

**WYOMING WORKFORCE DEVELOPMENT COUNCIL
MEETING MINUTES**

May 27, 2009

Snow King Resort ~ Jackson

Council Members Present:

Dave Scriven, Chair

Senator John Hastert

Senator Michael Von Flatern

Representative Dan Zwonitzer

Jon R. Conrad

Kevin Drumm

Bryan Monteith

Gary W. Child

Mark Herrmann

Bruce Brown

Tony Lewis

Ray Fleming Dinneen

Christie DeGrendele

John Jackson

Robert Barnes

Tim Wells

Kristin Wilson

Greg Schaefer

Curtis Biggs

Jim Rose

Council Members Absent: Vice Chairman Jim D. Engel, Alan “Rocky” Anderson, Representative Dave Bonner, Bob Jensen, Joan K. Evans, State Schools Superintendent Jim McBride, Governor Dave Freudenthal, Leonard Scoleri.

Council Member Alternates Present: Peter Reis, Teri Wigert, Lisa Osvold.

Others Present:

Jerimiah Rieman, DWS Policy Analyst and WWDC Administrator; Rob Black, DWS Grants Coordinator; Brad Westby, DWS Industry Partnership Manager; State Representative Glenn Moniz; Wendy Tyson; William (Tony) Glover; Amy Brockel; Dave McNulty; Dru Rafferty.

Call to Order Welcome and Introductions

Dave Scriven, WWDC Chairman, called the meeting to order at 10:06 a.m. and welcomed all in attendance, including Representative Glenn Moniz, and introduced two new members: Senator Michael Von Flatern and Robert Barnes. All present introduced themselves.

Approval of Agenda

Greg Schaefer moved to approve the agenda. Curtis Biggs moved to amend the agenda to include a review of a Career and Technical School Organizations funding proposal to be discussed at 2:15 p.m. Tim Wells seconded the motion, and it carried.

Approval of February 2009 WWDC Meeting Minutes

Brian Monteith moved to approve the Feb. 12-13, 2009, minutes. Christie DeGrendele and Gary Child each moved to amend the minutes to reflect that each did not attend the February meeting. Ray Fleming Dinneen seconded the motion, and the minutes, as amended, were approved.

Council Member Profiles

Robert Barnes, CEcD, President and CEO of the Casper Area Economic Development Alliance (CAEDA), related that he is from Tennessee but loves being in Wyoming and working in economic development, which he has done since 1990. He said he's honored to join the Council, has heard many good things about the Council, and looks forward to being part of a fun, incisive group.

Jon R. Conrad, distribution manager for FMC, was born and raised in Findlay, Ohio, and joined the military at age 17, becoming an avionics technology specialist, working on Air Force F-16s across the globe, including Denmark, Thailand and Australia. Mr. Conrad said that after getting married, he was deployed to Korea, then moved to South Carolina, when he was then deployed to the Gulf War, serving for eight months just off the Iraq border. He left active service in 1991, moved to Utah and joined the Reserves. He earned his degree in mechanical engineering in 1995. In 2002, he retired with 21 years of service in the U.S. Armed Forces and currently works in the trona industry.

DWS Update by Lisa Osvold, DWS Deputy Director

Deputy Director Lisa Osvold related that Director Joan K. Evans asked her to help assist the administrator of the Department's Employment Services Division, Jim McIntosh, due to increased foot traffic in DWS Workforce Centers, state budget cuts and demands created by the American Recovery and Reinvestment Act.

To help the Workforce Centers deal with increased traffic, DWS has developed an online self-assessment tool for individuals who do not need much assistance. Upon answering online questions, individuals are given a list of services for which they might qualify, and the individual can then follow up with DWS staff if they desire more information or would like to access those services. It is hoped that Department of Family Services programs could be incorporated into the tool. Additionally, DVDs are being developed outlining our services and how to access those services, and the Department is using stimulus dollars to purchase televisions in resource centers so clients can watch videos that offer resume help, how to conduct job searches, etc.

Deputy Osvold also said that how well DWS spends stimulus dollars and meets performance measures will determine future funding from the U.S. Department of Labor.

Wagner-Peyser dollars are mainly designated for staffing and job-searching materials. DWS will partner with community colleges to offer workshops on how to dress for success, how to fill out a job application, how to write a resume, etc. for those individuals who prefer or need face-to-face instruction rather than using online or DVD services. The idea is to help ease the burden on workforce specialists who are trying to help individuals access Workforce Investment Act training dollars.

Field offices are very busy, seeing a 30 percent increase in foot traffic, some a lot more. The agency is trying to find ways to streamline services and better utilize our resources, Ms. Osvold said.

State Budget Update by Jeremiah Rieman, DWS Policy Analyst

Mr. Rieman related that the Governor had asked all agencies to consider both 5 and 10 percent cuts, and to offer a recommended cut. In addition, the agencies were to look at every single program to ensure that each is tied to Agencies' Strategic Plans. DWS' offered budget cuts included reduced travel, supplies and equipment in the Administration and Employment Services divisions. Additionally, funding was reduced for the Apprenticeship Utilization Program within the Business, Training and Outreach Division since funding for that program has never been used. Also, a significant reduction in grants available under the Workforce Development Training Fund was proposed while increasing the flexibility to transfer dollars within the various designated uses of Training Fund, which will allow the Division to address the greatest needs of businesses even with reduced funds available. A small amount of Vocational Rehabilitation funds were cut, mainly because most of the Division's funds are federal, or are state funds that leverage a much greater amount of federal funds, a 4 to 1 match. In meeting with the Governor, only the 10 percent recommendation was discussed, which would equate to \$1.2 million. The Governor was primarily interested in whether the proposed cuts would result in reduced services. The Agency is waiting to hear results of the Consensus Revenue Estimating Group's meeting, which will influence the Governor's final determination of cuts. Even though a state hiring freeze is in place, Mr. Rieman related that DWS has been fortunate in successfully appealing requests for waivers to the freeze so that local offices can be fully staffed.

A recap of Director Evans' testimony before U.S. Senate Health, Education, Labor and Pensions (HELP) Committee on April 21, 2009, was offered by Rob Black and Brad Westby.

Mr. Black related that the HELP Committee is wrestling with how to define green jobs and what types of training should be supported at the federal level to support those jobs. Director Evans had emphasized both in her oral testimony and follow-up written testimony that a clear definition and clarification on what are green jobs and green skills is needed. For example, if a person works as a welder during construction of a transmission tower that moves electricity generated by wind turbines, does that person possess a green job? Included in Director Evans' testimony was Gov. Freudenthal's letter to the Wyoming Legislature's Wind Energy Task Force, which addressed wind energy issues that aren't readily apparent to most wind supporters such as the impact on sage grouse, viewsheds and private property rights. Director Evans had related to the HELP Committee that DWS isn't particularly looking to single out green jobs but viewing them in the greater context of the entire energy industry, and that the agency must remain responsive to the needs of traditional energy sectors such as oil and coal.

Mr. Westby said that Director Evans has asked that the USDOL clarify that if a training program is developed, do those clients have to work specifically in renewable energy fields or can they take those skills and spend a certain amount of time working in traditional energy sectors with their new “green” skills?

Mr. Black mentioned that Director Evans also spoke to the HELP Committee about many of the training programs that the community colleges are offering. She tried not to delve into a political debate of favoring one type of energy job over another, and that DWS is trying to look at the whole picture, that we still have a lot of energy jobs that won’t necessarily fall under other folks’ definition of green. In response to a question from Mr. Conrad, Mr. Black said he doesn’t have any idea when or if USDOL might define green jobs. Director Child related that he had recently attended a national labor market information conference in Cheyenne, and that his agency is attempting to collect information on green jobs, yet high-level U.S. Bureau of Labor Statistics officials admitted to him they did not have a definition. Wendy Tyson of the Wyoming Department of Employment said that BLS will develop an informal definition for its own uses, and may consider using stimulus funds for a green jobs conference.

Legislative and Federal Stimulus Update by Jeremiah Rieman

Mr. Rieman discussed ARRA dollars that are flowing to the Department of Workforce Services, including \$2,140,304 for Wagner-Peyser Employment Services activities. He pointed out that \$4,736,222 is being made available to augment Workforce Investment Act programs, including Adult (\$1,234,406), Youth (\$2,918,025) and Dislocated Worker Services (\$583,791) – although the state will need to ramp up its summer youth activities under the new funding, and youth aged 14-24 would be eligible. Additionally, \$126,306 will augment the Senior Community Service Employment Program.

Mr. Rieman discussed an upcoming opportunity from USDOL regarding federal grants that will be available for green jobs training. A letter from USDOL indicates opportunities will be available for entities in five areas: State Labor Market Information Improvement; Energy Training Partnerships; Pathways Out of Poverty; State Energy Sector Partnerships and Training; and Green Capacity Building. He stated that Mr. Black will be asking partners what types of grants they intend to apply for so the agency can determine which ones should be prioritized in terms of whether to offer support and partnership, and because the Governor’s Office must first approve any application for ARRA funds for appropriateness in terms of staffing and ongoing state financial support.

In response to a question, Mr. Rieman indicated that the agency likely will have no problem meeting the terms of the ARRA WIA grants, since the money will be used for existing and ongoing activities; there are deadlines for obligating the funding (June 30, 2010) and for spending the money (June 30, 2011). Mr. Rieman clarified that Dislocated Worker Services are used to provide training and assistance for individuals who have lost their jobs, i.e. “dislocated” from their employment, not for attempting to entice laid-off workers from other states. He noted that the agency has received approval to use \$1.8 million for vocational rehabilitation services. He also said the agency is looking at ways

to expand services to the Wind River Indian Reservation, using Senior Community Service Employment Program funds.

The Workforce Development Council was allocated \$710,434, or 15 percent, of the \$4,736,222, which can be used at the Council's discretion. The Council held a conference call March 20, 2009, and voted to support several RFPs (requests for proposal) to help people attain job training. Of the \$710,434, a total of \$290,434 will be used to support training for alternative or renewable energy jobs and to help individuals earn self-sustaining wages. \$380,000 will be used to encourage formation of industry partnerships and to support initiatives identified by those partnerships, which could include training opportunities for workers. \$20,000 will be used to pay for technical assistance and guidance of the industry partnerships through a one-day seminar and other services. Another \$20,000 will be used to contract with the University of Wyoming to help defray the cost of an updated Wind River Reservation needs survey, WINDS-3.

Working Lunch

During lunch, Ray Fleming Dinneen, executive director of CLIMB Wyoming, offered a video presentation outlining the successes of her organization, which helps low-income women learn life and job skills, including for non-traditional careers, and she moderated a panel discussion that included a graduate of the program. Participating in the panel discussion were Machel Dabel, a CLIMB Graduate; Colleen Cherrett, CLIMB Director of Programs; and Colleen Dubbe, supervisor of the DWS Workforce Center in Jackson.

Committee Meeting Outcome Reports

Sector Solutions Committee - Jon Conrad, Sector Solution Committee Chair, related that the discussion focused on the Sector Solutions Timeline for 2009. Many of the tasks and gathering of information has been completed for 1st Quarter 2009. Those include: collect labor and market data on state's energy and health care industry; evaluate other potential industries; develop the formation of industry partnerships; develop vacancy survey of businesses to quantify labor shortage (health care has completed this already, and Wendy Tyson of Research and Planning is working on putting together information for energy); contact energy and health care industry leaders; create and develop statement of commitment; and identify potential funding supplies required for future activities.

The 2nd Quarter goals are still being developed and will be focused around the Industry Partnership Solution teams that are chosen.

Talent Pipeline Committee – Bryan Monteith reported that the committee discussed WorkKeys® and how it can help businesses find prospective employees and help jobseekers understand their own skills. He's been trying to inform school district superintendents across the state about the importance of WorkKeys, particularly for students who aren't necessarily college-bound. Rob Black reported that 35 states were represented at a WorkKeys conference in San Antonio, Texas, which he, Director Evans and several other DWS personnel attended in mid-May. Mr. Black said major medical facilities are using WorkKeys to streamline the hiring process and reduce turnover. In Chickasha, Okla., Wal-Mart and another large employer pay higher wages for people

with Career Readiness Certificates, which are based on WorkKeys scores. The San Joaquin Valley in California is showcasing how WorkKeys scores equate to job skill requirements and helping jobseekers understand what skills are needed for various jobs. He also said that DWS will continue to promote WorkKeys to employers in Wyoming. Jerimiah Rieman added that more than 700 Career Readiness Certificates have been issued since the initiative was kicked off July 9, 2008, and that Director Evans is hoping to top the 1,000 mark by the one-year anniversary.

Youth Council – Curtis Biggs, Chairman, said the Committee discussed the Summer Youth Employment program under WIA and how the council could help out. DWS Deputy Director Lisa Osvold mentioned that resource rooms in the local workforce centers will be equipped to continually showcase information on services offered to youth. Mr. Biggs said the Committee wants to be proactive and reach out to the state’s Career and Technical Student Organizations (CTSO) – DECA, FBLA, FCCLA, FFA and SkillsUSA – by offering annual competitive grant opportunities to help fund and augment those organizations’ activities, which include leadership conferences, competitions, skills training and public speaking. The application period deadline would be Oct. 1 of each year. One award of \$2,000, two awards of \$1,000, and an award of \$500 would be made available, for a total of \$4,500. The idea is to be flexible and encourage innovation. Bruce Brown mentioned that Mr. Biggs and the Youth Council reworked the proposal and application process to address concerns brought up by the Evaluation Committee. **Teri Wigert moved that the Council allocate \$4,500 each year for the student organization grant program. John Jackson seconded the motion, which carried.**

Communications Committee – Mark Herrmann reported that the committee talked about how to get the word out about the Governor’s Summit on Workforce Solutions and the work of the WWDC. Ideas included handing out flash drives containing pertinent information, creating an article for publication about who the Council is and how it can help, and surveying people who were invited to the summit but didn’t attend. Jerimiah Rieman mentioned that attendees of the summit will be surveyed via e-mail regarding their impressions of the event, results of which will be used internally and with the summit planning committee. Mr. Herrmann said the Committee discussed whether more outreach should be made to energy and healthcare organizations, and whether the summit should be held at a location nearer to energy and healthcare “hubs.” Another consideration was the difficulty that small-business people face taking time off to attend the summit. Also discussed was ways to use labor market information and disseminate it to the general public. Mr. Rieman said the Workforce Development Training Fund can be used to help pay for attendees to travel to the summit, although the Fund has not been utilized for that purpose. He also said more information will be provided to Council members via flash drives, including information on the upcoming September quarterly meeting.

Evaluation Committee – Ray Fleming Dinneen, Chairwoman, referred to three action items in the Council members’ meeting packet. The first was approval of the quarterly report for the Planning Year 2008 Budget, a period which covered July 1, 2008 through March 31, 2009. Jerimiah Rieman proposed several changes in the budget, as reflected in

the report, including a shift of \$10,000 within the Council's Planning Year 2008 Non-Discretionary Funds budget. The funding would be shifted from One-Stop System Costs to Eligible Training Provider List, to cover a shortfall. Mr. Rieman stated that the shift was not expected to impact the One-Stop System Costs. He pointed out that in the Council's Discretionary Funds budget, \$6,000 had been allocated of the \$9,000 budgeted for Executive Committee-approved Conferences. He said other proposed shifts included moving \$1,500 from Out-of-State Travel to Telephone, and moving \$650 from In-State Travel to Data Services. Also, an additional \$4,000 was needed for Miscellaneous so it was proposed that \$2,000 be moved from Out-of-State Travel and \$2,000 from Contractual Services into the Miscellaneous category. Mr. Rieman pointed out that a new report is being provided outlining spending of the Council's 15 percent funds of federal stimulus dollars.

The second action item involved approval of the Planning Year 2009 Budget. Mr. Rieman pointed out that for Non-Discretionary Funds, the budget would be reduced from \$487,411 to \$420,000 due to a decrease in USDOL funding for Dislocated Workers and based on his review of prior budgets. He said it is hoped that, over time, the amount of Discretionary Funds being used for Employment Services activities be decreased, thereby allowing more money for discretionary activities. Of Discretionary Funds, Mr. Rieman reviewed each line item, noting and commenting on differences from year to year, and that the overall budget would increase slightly from \$219,197 to \$219,551, including \$23,233.86 that remains on the Planning Year 2008 balance.

Gary Child moved to approve the Planning Year Quarter IV report for July 1, 2008, through March 31, 2009, and Kevin Drumm seconded. The motion carried.

Director Child also moved to approve the Planning Year 2009 budget, which was seconded by Tim Wells. The motion carried.

The third action item was approval of the latest list of Training Provider Applications. Ms. Fleming Dinneen reported that the applications had been reviewed by the Evaluation Committee, which recommended approval by the full Council. Mr. Rieman explained that if an individual seeks training and is eligible for Workforce Investment Act funding, the funding can only be spent on training providers that have been approved by the Council. It is then the responsibility of the local Workforce Center to determine which training and which training provider would be appropriate for each eligible client. Individuals would still be free to use their own money if they desire to attain training from a non-Council-approved provider.

Discussion ensued over the proposition that individuals might be referred to out-of-state providers, and some members raised concern over the inclusion of providers from other states that provide Boeing 737 pilot training and heavy equipment operator training. Chairman Scriven and Mr. Rieman explained that some types of training appropriated for jobseekers might not be offered in Wyoming, so out-of-state providers are sometimes approved. Bruce Brown said much of the evaluation work is being done by Dona Owen, Program Specialist with the Department of Workforce Services' Employment Services

Division. Senator Michael Von Flatern asked if the Council could be provided with the criteria that Ms. Owen uses in reviewing the applications, and that the Council be provided with information as to why out-of-state providers were recommended for approval. Ms. Osvold offered to pursue that information. Mr. Rieman suggested one action might be to approve all of the training providers except for the two in question – Higher Power Aviation Inc., of Fort Worth, Texas, and Northern California College of Construction, of Stockton, Calif. – and grant the Executive Committee authority to approve or disapprove the latter two during the Committee’s July meeting. **Tim Wells moved to accept Mr. Rieman’s suggested action and Kevin Drumm seconded.** President Drumm said it would be helpful, as a training provider, to have a sense of where the training money is being spent. Is there a trend toward certain careers? How much is being spent in-state and out-of-state? The information might help the colleges better plan for future offerings, he said. Chairman Scriven asked Deputy Director Osvold if Ms. Owen could provide that type of information. Ms. Osvold said she would seek that information. **The motion carried.**

Governor’s Summit on Workforce Solutions Update

Jeremiah Rieman stated that the summit would begin the morning of May 28 and end with the Governor’s address during lunch on May 29. He outlined some of the highlights of the summit, and circulated a list of sessions, asking WWDC members to self-select sessions in which they could attend so as to introduce speakers and presenters.

Open Discussion and Public Comment

Tim Wells said the meeting would be his final one, since his term is expiring, and he thanked the Council for all of its hard work, that he enjoyed being a part of the Council and he wished the group good luck. Chairman Scriven thanked Mr. Wells for his service.

Kevin Drumm suggested that a future agenda item could include the Statewide Strategic Plan for the Community Colleges and mentioned that a draft of the plan will be released in a couple weeks. A key component of the plan is workforce development. If workforce development will become an official major priority of the colleges and could determine future college funding, it might be beneficial to discuss a process of building a closer relationship between the WWDC and the community colleges, possibly by appointing a new committee, President Drumm said. Chairman Scriven suggested waiting to see what happens with the Strategic Plan before consideration of appointing a committee but strongly advocated for the Council working closely with the colleges. Dr. Jim Rose said that when he receives the revised draft, he can forward it to Mr. Rieman, who can then forward it to the Council. Dr. Rose asked Council members to take time to review it and send him feedback, saying the Council’s insights would be very useful. Chairman Scriven also suggested that each committee could discuss the subject during upcoming conference calls.

Chairman Scriven announced that he would like to form a task force to define green jobs, since there seems to be no consensus. He suggested that, in Wyoming, the definition might be fairly broad, and said that many jobs considered “green” in other circles may in reality not be green, when the carbon footprint is considered. Volunteering to serve on

the task force were Robert Barnes, Kristin Wilson, Bruce Burns and and Greg Schaefer. Rob Black will staff.

Next Meeting

The next meeting will be on September 24-25, 2009, in Wamsutter.

Adjournment

Tim Wells moved to adjourn the meeting. Bruce Brown seconded the motion, and it carried. The meeting adjourned at 4 p.m.

Respectfully submitted by,

Approved by,

Rob Black
DWS Grants Manager

Dave Scriven
WWDC Chairman

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