



Jerimiah Rieman, Policy Analyst
122 W. 25th St., Herschler Bldg. 2E
Cheyenne, WY 82002
Phone: 307-777-5629
Fax: 307-777-5857
jriema@state.wy.us
www.wyowdc.org

WYOMING WORKFORCE DEVELOPMENT COUNCIL
MEETING SUMMARY

February 12-13, 2009

Community House ~ Cheyenne

Council Members Present:

Dave Scriven, Chair

Greg Schaefer

Ray Fleming Dinneen

“Rocky” Anderson

Jim Rose

Tim Wells

Jim D. Engel, Vice Chair

Leonard R. Scoleri

Curtis Biggs

Heather Babbitt

Bryan Monteith

Teri Wigert

Bruce Brown

Jon R. Conrad

Joan K. Evans

Kevin Drumm

John Jackson

Pete Reis

Council Members Absent: Gary W. Child, Christie DeGrendele, Mark Herrmann, Bob Jensen, Tony Lewis, Jim McBride, Governor Dave Freudenthal, Representative Amy Edmonds, Senator John Hastert, Representative Dan Zwonitzer and Kristen Wilson.

Others Present:

Jerimiah Rieman, DWS Policy Analyst and WWDC Administrator; Cynthia Sandoz, Executive Assistant; Roxanne Parsonneault, DWS Assistant Administrator; Rob Black, DWS Grant Coordinator; Brad Westby, DWS Industry Partnership Manager; Shelli Stewart and Laura LaMothe, DWS Communications Unit; Erin Moore, ES Assistant Administrator; Guy Jackson and Jaden Romango, WDE; Jacob Sones, and Veronica Pedersen LCCC; Mike Griffin, DWS ES Youth Coordinator.

Call to Order Welcome and Introductions

Dave Scriven, WWDC Chairman, called the meeting to order at 1:00 p.m. and welcomed all in attendance. All present, introduced themselves.

Approval of Agenda

Rocky Anderson moved to approve the agenda. Leonard Scoleri seconded the motion, and it carried.

Approval of November 2008 Minutes

Rocky Anderson said that he had two corrections he would like to the November minutes. **After discussion, Bryan Monteith moved to approve the November 12-13, 2008, minutes as amended. Bruce Brown seconded the motion, and it carried.**

Council Member Profiles

Joan K. Evans, DWS Director, said that she was born in Buffalo, Wyoming and was raised in Rawlins. She went to UW and earned a Bachelor's Degree in finance. After graduating from UW, Director Evans got married and moved back to Rawlins where she sold real estate.

While in Rawlins, she became the Director of the Main Street Project, worked as an Administrative Assistant at WWCC, became the Director of Finance for the school district, and worked at BOCES where she became the Director after Senator Bill Vasey retired. While working at BOCES, Director Evans obtained a Master's Degree in adult education.

Director Evans' husband, Bart, works at UW at the Tech Transfer Center, and they have a son and a daughter.

Gary Child – Mr. Child was unable to attend the meeting.

Announcements

- Per Rocky Anderson's suggestion, plaques to out-going Council members will be mailed
- Mr. Rieman said that he had brought several "Save the Date" cards that advertise the 2009 Governor's Summit on Work Force Solutions, so Council members could distribute them.
- Jeremiah Rieman announced that the Erin Moore and husband are expecting a baby as well as he and his wife, who are expecting twins this summer.
- Bruce Brown thanked the Council for supporting the heavy equipment operators training at the Wyoming Women's prison in Lusk. He was very pleased with the outcome.
- Pete Reis and John Jackson informed the Council about the Wyoming Business Executive Leadership Program 2009 that will take place in April and then again in August. The UW College of Business and the WBC partnered to develop this training program.
- The meeting recessed at 1:30 p.m. with Council and staff going to the Governor's Office for the signing of the 2009 Executive Order; that would re-constitute the WWDC. After the signing of the Executive Order, Council members had an opportunity to visit the House of Representatives and the Senate.

The meeting reconvened at 4 p.m.

Bylaws

Because of the new Executive Order, the Council's Bylaws needed to be updated. Jerimiah Rieman reviewed the needed changes. **Leonard Scoleri moved to approve the amended Bylaws, Greg Schaefer seconded the motion, and it carried.**

Legislative Update

Joan Evans reviewed legislation SF0024 - Healthcare demonstration project bill and explained how this would work with Job Assist.

Jerimiah Rieman reviewed the following bills:

SF0047 - Hathaway student scholarship program administration [A Department of Education bill]. Mr. Rieman directed Council members to the Section 4.(a), which had \$75,000 for expansion of the participation in the WorkKeys skills assessment for high school students and said that this was a good partnership between the Department of Education and DWS.

SF0099 – Career and technical training grants Rieman said that Senator Larson said this bill was the best he's seen in years. The bill had 3.2 million in grant money. Senator Bebout and the Committee felt that the bill was neglecting CTE students, so he proposed an amendment. The committee took out Hathaway language and said that DWS couldn't spend any money until rules and regs were in place. Mr. Rieman reviewed changes to 27-15-101 Definitions. (B)(ii); 27-15-102 (b) and changes to (d); 27-15-103. Career and Technical Training Grants, eligibility.

HB0301 – Wyoming Industry partnership Act-2 –Jerimiah directed the Council to page 3 where the bill states the Council's participation in identifying sectors and page 5 regarding in-kind or cash matching criteria.

DWS Update by Joan Evans

Director Evans said that "Foot traffic" at DWS Workforce Centers has increased substantially. She is trying to fill federally-funded vacant positions to help the centers. She continued to say that the agency is 17 to 18 percent general funded; so the agency relies on federal dollars.

Director Evans continued with the following Updates:

- Memo from governor asking agency Directors to cut budgets 10 percent from general funds with a response to the Governor the first part of May
- CRC Initiative – there have been over 200 certifications issued at this time
- Invited Council members to a WorkKeys Conference in San Antonio in May
- Informed the Council about Mick Birge who is new to the Communications/Marketing Team
- Announced the hiring of Phyllis Himes, who works as a Business Training Specialist with workforce centers
- Informed the Council about the Leadership Academy for staff to improve and develop leadership skills and mentioned that there is a recognition program for staff within the agency

There was discussion about layoffs and the Warn Act.

At this time, Jerimiah introduced a couple of guests that arrived at the meeting: Jacob Sones and Veronica Pedersen, LCCC. They work with Maryellen Tast.

The meeting recessed at 5:00 for the Council members and staff to attend a reception at the Governor's residence and to continue with a legislative dinner at Little America. The dinner meeting concluded about 9:00 p.m.

February 13, 2009

Welcome

The meeting reconvened on February 13 at 8:10 a.m. Dave Scriven welcomed all persons that were in attendance

Curtis Biggs introduced the instructor and a student from Central High School's Culinary Arts program. The students made cinnamon rolls for Council members as a fund raiser.

8:17 a.m. to 10 a.m. WWDC Committee Breakouts-Setting Agenda for Year

From 10:00 to 10:15 there was a Break

The meeting continued at 10:15 a.m.

Committee Outcome Reports

Sector Solutions Committee - Jon Conrad, Sector Solution Committee Chair, expressed his appreciation for all the committee members. He also commended Brad Westby and Rob Black for their help with the December Sector Solutions Forum. Mr. Conrad mentioned the diversity of the groups they work with and said the committee became more conscience of the legalities with the antitrust laws and Sherman Act.

The committee has developed a timeline for the first through fourth quarters which includes action items for the committee to accomplish. Mr. Conrad will publish the action items. The committee uses a modular approach with each industry they work with.

Jerimiah Rieman said he is cleaning up a Sector Toolkits to Advance Regional Strategies [START] for the committee to utilize. This will be available on line as well as hard copy.

The committee is inviting key players to the Governor's Summit where there will be breakout sessions for industry partnership folks. Mr. Conrad and Mr. Rieman encouraged Council members to use the "Save the Date" postcards for inviting industry to the Governor's Summit; the committee has talking points that the Council can use also.

There was discussion about using Wiki server software.

Talent Pipeline Committee – Rocky Anderson, Chair, said that the work for his committee will begin as the Sector Solutions committee identifies the sectors they are going to focus on.

The committee is supportive of the Over 50 Workshop that will take place April 16 in Sheridan. The Council gave \$1,500 to help fund this event.

If the Career Tech Bill goes through, the committee will begin to assist in drafting rules and regulations.

Mr. Anderson said his committee plans to partner with DWS representatives to speak to targeted industries about the CRC initiative.

Rob Black will be working on a timeline once he learns what is needed by the sector committee.

Youth Council – Curtis Biggs, Chair, said that one of the committee’s goals is to support the DWS marketing staff by informing the public to what the agency and council do. The DWS marketing team focused on Youth services. This information helped educate the Council on what programs educators and students would need from DWS.

The committee is supporting the CRC initiative by visiting high schools. Bryan Monteith, committee member, suggested that council members get the CRC information to career fairs and expos not only at high schools, but colleges.

Mr. Biggs gave an update on the CTE database. Ideally, this database would be available online. There is a possibility of posting the database on a website/portal that the Department of Ed has been developing. This project is pending funding for the site/portal development.

The committee tabled the Career and Technical Student Organization Fund topic until the May meeting.

The committee has reviewed the WIA RFP and will have a conference call before April 1 to do a final review.

At this time Mr. Biggs related a testimonial regarding the success of a young man who utilized DWS programs.

Evaluation Committee – Ray Fleming Dinneen, Chair, said that Erin has worked with the Evaluation Committee to develop a summary report of the number of clients and the dollars allocated for those clients by field office. This report will help the committee and the Council know the number of case loads and how many WIA dollars are being spent in each office.

The state plane policy was reviewed. Ray Fleming Dinneen explained that the committee put in language that was more for guidance. **After some discussion, Bruce Brown moved to adopt the State Plane Policy. Leonard Scoleri seconded the motion, and it carried.**

Mr. Scoleri requested that a WWDC Policy section be placed in the WWDC handbook.

Roxanne Parsonneault, DWS Fiscal Assistant Administrator, reviewed the Third Quarter Financial report. **Rocky Anderson moved to approve the Third Quarter Report. John Jackson seconded the motion, and it carried.**

Jerimiah Rieman showed the Council the new format for the Training Provider Application. He worked on this with Donna Owen; the new application has reduced the amount of paperwork dramatically. Mr. Rieman continued to review the applications, which were all renewals. Rieman told the Council that the Evaluation committee has recommended approval of these applications.

John Jackson moved to approve the renewals of the applications. Bruce Brown seconded the motion, and it carried.

Communications Committee – Jim Engel, Chair, welcomed Laura La Mothe as an addition to the Marketing team. He then directed the Council to Tab 5 in the meeting notebook and reviewed the objectives of the 2009-2010 WWDC Marketing Plan. The Executive Summary lays out goals and plans for the Council: Two major objectives are to increase small business and youth awareness of the WWDC services and programs ten percent by January 1, 2010.

Mr. Engel said that the Communications committee developed presentations that Council members could use to give presentations at local community's organization's meetings. He encouraged all Council members to use these presentations at two entities before the Governor's Summit because the presentations are geared to instill interest and enthusiasm for attending the Summit. The presentations would also direct persons to DWS services. Joan Evans said that the local field office staff could help with these presentations also.

Shelli Stewart, DWS Public Information Officer, discussed some business tactics to use so the public understands what the Council and agency do. Ms. Stewart reviewed some tactics to reach youth also.

The committee developed a "Dream List" of tactics and Shelli did an overview of this. There is also a marketing presentation for legislators that would be good to use for newcomers on the Council and in the agency.

There was some discussion about publishing an Annual Report.

Meeting Critique

Dave Scriven asked Council members for recommendations to make meetings more productive. Jim Engel said that the Council had a Legislative Committee at one time and would like to see it re-established. Council members would like to have talking points for all pieces of legislation developed to use at legislative dinners. Other recommendations were to make an effort to meet all the legislators who attend the dinner, change the format of dinner to recognize legislators who are attending before the meal, and to send thank you notes to legislators who attended.

Jerimiah Rieman said that he could send the Council the Bill tracking documents that he sends daily and said it is important to know your local legislators.

Open discussion and Public Comment

At this time, Jerimiah Rieman introduced Maryellen Tast.

Rocky Anderson said he would like a "mini strategic doing" session in the fall. Dave Scriven agreed, and it will be scheduled in 2010.

Next Meeting

The next meeting will be on May 27, 2009, in Jackson.

Adjournment

Leonard Scoleri moved to adjourn the meeting. Bryan Monteith seconded the motion, and it carried. The meeting adjourned at 11:57 a.m.

Respectfully submitted by,

Approved by,

Cynthia Sandoz
WWDC Recording Secretary

Dave Scriven
WWDC Chairman

cs: