



**WYOMING WORKFORCE DEVELOPMENT COUNCIL  
MEETING MINUTES**

February 25-26, 2010

Historic Plains Hotel ~ Cheyenne, Wyo.

**Council Members Present:**

Christie DeGrendele	Kristin Wilson	Mark Herrmann
Randy Teeuwen	Ron Kensey	Kevin Kershnik
Jon Conrad	Jim Engel	Curtis Biggs
Bruce Brown	Monte Morlock	Ray Fleming Dinneen
Alan "Rocky" Anderson	John Jackson	Joan Evans
Gary W. Child	Greg Schaefer	Bret Pizzato
Darrel L. Hammon	Linda Simmons	Bryan Monteith
Jim Rose	Bob Jensen	

**Council Members Absent:** Robert Barnes, Rep. Dave Bonner, Rep. Dan Zwonitzer, Gov. Dave Freudenthal, Sen. John Hastert, Jeff Heilbrun, Bob Jensen, Tony Lewis, Dr. Jim McBride, Norm Steveson and Sen. Michael Von Flatern.

**Council Member Alternates Present:** Peter Reis, Lisa Osvold, Guy Jackson and Teri Wigert.

**Others Present:**

Jerimiah Rieman, DWS Policy Analyst and WWDC Administrator; Rob Black, DWS Grants Coordinator; Brad Westby, DWS Industry Partnership Manager; Ashley Pexton, DWS Executive Assistant; Wendy Tyson; William "Tony" Glover; Andrea Hixon, DWS Cheyenne Center Supervisor; Phyllis Hime, DWS Cheyenne Center Supervisor; Mike Griffin, DWS Youth Coordinator; Laurie Timm, DWS Workforce Development Training Fund Program Manager; Roxanne Parsonault, DWS Accountant; Dave McNulty, U.S. Dept. of Labor; Mike Broad, U.S. Dept. of Labor.

**Welcome & Introductions**

Meeting called to order at 8 a.m.

Chairman Jon Conrad welcomed everyone and thanked everyone for attending.

**Approval of Meeting Agenda**

Jon Conrad asked for a motion to approve the agenda as is. **Greg Schaefer motioned, and Alan Anderson seconded. Agenda approved.**

## **Approval of Nov. 19-20, 2010 Minutes**

Chairman Conrad requested a motion to approve the November 19-20, 2009 meeting minutes as is. **Bryan Monteith motioned, and Ray Fleming Dinneen seconded. Minutes approved.**

## **Council Member Profiles**

Dr. Darrel Hammon's Profile— Dr. Darrel Hammon grew up in Menan, Idaho, graduated from Boise State University with a B.A. in English, an M.A. in English Education, and received his Ph.D. in Education with an Adult Education emphasis from the University of Idaho. He has taught seventh graders to doctoral students. Since 1989, he has served in a variety of administrative positions. He has been President of Laramie County Community College, in Cheyenne, Wyoming, since July 1, 2006. Dr. Hammon and his wife Joanne have been married for 30 years and have two daughters and one granddaughter. Dr. Hammon loves to write, having published a book *Completing Graduate School Long Distance*, several poems and numerous newspaper columns about his experiences growing up. He is an accomplished photographer and several of his photos have been used for Laramie County Community College Holiday Cards. Dr. Hammon loves to garden, although he has quickly discovered this is a challenge at 6,100 feet in Cheyenne, Wyo.

## **State Energy Sector Partnership Grant**

Mr. Rob Black reported on the State Energy Sector Partnership Grant. Mr. Black reviewed that the agency was rewarded on Jan. 20, 2010, the grant for \$4.5. Wyoming was one of 34 states to receive the grant. The money will go to eight local training providers, including five of Wyoming's community colleges and big labor. Included will be wind energy technician training, electrician training, recycling of construction materials, HVAC training at LCCC, Fremont County BOCES and a variety of renewable energy and energy efficiency training. The U. S. Department of Labor is sending the grant packet. Most of the money will be used to hire instructors, create curriculum and assist with tuition.

Mr. Anderson reported that with the grant he was awarded for wind turbine and solar training for electricians, the facility is coming along, with 34 apprentices trained. Chairman Conrad asked where the primary locations are for wind turbines. Mr. Anderson said that residential wind turbines can go anywhere, but the industrial ones are different. Wyoming is sixth in the nation for potential for commercial wind turbines.

Chairman Conrad said a quarterly report to provide to the council would be a good addition to the agendas for future meetings. Jerimiah Rieman responded that all grants are required to send in quarterly reports, and these will be included in the meeting agendas in the future. Other grants currently do not have much to report as they are in the planning stages.

*Strategic Doing: A Follow-up Discussion*

Mr. Rieman announced quickly before his report on the Strategic Doing Retreat that he is taking over as Chairman of the State Stimulus Team on April 9.

Mr. Rieman went over the Report on Strategic Doing that was sent out prior to this meeting. He said he viewed last session two years ago as getting the Council on track. His suggestion is to move into the next phase looking forward, as the last plan goes through August 2010.

He said staff is looking at early April as the next session, and because Saratoga, where the last session was held, is booked, staff is looking at other locations or dates. Additionally, this retreat is an opportunity to invite some other players to the table to help strategize.

Mr. Anderson requested that the Council pick a date now and then find a place to make it work.

Mr. Rieman suggested that if early April works, that staff will move forward. Chairman Conrad asked if the Council supported the April 7-9 dates from the Council so staff can continue to plan. Chairman Conrad requested that staff pursue planning for April 7-9.

Mr. Rieman asked the Council if they have any input from on the Strategic Doing Report.

Chairman Conrad mentioned that the Board Orientation on Page 3 is beneficial, and he will ensure that everyone gets the information they need as new members to the board. Mr. Randy Teeuwen said that currently his biggest challenge is the acronyms. As a new member, it is definitely a learning curve because there is a lot to read and understand, adding that it becomes kind of a part time job. Mr. Teeuwen suggested possibly doing trainings for new members. Mr. Mark Herrmann said the Council should also revisit the goals, to add in things like the P-16 initiative. Mr. John Jackson added that the last time the Council did this there was less organization in place. He said the Council has the goals, and he would like to see the Council go from there.

Mr. Rieman said that each committee has a set of goals and it is worthwhile revisiting them. Additionally, getting into the local offices will help spur some ideas. On page 9, it covers who should facilitate the Strategic Planning Retreat, in which Tobi Wickham from DWS is capable of doing so. He added that he believes the council needs to add aggressive action steps, and he would be happy to take that on. Also, one of the committees was eliminated, the Talent Pipeline Committee, as the committee is no longer necessary.

Chairman Conrad asked for a motion to eliminate the Talent Pipeline Committee and the members be redispersed. **Mr. Anderson moved, and Dr. Jim Rose seconded. Motion approved.**

Mr. Rieman added that he included in the retreat the TWOS approach, which is different from a SWOT analysis. Also would like to invite other groups to sit down with them. Chairman Conrad

added that using an electronic survey like SurveyMonkey for the pre-session survey would be a good way to go.

### **2010 Governor's Summit on Workforce Solutions**

Mr. Bruce Brown went over the plans made so far with Casper College for the Summit, including "Save the Date" cards. Also, he encouraged Council members to let people know that they can use the Workforce Development Training Fund in DWS to pay for 60 percent of their costs to attend, which has to be done 30 days out. Mr. Rieman added that each Council member has 10 "Save the Date" cards, and he is challenging the Council to give these out. Also, let the Council know of anyone they think should be nominated for the five awards that are given out.

### **Department of Workforce Services Update**

Director Joan Evans provided the Council an update on the Department's operations. As far as the budget and legislature, she said DWS is still operating on a 10 percent reduction. The Department took a \$1.3 million reduction, part of which came out of the Workforce Development Training Fund. Additionally, the Agency may be taking over Serve Wyoming from the Governor's office, which is a non-profit that coordinates volunteers throughout the state. This also will help the Agency through the state hiring freeze. DWS is named in the Healthcare Reform bill that Senator Scott is sponsoring, which is a pilot project for people moving off of state services and going into employment at entry level jobs and do not have access to healthcare. Also, the state employment hiring freeze has changed from an overall stop of hiring any new employees without requesting an exception from the Governor. The hiring freeze is really now a hiring cap, so now any positions that become open from now forward, can now be filled without going through that process. Before the hiring freeze went into place, our field offices were already short staffed.

DWS had an opportunity to have a team from Arkansas come into our state office for best practices, and they worked with the Employment Services program team, acting as a mentor team, about the Workforce Investment Act. The Arkansas team was able to take some stuff back with them, for instance, the DWS staff has created an online workforce appraisal form, which helps clients determine eligibility. The client just fills it out and takes it to a workforce specialist to determine programs they are eligible for. Also, the U.S. Department of Labor has been commending DWS on its relationship with the community colleges, and the Agency is strengthening those by the day. A part of this relationship is the Department was able to put a notice out to the Adult Basic Education/GED organizations, that DWS can share some of its American Recovery and Reinvestment Act funds with them as they encounter people that are looking for work but need some work readiness criteria to help them get a job. Deputy Director Lisa Osvoid added that we have about \$1.2 million to share. We had to be creative to use the dollars without hiring, because the state is under a hiring restriction, unlike other states that could use the dollars by bringing in more staff.

For the Career Readiness Certificate initiative, the Department has done workshops in several communities, like chamber luncheons, to get the word out to employers. This is a long process, and we are only two years into the initiative.

DWS will host its Agency annual meeting for staff in May, and staff will send the information out to the Council about the annual meeting.

Deputy Director Osvold reported on the Summer Youth program. The Department had \$2 million dollars in American Recovery and Reinvestment Act money, and DWS has approximately \$600,000 left for this summer. In a partnership with the Department of Family Services, using Temporary Assistance for Needy Families (TANF) money, DWS was able to double the funding for this summer. The youth summer program will help the eligible youth to develop personally by using pre-employment workshops, financial management, self-esteem and drug awareness. Deputy Director Osvold added, the Department took the program another step further, and once the youth are employed, they could pair up peer-to-peer in a mentoring relationship. At the end of the summer program, the youth will have to come up with a community project. Mr. Bruce Brown asked if the Council's discretionary fund could help pay for some of this? Mr. Rieman responded that the way the discretionary funds can be used is that both TANF and WIA have eligibility requirements, and some youth do not qualify because of those requirements. Therefore, the discretionary funds could be used for those youth that fall into that category. Mr. Rieman said that the Evaluation Committee will discuss the proposal on the table today and redirect some of the funds.

Lastly, Director Evans updated the Council on the Job Assist pilot program with Dr. Hank Gardner that has been going on for the last 18 months in Laramie County. This is a program between state agencies, including; Workforce Services, Health, Family Services, Employment and Corrections, to work with people who are on state services to get off state services. The pilot project has helped approximately 298 individuals in Laramie County, and about 50 of those have been enrolled in Workforce Investment Act, and also had other needs through the state. These individuals then work with one case manager to help them with any barriers they are hitting with any state agency. This helps these individuals navigate through all the state programs. Family Services approached DWS with some TANF money they were looking for program ideas to use. DWS took this as an opportunity to expand the Job Assist program. So, DWS was able to take five vacant positions and turn them into Job Assist Coordinators throughout the state in local DWS offices.

### **Biennial Budget and Legislative Update**

Mr. Rieman went over the Budget information included in the meeting packet. As part of the DWS budget reduction, DWS staff was reduced by one position and the Division of Vocational Rehabilitation general fund and federal fund was reduced by \$150,000. Mr. Rieman also went over Legislative Bills included in the meeting packet, along with approved amendments. The first bill, HB0059 goes over Serve Wyoming becoming part

of the programs housed in DWS. There is also a provision to change confidentiality statutes. This would also move the State Rehabilitation Council and the Displaced Worker Program from the Department of Employment into DWS. Another bill DWS is following is HB0067, giving a tax exemption for purchases of equipment that is more than \$2 million. This could include a tracking of jobs this creates. HB0085 is a bill that includes DWS and the Workforce Development Training Fund, was going to require the Wyoming Business Council to survey all grant programs. This bill did not make it out of the Minerals Committee. HB0117 for Apprenticeship Training Program did not make it off the House of Representatives Floor. SF0061 is on Health insurance reform. SF0066 is on industrial siting amendments, adding DWS as an Agency having to respond to some of the projects. SF0077 is on Career and Technical training grants and failed in the Senate.

### **Break for 10 minutes**

### **Discussion of Local Workforce Office Visits**

Vice Chairman Jim Engel started the presentation letting the Council know the purpose of Council members visiting the local offices is not to undermine the management already in place, but to be there and listen and help facilitate.

Chairman Conrad presented to the Council some visits made by Council members to the offices around the state, and comments brought back by those Council members. Open discussion on how those visits helped the Council and local offices. Chairman Conrad added that we should set aside some time each meeting to update each other on office visits. Many comments were made about the good leadership from Deputy Director Lisa Osvold and Director Evans. Director of the Department of Employment and Council member Gary Child discussed the challenges his department is going through because of the increase in unemployment claims and the state hiring freeze. Chairman Conrad concluded that he looks forward to more information coming in. Director Evans added that it may be helpful for the Council to know what capacity they can help the offices because Council members are connected in their communities. Mr. Randy Teeuwen added that the Council working as advocates for the offices may be the best system.

### **Committee Breakouts**

### **Committee Reports**

#### **Evaluation Committee**

Dr. Ray Fleming Dinneen introduced DWS Accountant Roxanne Parsonault to go over the Plan Year 2009 Quarter III report. Ms. Parsonault reviewed the budget found under Tab 6 of the meeting packet.

Mr. Rieman said the committee is recommending that the Council put \$2,500 into the miscellaneous category to ensure budget did not go over. **Mr. Greg Schaefer motioned, and Mr. John Jackson seconded. Motion approved.**

Dr. Fleming Dinneen and Mr. Rieman added that the Evaluation Committee would like to propose a goal of the Council obligating discretionary funds to pay for the Strategic Planning session. **Mr. Anderson motioned, Mr. Bruce Brown seconded. Motion approved.**

Second item is obligating \$6,000 for a trip to Job Corps. The committee's recommendation is that this item be tabled until the next meeting. **Mr. Anderson motioned, Mr. Brown seconded. Motion approved.**

Proposal for the Industry Partnership Solutions to obligate \$50,000 to continue support of the grantees the Council has now to support their training, marketing for the industry, etc. Another part of this proposal is \$50,000 more to support more industries and have permission to put out requests for proposals. **Mr. Anderson motioned, Dr. Fleming Dinneen seconded. Mr. Brown asked to abstain because of a conflict of interest. Motion approved.**

Proposal of \$100,000 for community workforce development housing strategic planning grant so that communities could be able to apply for up to \$25,000. The committee believes the proposal needs a little more work and be reduced to \$50,000. **Ms. Christie DeGrendele motioned to table the proposal, Mr. Schaefer seconded. Motion approved.**

Proposal for the youth career development partnership to allow \$150,000 be used for the youth who are not eligible for WIA funds. Mr. Curtis Biggs explained to the Council how the summer youth program breaks out. Mr. Griffin added that the dollar cap per participant could go through an approval process. **Mr. Brown motioned to approve this proposal and Mr. Jackson seconded. Motion approved.**

Also, the Evaluation Committee would like to recommend the Council approve the training provider Academy of Nail, Skin and Hair. **Mr. Anderson motioned to approved the provider, Mr. Brown seconded.** Mr. Engel clarified for the Council that by approving the training provider that does not give them money unless a participant goes to that training provider. **Motion approved.**

#### **Sector Solutions Committee**

Mr. Brown reported that the Committee currently has five grants operating. The Committee is monitoring those grantees, and what those grantees have proposed to do.

#### **Talent Pipeline Committee**

Mr. Anderson reported on the Career Readiness Certificate initiative. He asked that Council members representing the private sector try to begin using this credential.

Director Evans added that there is an agreement out there for employers to use that just says the employer will recognize and ask for the credential. Mr. Jackson added that he would be glad to talk with any Council members about the advantages this tool has from a human resources perspective.

### Youth Council

Mr. Biggs reported on the ideas the Youth Council has for summer program ideas, including Cody High School wanting to do a construction program where they become familiarized with the installation of wind and solar technology. Sheridan has an idea to team up with the U.S. Forrest Service on a reclamation project. Additionally, a Habitat for Humanity project out of Sheridan is being looked at. Youth Council is also working on ideas for the Governor's Summit on Workforce Solutions in June. Also, the Sheridan Workforce Center is established in every facet of the youth programs in their community.

### Communications Committee

Mr. Engel reported to the Council that the Communications Committee is working on an annual report. The Communications Committee is working on the Annual Report trying to make it more reader friendly, and try to get readers to go to the Department of Employment's Research and Planning Division to get more in depth information. Part of this will be to add testimonials and stories that give a reader friendly piece to each chapter. The goal is to have the report printed by June.

### Open Discussion and Public Comment

Mr. Anderson spoke about his concern of an interim study of public works project throughout the state. Mr. Anderson would like to request that staff keep an eye on the report and keep Council members updated.

Mr. David McNulty with the U.S. Department of Labor announced that 800 soldiers will be returning from serving overseas and 200 of them are unemployed. Some of these soldiers are students. All qualify for the summer program because of age. He asked that the Council keep it in mind in their businesses and communities. Additionally, Rock Springs will have another deployment in 11 months.

### Meeting Adjourn

**Mr. Bryan Monteith motioned to adjourn, Mr. Kevin Kershisnik seconded. Motion approved.**