project would assess the current workforce in the Helena area and assess the business needs for the region via outreach and identify new opportunities for industry clustering and develop a strategic plan for the organization to implement the findings with local partners.

***Ms. Blumenthal moved and Ms. Weber seconded a motion to support the Montana Business Assistance Connection's application to the Big Sky Economic Development Trust Fund.***

***The motion carried.***

#### **REVIEW AND APPROVAL OF THE ONE-STOP OPERATOR:**

Commissioner Weber walked the Executive Committee through the scoring and review of the application for the state of Montana's One-Stop Operator. The state of Montana received one application for the role of the One-Stop Operator, which was the Job Services Operations Bureau. All of the WIOA Committee members scored the application, which received an average of 82.4 out of a total 90 points. The WIOA Committee agreed that it was a strong application and once the Executive Committee approves the WIOA Committee's recommendation that the Job Services Operations Bureau, the WIOA Committee will ask for quarterly updates from the bureau on improving the coordination of services and streamlining the referral process.

***Mr. Fitchler moved and Ms. Blumenthal seconded a motion that the committee approve the Job Services Operations Bureau as the state of Montana's One-Stop Operator.***

***The motion carried.***

#### **REVIEW AND APPROVAL OF THE ONE-STOP OPERATOR CONTRACT:**

Commissioner Weber presented the contract between the SWIB and the One-Stop Operator. Since the WIOA Committee's approval of the contract, the contract has gone through the Department of Labor & Industry's legal counsel and there were no substantive changes to the language that the WIOA Committee approved.

***Ms. Blumenthal moved and Mr. Fichtler seconded a motion to approve the One-Stop Operator contract between the SWIB and the .***

***The motion carried.***

#### **UPDATE ON RFP FOR YOUTH AND ADULT PROVIDERS:**

Commissioner Weber gave an update on the state of Montana's adult and youth RFP process and timeline. The WIOA Committee agreed that because the state of Montana is still working to complete its infrastructure funding formula, which must be included in the youth and adult RFP, that the state of Montana will extend the current RFP's for one year and go out for new RFP's in 2018.

#### **REVIEW AND APPROVAL OF SUPPORTIVE SERVICES POLICY**

Commissioner Weber walked the Executive Committee through the Supportive Services Policy and the WIOA Committee's actions on the policy. The first significant decision that the committee made was to allow providers to continue to cover automobile insurance for WIOA participants, which is the current policy of the state of Montana as the state expanded on the federal language of "assistance with transportation" to include paying for automobile insurance. The next decision that the committee made was to place parameters around providing legal services to participants. This is a new allowable supportive service for WIOA participants, and the WIOA Committee agreed that case managers would make referrals to legal service organizations only if the assistance would increase the participant's likelihood of securing WIOA training or

employment and only in civil, non-criminal cases. Next, the WIOA Committee decided not to provide case managers with a limit of funds for supportive services. There is currently no cap on the amount of payments made to participants; however, when the committee realized that most participants receive between \$200 - \$400 in total payments, the Committee considered the handful of participants that may need more assistance due to significant barriers. The WIOA Committee agreed that any single payment made directly to a participant that is more than \$1,000 must have a written explanation sent to the program manager. The Committee agreed that this is a good checks and balances approach to giving direct payments to participants. The WIOA Committee also aligned payment levels for the adult, youth, and dislocated worker program for consistency among WIOA policies. The last decision made by the WIOA Committee was to only allow needs-related payments if the participant had been accepted in a training program and the training program will begin within 30 calendar days.

***Ms. Blumenthal moved and Commissioner Bucy seconded a motion to adopt the Supportive Services Policy .  
The motion carried.***

**SCHEDULE NEXT MEETING DATE:**

The next Executive Committee will be in May.

**ADJOURNMENT:**

Chair Crum adjourned the meeting at 1:40 PM.