

# MT SWIB

STATE WORKFORCE INNOVATION BOARD

Executive Committee Meeting  
December 10, 2024  
9:00 a.m.  
Remote Meeting

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## MEETING MINUTES

**MEMBERS PRESENT:** Paul Hopfauf, Adam Gilbertson, Jason Yager, Dylan Klapmeier, Bo Bruinsma

**MEMBERS ABSENT:** Heather O'Hara

**STAFF:** Jennifer Owen, Sara Fox

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**CALL TO ORDER (9:01 a.m.):** Chair Hopfauf called the meeting to order. A quorum was present.

**AGENDA (9:01):** Chair Hopfauf asked for a motion to approve the agenda.

***Jason moved to approve agenda as presented. Motion was seconded by Bo and carried on a unanimous voice vote.***

**NOVEMBER MEETING MINUTES (9:02):** Chair Hopfauf asked for a motion to approve the November Meeting Minutes.

***Adam moved to approve November minutes. Motion was seconded by Bo and approved on a unanimous voice vote.***

**PUBLIC COMMENT ON AGENDA ITEMS (9:02 a.m.):** Chair Hopfauf asked for public comment.

Jennifer introduced Sara Fox, new administrative support for SWIB.

**STILLWATER MINE RESPONSE (9:06 a.m.):** Jennifer reviews activities to date. Committee members ask questions. Discussion about numbers on the needs.

**2025 SWIB MEETING DATES (9:20 a.m.):** Jennifer reviews proposed dates and locations for full Board meetings in 2025.

Proposal:

- January 17, 2025, 9 a.m. to noon, Zoom
- April 4, 2025, 9 a.m. to 4 p.m., Butte
- July 15, 2025, 9 a.m. to 4 p.m., Billings

All State Workforce Innovation Board and standing committee meetings are conducted using Roberts Rules of Order. Only members can present motions. The Chair will call for public comment following board/committee discussion.

If auxiliary aids and services or special accommodations are required, please contact SWIB staff at 444-4480.

- October 14, 2025, 9 a.m. to 4 p.m., Lewistown

***Adam moves to approve the dates/locations, Jason seconds the motion, which carried on a unanimous voice vote.***

**COMMITTEE STRUCTURE AND EXPECTATIONS (9:22 a.m.):** Jennifer discusses concerns with committee structure. Discussion about what committees should focus on. Committee members express some interest in aligning committee structure to Skill Up Montana Strategic Framework

Executive Committee should drive strategic plan, assign work to committee. Have strategic alignment among committees. WIOA Committee is a little cyclical in its work, may be beneficial to give it more work to do; perhaps have them take on SCALE as a part of the backbone support of the system.

Hold off on realignment until Strategic Framework is formally adopted.

**LEGISLATIVE SESSION PARTICIPATION (9:39 a.m.):** Chair Hopfauf provides some guidelines for SWIB member participation in 2025 Session. Members should not testify on behalf of SWIB without prior discussion.

DLI has ambitious legislative agenda, including a lot of work on occupational licensing. If Committee members have interest in those bills and are willing to testify, please advise. Discussion about two-way communication, bill tracking.

Committee members discuss possible obligation to disclose SWIB membership when testifying on other issues. There is not an obligation to express a disclaimer, but feel free to do so.

Chair Hopfauf expresses gratitude to everyone for participating in legislative briefing last week; has been a priority for years and happy to see it happening.

**PUBLIC COMMENT ON NON-AGENDA ITEMS (9:45 a.m.):** Chair Hopfauf asked for public comment.

Dylan indicates that governor signed a multi-state letter encouraging WIOA reauthorization bill to pass. Timing of possible floor votes prior to adjournment still uncertain.

**ADJOURNMENT (9:47 a.m.):** Chair Hopfauf adjourned the meeting.