

WYOMING WORKFORCE DEVELOPMENT COUNCIL
MEETING SUMMARY

September 18-19, 2008

Sheridan College ~ Ag Room 130

Council Members Present:

Dave Scriven, Chair
John Jackson
Dr. Ray Fleming Dinneen
"Rocky" Anderson
Kristen Wilson
Christie DeGrendele
Peter Reis

Jim D. Engle, Vice Chair
Leonard R. Scoleri
Curtis Biggs
Senator Cale Case
Dr. Kevin E. Drumm
Dr. Jim Rose

Greg Schaefer
Jon R. Conrad
Joan K. Evans
Mark Herrmann
Gary W. Child
Bryan Monteith

Council Members Absent:

Bruce Brown
Representative Dan Zwonitzer
Representative Amy Edmonds

Senator John Hastert
Dr. Jim McBride
Governor Dave Freudenthal

Bob Jensen
Tim Wells
Tony Lewis

Others Present:

Jeremiah Rieman, DWS Policy Analyst; Cynthia Sandoz, WWDC Recording Secretary; Angie Buchanan, DWS Fiscal Staff; Rob Black, DWS Grant Coordinator; Chanda Richards, DWS Sheridan office; Drew Rafferdy, Eastern Wyoming College; Wendy Tyson and Mark Harris, Casper DOE; Representative Jack Landon, Dave Spencer, and Terry Watson, Director of Oklahoma's Workforce Solutions.

Call to Order Welcome and Introductions

Dave Scriven, WWDC Chairman, called the meeting to order at 1:25 p.m. and welcomed all in attendance. All present, introduced themselves.

Approval of Agenda

Jerimiah Rieman asked that the subject of the state plane policy be added to the agenda under the topic, "Evaluation Committee". **Jon Conrad moved to approve the agenda as amended. Dr. Ray Fleming Dinneen seconded the motion, and it carried.**

Approval of May 27, 2008 Minutes

Christie DeGrendele moved to approve the minutes as mailed. Mark Herrmann seconded the motion, and it carried.

Council Member Profiles

Dr. Drumm –Dr. Drumm was born and raised in Massachusetts and graduated from his local community college. He then studied at Boston University where he earned a Bachelor's and Master's Degree in education. He earned his PhD at New York University. Dr. Drumm has a strong student life background and has many years experience in long distance learning. He came to Wyoming and is in his fifth year at Sheridan College.

Curtis Biggs –Curtis grew up on a farm/cattle ranch in Sidney, NE and attended the University of Nebraska studying intercultural communications. Mr. Biggs studied and worked abroad. He was employed in Lincoln, Nebraska at the Lincoln Action Program where he facilitated Youth WIA programs. He has been administering high school partnership programs at Sheridan College since December 2007.

Orientation

Jerimiah Rieman informed the Council that there would be an orientation once a year. He proceeded to review the orientation materials in Council member's notebooks. He reviewed the establishment of the Council, its vision, mission and goals and org chart. Also reviewed were operating rules, how the Council is funded, and the Councils' partnerships.

Mr. Rieman asked Council members to review the first two tabs of the notebook at their leisure. There were sections in the notebook that had phone lists, past minutes, information on how to make an impact while serving on the Council, and other information.

Tours

At 3:30 the Council toured two businesses in Sheridan: Inter-Mountain Laboratories, Inc. and Joey's Fly Fishing. After touring the businesses, the Council visited the Sheridan Workforce Services Field office.

Council Working Dinner-Wyoming Culinary Institute

After the tours, the Council had a working dinner at the Wyoming Culinary Institute. Council members enjoyed an international cuisine, which students prepared and served. They were introduced to the Council and asked what their plans were upon graduating. Some of the students were going to stay in Wyoming and start their own businesses.

The meeting recessed at 8:30 p.m.

The meeting reconvened at 8:25 a.m. September 19 with Mr. Scriven welcoming Representative Jack Landon as well as all in attendance.

DWS Update – Tab 3

Ms. Evans, DWS Director, updated the Council on the Job Assist Program, the CRC Initiative, Joint Minerals, Business and Economic Development Interim Committee meeting and the Community College Taskforce:

Job Assist – Director Evans explained that the Job Assist Program was developed out of a group known as the Executive Leadership Team, which is made up of agency directors. Hank Gardner collects data on clients who are heavy users of state programs. This data is given to Dr. Ann Reyes, Job Assist Coordinator, who contacts these persons to help them get employed. Her target is to contact 200 individuals in two months. Dr. Reyes has hired an employee who will do the WIA part of the program.

Career Readiness Certificate Initiative – Director Evans gave the Council an overview of the new CRC website and said this initiative was launched this past July. This initiative is based on the WorkKeys Assessment. Director Evans said that she has spoken with College Presidents who are supportive of this initiative. ACT profiled 15,000 jobs and found three common areas where applicants needed skills. These are: Reading for information, problem solving, and applied mathematics. Wyoming will issue Gold, Silver, and Bronze certificates based on test scores.

Joint Minerals Business and Economic Development Committee ~ Draft Legislation

Director Evans said that the Wyoming Industry Partnership Act legislation is supported by the Governor and the interim committee; however, the amount of money was not well received. Director Evans reviewed two fact sheets regarding the Act and reviewed Phase 1: Industry Partnerships and Phase 2: Implementation of Industry Identified Solutions. Director Evans then addressed the funding issues stating that there would be \$800,000 that would provide sufficient funding for eight partnerships over a biennium. Director Evans said the Governor asked her how many partnerships she felt were needed, and she told him no less than two. Director Evans said they would move forward and not ask for as much money.

Community College Taskforce – The last task force meeting was focused on its strategic planning process for the community college system. There is draft legislation that will be reviewed at the next meeting.

Workforce Innovations Foundation Inc. – Tab 4

Mr. Scoleri asked the Council to review the by-laws in Tab 4 in their notebooks and said that the purpose of the Foundation is to be able to take private contributions and donations to be used by the WWDC for workforce training. The by-laws of the Foundation follow the format of the Business Council's. Mr. Scoleri highlighted Section 1 [Depository] and stressed that money would be controlled by the WWDC not the State Treasurer's office. Article 3, Sections 5 [Quorum] and 8 [Appointment of Members], Section 12 [Adherence to Wyoming Open Meeting Laws], and the election of the Vice Chair and Secretary Treasurer in Sections 7 and 8 were highlighted.

There was discussion regarding lobbying, and Peter Reis said that once the Council approves the by-laws, the next step would be to file with the Secretary of State's office to become a 501(c)3 and file with IRS also. Mr. Reis said that the IRS always rejects the first request, so it will more than likely need to be submitted again. Mr. Rieman would like the attorney general to look at the language in the by-laws. **Peter Reis made a motion to move forward subject to the Attorney General's approval. Leonard Scoleri seconded the motion. There was discussion, and Mr. Reis amended his motion to state that once there was approval from the Attorney General, the Council would file with the Secretary of State's office and get the IRS paperwork going. Leonard Scoleri accepted the amendment to his second, and the motion carried.**

Evaluation Committee –Tab 5

Planning Year 2007 Report – Dr. Ray Fleming Dinneen introduced Angela Buchanan as the new CFO for the agency. The Council congratulated her on the promotion.

Mr. Rieman reviewed the July 1, 2007, through June 30, 2008, discretionary and non-discretionary funds Report items 1-8. He pointed out that there were significant over expenditures in numbers 1 and 2 and that money had been increased by use of general funds to cover this over expenditure. The Employment Services Division is administering \$71,000 under budget and will not ask for more money for 2008. He then addressed the Council's travel budget stating that the Council was \$4,000 over budget. This is why there will need to be discussion later in the meeting regarding a state plane policy.

Fremont County BOCES-Job Corps funds will have a small part of the \$7,000 returned to the Council with the 2008 Summit reverting \$40,000 to the Councils' discretionary funds. Mr. Rieman referred Council members to the Employment Services [ES] program breakouts at the bottom of the report, and said that the Administrator has chosen to hold 10 percent of youth funds to give to local offices that perform well as an incentive.

Planning Year 2008 Quarter 1 Report

Mr. Rieman reviewed this report and said the council is under budget at this time. There has been \$9,000 spent on a Latina Conference that the Council has sponsored. There is \$289,000 carried over, which does not include money from the Summit, Job Corps and other sources.

Peter Reis moved to approve the Planning Year 2007 and the July1 through July 30, 2008, Planning Year budgets. Greg Schaefer seconded the motion, and it carried.

State Plane – Jerimiah Rieman said although the plane is a great resource, it is time to examine the cost effectiveness as the rates increased from \$1,000 to \$1,500 an hour. Mr. Rieman feels the Council should follow the Business Council's lead to develop a policy. He would like to see persons who are three or more hours from the meeting destination to take the state plane. He also feels the plane should be 80 percent full and some kind of priority in place because people get bumped at times. He suggested that the private sector have first priority and legislators and ex-officio members second priority. Because of the escalating cost of travel the Evaluation Committee thought this should be discussed with all Council members.

Mr. Scoleri said he would rather see monies for this type of travel, go toward programs. Bryan Monteith felt that if anyone is 3.5 hours or more from the meeting destination they could take the plane. He made a motion to this effect. After some discussion, Dr. Ray Fleming Dinneen suggested that the Council put this into committee and present this at the next Council meeting. It was added that a written policy be drafted for the next Council meeting also. Mr. Monteith withdrew his motion. Mr. Scriven said that this would be brought to the next meeting with a set of defined parameters.

Summit Postcard and E-blast

Mr. Rieman said that he sent an e-blast survey to small businesses soliciting what they felt would be relevant to them at the next Governor's Summit on Workforce Solutions. Mr. Rieman said that the survey in the form of a post card, would be given to staff, Council members, and field offices for distribution. This survey could be done online also.

Mr. Rieman then discussed the dollars associated with the Summit and organizing a planning committee. Peter Reis said that he would be happy to be on the planning committee but could not serve as Chairman. **After some discussion, Peter Reis moved to approve \$125,000 for the budget of the next Summit. Greg Schaefer seconded this motion, and it carried.**

A ten-minute break was called at 9:26 a.m.

Growing Oklahoma's Workforce Talent – Tab 6

Dave Scriven introduced Terry Watson, Oklahoma Director of Workforce Solutions. Mr. Scriven was impressed with Mr. Watson's sector strategies' presentation he heard last March and felt it would be good for the Council to listen because it defined "sector strategies", and showed how to develop a policy.

Mr. Watson said that Oklahoma started developing sector strategies five years ago through EDGE, a program created by the Governor of Oklahoma. It was determined that to have economic success there would need to be a workforce strategy to ensure that you have innovative and skilled workers. He continued to explain the makeup of the Oklahoma program and how Wyoming's approach to developing the strategies is like theirs.

He continued with a comprehensive presentation on the benefits of sector-based approaches, what their sectors were, three initiatives to attract, grow, and retain business through a highly skilled and talented workforce. Mr. Watson then spoke about developing regional teams, certifying work readiness, developing a talent pipeline and tapping alternative labor pools. Oklahoma was the first in the Nation to be granted a "Certified Work Ready Community Designation".

Mr. Scriven thanked Mr. Watson for the presentation and giving the Council good direction. He also said that the Council appreciated the time and effort he spent on coming to do the presentation.

Announcements

Peter Reis invited Council members to the IDEA conference October 9th and 10th and to the Wyoming Business Leadership program designed to get CEOs and their successors up to speed with succession planning.

Dave Spencer, Regional Director for the Business Council, presented his viewpoint on housing, daycare, and recruiting and training in Gillette.

After some discussion about these issues, Jerimiah Rieman said that he had a copy of a bill that was drafted to address these issues. He offered to give a copy of the bill to Mr. Spencer and others.

A ten-minute break was called.

After the break council continued the agenda with Committee Breakouts.

Open Discussion and Public Comment

Comments were made under "Announcements".

Next Meeting

The next meeting will be in Casper on November 13 and 14.

Adjournment

The meeting adjourned at 12:30 p.m.

Respectfully submitted by,

Approved by,

Cynthia Sandoz
WWDC Recording Secretary

Dave Scriven
WWDC Chairman

DRAFT