

WYOMING WORKFORCE DEVELOPMENT COUNCIL MINUTES
September 9 – 10, 2005

WWDC Members Present:

Rocky Anderson
John Boreczky
Bruce Brown
Cale Case
Colleen Collins
Jim Engel
Joan A. Evans
Tucker Fagan
Ray Fleming-Dinneen
Katy Gasowski
James Gear
John Hastert
Jeff Heilbrun
Miles LaRowe
Coleen Collins
JoAnne McFarland
Bret Pizzato
Wendy Tyson
Ed Boenisch
Leonard Scoleri
Dave Scriven
Charles Ware
Tim Wells
Teri Wigert
Dan Zwonitzer

DWS Staff Present

Kathy Emmons
Erin Moore
Michael Richardson
Chris Alma-Jose
Margo LaHiff
Elaine Roth

OTHERS Present:

Susan Bigelow
Linda Crawford
Dr. Mark Harris
Mark Herrmann
Cliff Knesel
Rich Lindsey
Dave McNulty
Bill Pannell
Vida Wilkinson

Call to Order:

Meeting was called to order by Co-Chair Ray Fleming-Dinneen at 1:20 p.m.

Welcome and Self Introductions:

Ms. Fleming-Dinneen welcomed everyone to Gillette and thanked all for attending. Self Introduction was made.

Approval of Agenda:

ACTION: Approval of agenda – Ed Boenisch requested 5 minutes to be on the agenda with Pete Reis. Leonard Scoleri made the motion to approve the minutes, Bruce Brown seconded the motion. Agenda was approved.

Approval of Minutes:

ACTION: Minutes – Ed Boenisch made the motion to accept minutes as presented Discussion – Corrections:
Leonard Scoleri: Jeff's appt – 10th District not 10th Circuit
Jeff Heilbrun: Page 5 – selected to serve on the **Federal Reserve Economic Advisory Council**
Page 4 – statement – 15% set aside – questions that appropriations should be approved by the council. – Erin – needs clarification – need to change minutes to recommend in lieu of approve. Page 7 – name spelling - correction.
Leonard Scoleri seconded the motion with corrections noted.
Minutes approved as corrected.

Workforce Development Training Fund Report:

Glenna Campagnaro directed Council to Tab 5. Ms. Campagnaro presented the Final report of the first full year of the WDTF Program. The report indicates several ranges of businesses which is different from the past. It reports the type of trainees and occupations with a summary indicating type of training funded to the individuals. Ms. Campagnaro cautioned Council that the dollar amounts can change. 75% is paid to businesses up front and 90

days after training is completed a final report is submitted and if the individual is still employed, the business receives the remaining funds.

The report also shows month by month progression of the training. Rocky Anderson queried why they get cancelled and Ms. Campagnaro reported that they either change their mind or if the training was cancelled by the trainer. Kathy Emmons requested council to note that some training is given to existing people in businesses to upgrade positions. 93.5% of the funds were for training existing positions as opposed to training new positions. This grant is primarily an incumbent worker training and 2/3 of the training is done in Wyoming.

Rocky Anderson requested clarification of fringe benefits. Ms. Campagnaro reported we are asking for more information on how the training is being used. We now have better tracking on the 90 day final report to assure businesses and employees are using the funds as they are meant to. People who still owe money don't get any more funding approved. [Rocky Anderson queried as to whether we can find out if the employee receives a raise after the training? Does the employee get a benefit other than more knowledge? Glenna will try to get this information for future reports.](#)

Dr Harris added that the last study done with information from the WDTF showed all but the highest quintile experienced a pay raise because of training. There was a very large increase in wages due to training on lower end jobs.

Leonard Scoleri requested an aging report on non-payment from businesses. [Ms. Campagnaro will send the information out to Mr. Scoleri.](#) Ms. Campagnaro reported that we have used approximately 1/3 of the monies. Kathy Emmons reported that our studies indicate that lower end job training helps pull up our workforce and turnover is lower on people who receive training. Erin Moore informed the council that Ms. Campagnaro is the administrator for one of our divisions, Business Training and Outreach (BTO) which include the programs: SCSEP, ETSS, TANF, ABE/GED and the Apprenticeship Grant. Shelli Stewart is the manager for the Apprenticeship Grant and is working with the Communications committee on the LMI grant.

SCSEP Senior MOU report:

Erin Moore introduced Pam Downing as the Manager of the SCSEP program. Ms. Downing presented the Council with the Senior Employment Services Memorandum of Understanding (MOU) as shown on Tab 4 of the packet. Ms Downing requested consideration from the Council and for their support of the MOU as shown in Tab 4. The MOU must be approved by council. Ms. Downing shared with Council that different generations in the workplace today create interesting dynamics. The older worker issue is a very important and fits with the Ahead of the Curve and AARP initiative of the Governor. It is anticipated by the year 2030 there will be more workers over 65 than younger workers. This will create a huge work shortage in mining, oil, gas, construction and also with state workers. This will also cause all resources to be tapped because there will be less young workers to support the programs for the retired population.

Ms. Downing reported that the Governor's joint initiative of Ahead of the Curve is for workforce to recognize importance of older workers. Older workers want to contribute to society but maybe not in the same capacity they have served for the past 30 years and are therefore ready to accept a job that pays below their expertise and education. An example of being Ahead of the Curve is shown in the City of Cody. Businesses are open to allow their employees take 5 week vacations and some allow older workers to park RV's for free during the summer. Ms. Downing reported that on our website is a fact & figure sheet with information on what community colleges are willing to offer to older workers.

The goal of community senior services is to have seniors gain unsubsidized jobs so they come off the system. Jim Engel reported that he kept two employees part time in lieu of getting one full time employee to allow two older workers employment.

Ms. Downing requested support of the Council for the MOU which is based off what many other states already have.

<p>ACTION: Jim Engel made the motion to support the MOU. Acting Chair Ms. Fleming-Dinneen requested we consider the motion on September 23 when the rest of the council is present.</p>
--

Ms. Downing further reported he partners of SCSEP are Forest Service, Experience Works and Wyoming Senior Services, Inc. Wyoming Senior Services has been a contracting partner with the state for the last 20 years.

Kathy Emmons added that money from this program that goes to senior workers is their salary. The participants are set up with a host site and receive employment training. Our agency supports 20 hours per week. Seniors come in and qualify if receiving less than 125% of the minimum poverty level. The poverty level wage is 120% of minimum wage. The goal of SCSEP is to help senior workers meet self-sufficiency. DWS has a self-sufficiency calculator on DWS web. Ms. Downing further reported that we need to be more creative in focusing on different ways of keeping older workers in the workplace. The timing good as the governor is taking this on as an initiative. Ms. Downing requested that we all talk about more of the issues surrounding older workers and the shortage of workers in the future within the communities.

Council discussed ideas to keep older workers:

- As People retire they can receive pensions and can continue to work at another job
- Think outside the box – educate businesses of opportunities if they hire older workers
- Recognize the value in experience and training older workers bring with them

Youth Council Report:

Bret Pizzato reported to council. Youth Council met at Campbell County High School South Campus which houses their vocational tech education. Students in culinary arts fixed breakfast and the Youth Council had the opportunity to sit down and meet with them. The council visited the computer animation class which is connected to off-site groups that give feedback on the students' work. Their work, if it passes the necessary levels, gets reviewed by the "shark tank" which includes PIXAR and Disney and 2 other major computer animation companies. Campbell County High School also partners with the community college. Students can take community college classes during high school without paying additional tuition at the college.

Teresa Brown from Hulett reported to Youth Council that many of the smaller communities don't have the resources that other larger communities do. Smaller communities have to work with area businesses and train their students to be prepared for life after high school. Ms. Brown reported 80% of students in Hulett stay in Hulett and go straight to work after high school. Hulett High School applied for and received a \$50000 grant to create a log furniture business. The students run the class like a real business, they plan, design, create budgets, market and deal with "employee" issues created by the students.

Youth Council began strategic planning with the assistance of Richard Lindsey from Laramie WY.

Youth Council recommends the importance to council to have members of youth council on sub-committees.

Discussion was held regarding vacancies on the Youth Council. Ed Boenisch indicated that the Community College Foundation could be on the board. Erin Moore reported that we have a youth candidate who should be appointed at anytime now. Council was asked to submit any recommendations to serve on the Youth Council to Erin Moore.

Agenda Change:

Tour with L & H to changed to 8:00 – 9:00 Sept. 23, 2005. We'll have update on the unified plan, follow with committee reports and the IST Taskforce Report on Sept 22, 2005.

Continental Breakfast – 7:30 a.m. here

Unified Plan :

Erin Moore directed council to Tab 8. The Plan has been submitted to the Dept of Labor and we are waiting for final approval. The plan indicates to the Dept of Labor how our state goals match up with WIA and how we are spending the funds, working with youth etc.

Task Force Report:

John Boreczky reported that the task force went to Illinois to view the IST program there. The program must be run to the meet needs of private companies:

- must do training in small segments
- classroom time is to the minimum
- companies want hands on training

The IST equipment will allow this type of training. The training will still have college courses but the unit instructor understands needs of hands-on immediate training. Pete Reis added that Wyoming Business Council has already taken three potential businesses to view the project and IST was a great pull. Mr. Boreczky further reported that this training project can pack up and go to the company. Mr. Boreczky is comfortable with the unit

and where it is heading at this time. There will be a report every council meeting for the next 2 years. Erin reported it will be done by the task force. Council will have a tour at our next council meeting in Cheyenne to allow all to see what is being done. Mr. Boreczky announced that the grand opening for IST is scheduled for September 30, 2005 at 9:00 a.m. at LCCC in Cheyenne, WY.

Legislative Committee Report :

Mr. Brown reported that since the last council meeting the Legislative Committee has had two conference call meetings. We will need someone to represent WWDC and attend the Hathaway meeting. Mr. Brown emphasizes that post-secondary education needs open not only demands for training in 4 year degrees but also need for training in 1 – 2 year degrees. He asked council to remember the importance of vocational training. As time gets closer to the legislative season, we will track bills and as we have more information the council will be kept apprised of pertinent bills. The committee asked council to look at Tab 13. As we work through strategic planning we need to have a general statement for council members to communicate to legislators and public.

DWS Biennium Budget Report:

Kathy Emmons gave a budget presentation to council. Erin informed council that we are meeting this next week with the Governor to get final approval of the budget for DWS. The November budget report will be much more extensive.

Kathy Emmons stated that the department is asking for \$10 million for the next biennium budget. Approximately \$6 million for WDTF funding - \$5,857,000 goes to training grants. This is 2 million dollars more than what we already receive from the state and from UIA grants. As of now we have 1 million left to carry through the whole next year. Vocational Rehabilitation is an 80% match for fed funds.

We are asking for 3 million dollars for employment services division. The majority of the funds will replace federal funds that we are losing. \$400,000 is being requested for the public awareness program to allow us to do a better job of educating people about what workforce needs are in Wyoming.

The goal is that none of the new funds will be used for DWS employee wages. It will be used for media time and rather than recreating the wheel our goal is to tap into what WBC is doing, the brand is already there. We want to make this the second piece of what WBC has started.

Rocky Anderson questioned how we will continue through the year when we will be 1 million short for training funding. Kathy Emmons stated that the first year of the program we only had 3 businesses apply for funding and this year we had over 300 apply. DWS will need to be watchful of the remaining funds.

Rocky Anderson queried if the 15% set aside funds could be used for advertising. Ms Emmons stated that direct services cannot be used but 15% monies can be used for some restricted marketing. Mr. Anderson requested DWS bring a proposal of advertising job opportunities to the state of Wyoming utilizing some of the 15% monies.

Break

Charlie Ware hammered meeting back to order at 3:00 p.m. and introduced the new arrivals, including two new council members, Joan Evans and Miles LaRowe.

Strategic Planning:

Chairman Ware stated he would like to see the council continue with Rich Lindsey as we go through years and what we want to do strategically. In our orientation book, chapter 5 lists our vision, mission, goals which were developed in 2001. It appears we are on track with our mission. Council needs to stay on top of changes in the workforce and shortages in Wyoming in IT, construction, labor, truck drivers, etc. We need to focus on what can we do as a council.

Chairman Ware gave update to Council as to items that have been addressed since the last meeting. Kathy Emmons and Chairman Ware made an executive decision to not bring in evacuees from the Katrina affected area as we have no housing. We'll partner with Colorado and assist with training at college and private sector level. All one-stops in Ark, MS, FL, LA, GA are all gone so we will need to help in those areas. We'll assist Colorado first. We are short people, housing, infrastructure, nursing, educators. The state wants to be part of the growth over the next 5 -7 years. We are now becoming a cornerstone to advise the Governor and DWS to come up with solutions to help our state.

Chairman Ware asked council to review the Vision & Mission from 2001 as attached. Today we will specific strategies to continue to implement our vision and mission and to be sure we are on task to our vision and mission.

Rich Lindsey reviewed the legislative comment given by Bruce Brown.

Mr. Lindsey stated the mission and vision is for us to fulfill with the board and staff of DWS working together. As a board we must:

- Advise
- Advocate
- Facilitate

Mr. Lindsey suggested that we chose four goals which define the mission

- close gap
- increase levels of training
- Increase economic opportunity – self-sufficient
- Integrate workforce

Mr. Lindsey directed the board to also be thinking as they choose goals to determine what four strategies will fulfill the goals over the next biennium. We cannot do all strategies so we need to pick the best that suit our goals.

Chairman Ware requested council to focus on two goals.

Much discussion and consideration was given to choosing goals for the next biennium. Council chose Goals numbered 1 and 3 with number 2 being part of number 3.

Mr. Lindsey then requested council to consider possible strategies to make the goals.

Goal #1 To close the gap between the needs of employers for skilled worker and the supply of workers prepared to meet the needs.

Strategies agreed upon:

- Advertise to youth about jobs, apprenticeships available
- Increasing public awareness of job opportunities in Wyoming
- Educate parents and students on careers and training to needs in the state
- Train and educate employers to wages and benefits
- Community College professional technical workforce training

Goal # 3 To help workers achieve self-sufficiency and increase economic opportunity for all Wyoming workers including low-income, under-employed and unemployed.

Strategies agreed upon:

- Promote use of self-sufficiency calculator in career counseling to employers and state agencies
- Use state and federal training resources to achieve greater well-being of those at the bottom of the economic ladder (under-employed)
- Support money management training in high school
- Support Children and Families Initiative

– Mr. Lindsey reminded council to:

- Think about what's doable
- Put together a plan and the process to go about doing it
- Then how do you implement – what does it take – a new program - does it take money
- Sit as a council then put together a process to submit ideas to Governor to obtain his approval

Chairman Ware thanked Mr. Lindsey for his facilitation. Announced to council to meet tomorrow morning at 7:30 before we go to L&H for tour and we'll have local report first.

Meeting Adjourned 5:50 p.m.

September 23, 2005

Call to Order:

Chairman Charles Ware called meeting to order at 8:05 a.m.

Erin – updated all on amended agenda

Community report

L & H Tour

Wadley Donovan Report

MIS

Career Clusters

Break

15% report

Collaboration Committee Report

Legislative Committee Report

Communications Committee Report

Local Update:

Elaine Roth, manager of the One-Stop center in Gillette introduced local dignitaries that are part of the local workforce partnership and have been for the last 6 years. The Local Workforce Partnership includes the DWS employment office, Economic Business Council, Local Businesses, and Education. Ms. Roth introduced Susan Bigelow, with the Economic Development office; Paul Young, Vice President of the Community College Campus and Mark Hermann of L & H Welding.

Elaine Roth reported that Campbell County had a workforce symposium last year and came up with 4 issues:

- critical career shortages
- success of youth transitioning from high school and beyond
- improvement over workforce
- high cost of health care

Mark Hermann of L & H Welding report: as a recruiter for the company these are some of the issues he faces:

- hard to find mechanics welders, machinists, drafting in Wyoming
- people are going to 4 yr institutions – problem is the push to get into 2 year programs to obtain technical skills
- L & H needs to hire 72 people by 7/06 and needs to find 36 from 2 year programs and in traveling all over the state he has found the colleges do not have the people in the proper education to pull from
- The jobs he needs to fill are computer driven and high tech – see Tab 7 which shows what L & H looks for in machinists. The machinists work with large parts which whole intolerance is 1/1000 of an inch – a strand of hair is thicker than their level of tolerance for error.
- Their services are sold all over the world including Chili, China
- We need to convey to students that this is not just WY – we look at the whole world – opportunities all over – we want Wyoming to be able to branch out.

Dean Paul Young Report:

Mr. Young reported is finding that we are working together, employers, economic developers and educators. He is seeing a lot of success and great partnerships. Studies point out 80% of Wyoming's electricians are 50 - 60 years old which indicates a lot of knowledge and skill will be retiring in the next 10 years. In order to prepare for this, the college started recruiting in April for the fall semester as much math will be needed to train future employees. The college enrolled 20 students in a special program this fall, half of them are full time employees of mines or young people from South Dakota, Montana and Wyoming on full paid scholarships, another 5 students are from high school. They all tested at 7th grade math. Five of the students did a three week math boot camp. The first day all 5 showed up, 4 finished program and all 4 graduated program at the college level. The students had the ability, they just hated math and needed direction. As partnership the community entities work closely together. An example is a single mom came to register for college who had saved enough money for tuition but forgot about books, the college contacted Dept. of Workforce Services who found a volunteer to pay for her books and she started school.

Susan Bigelow Report:

Campbell County Community Economic Development in looking for ways to bring new employees and business to the area found a grant program from Dept of Labor. While working together to prepare the grant they came up with a statement of need for Gillette. They discussed how long the boom would last and went to the internet to the Dept of Energy to review their forecast. The Dept of Energy expects that Wyoming will continue to grow through at least 2025. The Economic Development office decided to keep pushing on housing and workforce and be ready with workforce and housing as the needs arise.

Economic Development used area interests to create a Wyoming job website advertising types of jobs available but the picture on the website are local people on a motorcycle. They placed ads in magazines distributed in Sturgis SD and created a boot shaped can cooler. The boot can cooler was left in hotels, restaurants, Harley shops etc. They spent \$1200.00 on an ad in the Houston newspaper listing jobs available. Within a few days, over 32 calls had been received by the One-Stop Center inquiring about jobs available. They have now placed an ad in the Dallas paper advertising jobs available in Gillette and Casper. This type of ad brings people to Wyoming webs looking for employment. Ms. Bigelow suggested that we be sure to list all jobs on web. Ms. Bigelow also indicated that Gillette has 200 RV spots to place mobile homes immediately for housing.

Chairman Ware thanked all for their reports.

L & H Tour

Wadley Donovan Report:

Pete Reis directed council to Tab 9 which is a summary of the Wadley Donovan Study showing 12 zones in Wyoming studies regarding workforce. This council authorized the expansion of the study to household studies. Wadley Donovan surveyed 3000 people in face to face interviews. With the \$65000 authorized to expand the report, the site selectors spent 2 – 2-1/2 weeks in each section studying labor cost, availability etc. The reports shown for each zone is just what a potential company looking at Wyoming would receive if they were thinking of locating in that area.

Jeff Heilbrun queried:

What are the next steps?

1. How is the information distributed to counties were. Mr. Reis indicated the information is available through WEDA, WBC, community colleges, WWDC, Dept of Education and it is now on the web.
2. Are counties utilizing information and to what extent?
3. Will what we did for strategic planning be able to fit this information into what we want to do?

Chairman Ware queried: From WBC side, are you doing anything different? Tucker responded that yes, they use this to focus infrastructure throughout the state. 35% of WBC's budget has been used to help existing businesses they are now putting full time into recruitment. They are also putting time into studying health care insurance etc.

Mr. Boenisch reported that the colleges are taking the report one step further and isolated the challenges that they think the colleges could impact. Colleges have implemented new programs over last year to try to address challenges. One major measure is whether graduates are employed. Colleges want a better handle on how graduates are being employed after their graduation.

Mr. Pizzato reminded council this is just a study and should be used as a tool. Mr. Reis indicate that this report shows perceptions of an outsider coming in which is reality to them. Mr. Pizzato commented perception is what a new person coming in would see but we need to be careful of marketing this report without explanation

MIS and Website Discussion

Erin Moore introduced Michael Richardson and Chris Alma-Jose from DWS' IT division.

Michael Richardson introduced council to the MIS system that we have contracted with Geographic Solutions to develop for our state. This company is a pioneer in workforce development. DWS is developing the project team to understand what it involved and what the responsibilities are. Geographic Solutions will not be paid until all of the individual milestones are met. We hope that by the second week in October the vendor will come to Wyoming to brainstorm with us and determine what we need in our specific MIS system. The final deadline to have the MIS system running is June 30, 2006. The IT team hopes to unveil the system at the summit. Mr. Richardson stated that the current WJN system is a good system but it was not well marketed. Only 28% of businesses list jobs on

the site and we want to at least double that with the MIS system. We want to develop stakeholder groups and grow with this project. The hope is to obtain representation from small, medium and large businesses as well as WEDA, WBC to have a cross-section of employers to meet the needs of our state.

Jeff Heilbrun asked about the plan to market the MIS system. Kathy Emmons stated that DWS is considering hiring a communications PR person who would be under the direction of Mr. Richardson. One responsibility of the PR person would be to market the system. We have to build a good marketing piece and make sure we are targeting the correct markets and including the partners. DWS intends to build a comprehensive plan. Geographic Solutions will help us develop a marketing plan along with writing the MIS system.

Mr. Richardson introduced branding materials to council presenting samples of letterhead, business cards, and the Website as a sample identity for council to review. Mr. Richardson requested council to present any new ideas to develop a website to Erin Moore. The website would be for WWDC only, with one site for public use which would include the minutes, agendas, upcoming meetings, information on the summit etc. The other site would only be accessed by the council members to view informational materials, handouts for the meetings, information about what's happening in the state, etc. It could include a "blogging" board so ideas can be posted and shared. It would keep all links active. It is very important to have a specific identity to write letters of recommendation, business cards for traveling and sharing with key partners.

Ms. Moore announced that Mr. Richardson and Mr. Alma-Jose created the Wyoming Calculator on the web. They were able to save the department \$30,000 by being able to produce this in-house. The link is up on the internet. The site to access the self-sufficiency calculator is: www.wyomingworkforce.org Look at the scrolling headlines and choose self-sufficiency calculator.

Erin thanked the gentlemen for their expertise and work that has been done in short time on this project

Tucker Fagen reported that WBC is sharing Mr. Richardson's expertise and forward looking ideas. Mr. Richardson's team has taken us out of the woods on how they think and look. WBC and DWS are looking at a website to share which will allow all those who work together as partners get joint information.

Mr. Richardson informed Council that he is also thinking about a financial literacy tool to put with the website.

Continuation of Senior MOU:

Chairman Ware introduced the Senior MOU for vote. Chairman Ware indicates he is in favor of the MOU. The vote will be a head nod approval.

<p>ACTION: Jim Gear made the motion to approve the MOU with the SCSEP presented to council by Pamela Downing on September 22, 2005. Bruce Brown seconded the motion. Motion passed.</p>
--

Career Clustering:

Report by Teri Wigert and Bill Pannell from Dept. of Education: Ms. Wigert reported on status of Dept. of Education and Trenton Blankenship's formal resignation in June and the appointment of Dr. Jim McBride who was chosen by the Governor from three names submitted to him by the Republican Central Committee. The appointment has created a positive action within the Department. He has a lot of ideas and is trying to depoliticize the department. He has three goals:

- what's good for kids
- advocate for teachers, educators
- how do we do the right thing internally to get the work done for the first 2 goals.

Dr McBride is doing some reorganization within the Department. He converted back to original statutory design. He has identified one deputy only.

Bill Pannell reported to council on Career Clusters. Career Clusters is a national initiative that Wyoming has moved to adopting for the last couple of years. Mr. Pannell stated that this is the best collaborative effort with DWS he's seen. The agency staff members are meeting and accomplishing benefits for both.

Mr. Pannell reported that education 100 years ago had two tracks, college and workforce:

- college – worked with minds

- workforce worked with hands

Attitudes of what we want for our children are greatly changed:

- Trade schools are viable – colleges can be and are vocational institutions as well
- Two types of majors – 30% academic – 70% career majors
- Classification – career majors are considered vocations – movement in industry today is exactly what we saw at L&H – community college training working next to people with bachelor degrees on machines
- Career clusters – is a classification system for education programs developed by US Dept of Education which does not differentiate between college and vocational students.

Mr. Pannell shared handouts with examples of Career clusters such as:

- Ag & Natural resources - includes mining industry
- Industrial arts program includes - sheet metal, plumbing, plastics, drafting, technology education
- Interest inventory is included in packet which lists jobs that might fit student interests
- Curriculum benefits – the Career Cluster program uses common career tech program names
- Adds rigor and relevance to curriculum
- Movement is to try to have students work in small learning communities and career clustering provides a decent opportunity for this.
- Supports the e3 model – educational reform, employment prosperity and economic prosperity – builds a professional workforce

Chairman Ware asked how early this information is sent out to students. Dept of Education is working with DWS issues being worked on are:

- what are our demands in the state
- what do we need to provide for educationally in our state
- average counselor in schools are too busy with crisis management – can't spend time with students in career guidance
 - looking at working with DWS to have their employees help counselors at the schools guide students to choices for career to students.
 - CHOICES is a program in workforce services
 - what are aptitudes and ability
 - if students want to stay in WY – what can they do to earn a living in WY
 - Are schools offering what's needed to work in those areas

Teri Wigert stated that every student will have some preparatory idea of where they want to go. The Hathaway plan states all students will have a one week career planning course. Ms. Wigert stated we could make this week planning informative so students know where and how to get information about jobs and maybe even set up mentoring people.

Chairman Ware would like a proposal from 15% Committee and Youth Council to use council funds for a RFP to allow small, medium and large schools to design how the one week planning course will be put together as a best plan. It is important for schools to have some role in deciding how they see career planning course working. Ed Boenisch noted that although the Hathaway Bill gives guidance early on, the planning course would allow students to see what we have available in the state and what they need to do to get there .

Ray Fleming-Dinneen of the 15% committee would like to hear a recommendation from council to go forward on the RFP. Ms. Fleming Dinneen noted that a council member be very involved in this project and watch the process in the schools . Strategies from September 22 will fit in our RFP proposal. [Erin Moore would like to be able to bring a draft of the RFP to Council in November.](#) We do have \$200,000 and do not want to put a lot of funding into a Career Counseling partnership the schools have to sustain, but we want to have the funding if we need it. The budget for this program is for one year only. Maybe the schools will have some ideas.

ACTION: Jeff Heilbrun made a motion to approve moving forward with the RFP to create a Career Counseling Partnership with School. Teri Wigert seconded the motion.
Motion Passed Unanimously

15% - Rocky Anderson stated we should not wait until 2007 to start advertising to the youth as to what types of jobs are available in our state. This career clustering would be a good start with this and legislature would be able to look at this with full information.

Teri Wigert stated there are funds to put materials together for the job career clusters and what the colleges around the state have to offer but the Dept of Education pay for any kind of advertising. This kind of collaboration is perfect. Rocky Anderson stated we need to consider spending our advertising dollars on radio & television as that is where you reach youth.

15% Set Aside Committee Report

Edie Phillips directed Council to Tab 11. There are two reports prepared, the Program 2004 quarterly report which represents the total expenditures for entire year 04/05. We are re-evaluating the budgeting process. This was the first year that we broke out the various activities from the WIA clarifying expenditures in each area. We had a grant of \$200,000.00 and the original intent was to use it for the MIS system. As the system evolved, we found \$59,000.00 could not be spent by June 2005. So we decreased the budget in 2004 and increased it in 2005 so we can use funds for MIS system in 2005.

As result, we have used estimates when we prepared 2005 budget. It does reflect carry over from 2004 – adjusted added to budget the increase to carry over. [We will send copy of budget to all council.](#) We have a carry over of \$591,000.00. It reflects the \$59,000.00 to use on MIS system. The other area touched by committee are discretionary funds, this is the money council can use and we have three years to carry over money from 2004 so we have two years remaining to use it. Approximate holdings are:

- Reserves - \$75,000.00
- Discretionary Summit - \$75,000.00
- Federal Cuts fund- \$40,000.00
- Non RFP – RFP – 381,890.00 for:
 - Latina Conference
 - Marketing
 - Career Clustering

DOL is recommending spending 70% within first year, 70% is \$267,323.00. This is what the council should target to spend - where can we invest the resources – career counseling – advertising – to meet our strategic planning goals – get as close as possible – to the 70% within the first year. These funds need to be spent by June 2006.

ACTION: Tucker Fagen made the motion to approve the numbers in budget. John Hastert seconded motion. Discussion: Please bring ideas of how to encumber the funds to the November meeting. Motion Passed unanimously.

Collaboration Committee Report:

Jeff Heilbrun thanked Ms. Moore and the committee members staying involved. The Summit is scheduled for May 16 & 17, 2006 in Casper. Mr. Heilbrun asked council that if they serve on any local Chamber boards or any other boards, to advertise the Summit, it will be a great conference. Mr. Heilbrun discussed the Summit budget at Tab 12. The committee has a marketing agenda which will be in November's packet for council review. Surveys were sent to businesses regarding interest in the Summit and responses are coming back. The agenda and speakers will be formulated based on outcome of surveys.

Chairman Ware announced that Ed Barlow will be in Ft. Collins Colorado. Chairman Ware, Ms. Fleming-Dinneen, Mr. Boreczky, Ms. Judy Martin, are planning on attending. Chairman Ware heard Mr. Barlow speak six years ago and the predictions he made then are now happening. If members have ideas for the educational session for the Summit or have seen some dynamite speakers please contact Mr. Heilbrun.

Data and Communications Report:

LMI grant was approved September 22, 2005.

Community colleges all received letters to go forward with their grants

Shelli Stewart at DWS is preparing a 2005/06 Workforce Report to break out at the summit

Wrap-up, Set next years meeting dates:

- Chairman reported that 191 million dollars has been transferred from DOL for Katrina relief so all monies are going to have to be re-budgeted, colleges will be pushed back.
- Bruce Brown re-read the statement from legislative committee. He asked council to review the statement on Tab 13 and he will bring it back to November meeting for a vote.
- Discussion was held about future meetings and it was agreed that Thursday/Friday dates are best for most.
- Charlie invited Youth Council members to join Council Committees to stay involved.

Council Kudos:

- John Borescky gave equipment to IST in Rawlins via Joan Evans for assistance in training. The instructor is looking at the gift to see if it can work – Thank you!!
- Ray Fleming-Dinneen was invited to Wisconsin to speak to Nat'l Welfare Statistics. She presented in Madison WI to single mothers moving to sustaining employment
- Colleen Collins was just voted in as officer. Welfare is looking at workforce in the next year and urban institute and workplace activity. Jackson Wyoming is the next place the National committee will meet because Colleen Collins is the chair.
- Erin will be doing write-ups at each council meeting of four council members. The information will tell us who we are, what we do what kind of expertise we have. We will attempt to highlight successes of the members of our council.
- Ms. Moore, Ms. Fleming-Dinneen and Chairman Ware attended the NASWA meeting in Portland, Oregon and Chairman Ware was elected as National Vice-Chair of NASWA. Kathy Emmons, Director, DWS becomes the counter-part as vice-chair of all DWS Directors of the United States.
- Last and most important is to recognize Jo Anne McFarland. Chairman Ware presented a Certificate of Recognition to Ms. McFarland signed by the Governor and Chairman Ware for service to people in Wyoming.

Future Meetings: Tab 15

Pinedale and Sundance will be switched – same dates will be considered

ACTION: John Boreczky made the motion to adjourn, Bruce Brown seconded the motion. Meeting was adjourned at 12:15 p.m.