

**STATE WORKFORCE INVESTMENT BOARD
EXECUTIVE COMMITTEE
RED LION COLONIAL INN
ROOM: CLARK**

AGENDA

Staff: Kelly Chapman & Pam Watson

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|--------------------|--|---|
| 9:00 | Welcome & Introductions
- Review of Minutes

Operating Procedures

Desiree Awards

Labor Market Information Conference

Update Goals

Planning for the remainder FY 2004

Discussion of NGA Chairs and Staff meeting
held 8/23-26

Membership | Haley Beaudry

Haley Beaudry & Dick Brown |
| 10:30 | Adjourn | |
| 11:00 | Labor Day/Profile of the Montana
Worker Report
Ballroom | Dept. of Labor and Industry |
| 12:00 | Lunch | |
| 1:00 – 2:45 | Committee Meetings | |
| 3:00 | Full board meeting | |

If auxiliary aids and services or special accommodations are required, please contact
Penney Clark at 444-4100.

Issue: Operating Procedures for the State Workforce Investment Board, Articles 4, 12, and 15

Committee: Executive

Date: September 4, 2003

Overview:

The Operating Procedures for the State Workforce Investment Board require one substantive change (Article 4) and housekeeping changes (Articles 12 and 15).

Article 4

Currently, the operating procedures state:

“All Board members serve at the pleasure of the Governor....”. However, Board members representing the two chambers of the state legislature are appointed by the appropriate presiding officers of each chamber, and serve at the pleasure of their respective chamber’s leadership (Sec.111, Workforce Investment Act).

Suggested Change:

Add “**With the exception of legislative members, all board members serve at the pleasure of the Governor. Legislative members serve at the pleasure of their respective chamber’s presiding officers.**”

Article 12

The address should be updated to: State Workforce Investment Board, Commissioner’s Office, Montana Department of Labor and Industry, PO Box 1728, Helena MT 59620-1728. Phone: 406-444-9091.

Article 15

The first sentence should read: **Staff support for the State Workforce Investment Board’s work will be administratively housed within the Department of Labor and Industry, Commissioner’s Office.** The rest of Article 15 remains the same.

Options:

1. Move forward with suggested changes. Bring to vote at the full State Workforce Investment Board meeting.
2. Develop alternate language to address these changes. Bring to vote at the full State Workforce Investment Board meeting.

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Issue: Goals & Objectives

Committee: Executive

Date: September 4, 2003

Overview:

As the board moves forward, a review of the goals should be conducted to assess progress made and determine a direction for the board into the future.

Goals and Objectives for 2002:

1. **Promote the importance of high skills and high productivity to Montana's employers and workers.**
 - Collect, analyze and publish quality "intelligence" about Montana's workforce and about connections between high skills and good pay.
 - Focus on keeping highly skilled and educated Montanans here.
 - Collaborate with the Economic Development Action Group and other similar groups to build a common strategy on workforce solutions.
2. **Increase the coordination of education, training, and placement services in order to improve the quality and availability of services to employers and job seekers.**
 - Strengthen connections between K-12 and post-secondary education and workforce development services.
 - Integrate workforce development policy and service delivery across the departments.
 - Build a unified system of providing workforce assistance to Montana employers.
 - Improve and expand the number of Job Link Centers through deeper partnerships and service integration.
3. **Improve the strength and responsiveness of training services made available to Montana employers and workers.**
 - Identify needs for workforce services by Montana employers, both in terms of types of training needed and modes of delivery.
 - Ensure that training services offered are among the best in the nation.
 - Develop and publicize sources of training funds for new and existing employers.
4. **Develop meaningful accountability measures for Montana's workforce investments.**
 - Focus on measuring a few, strategically chosen factors that contribute to building a high skills workforce in Montana.
 - Measure results across funding sources and agencies, not by program.
 - Develop measures that are widely understandable.
 - Strengthening the responsiveness of all training services to Montana employers and workers.

Action Needed:

Discuss existing goals, and recommend changes to the full board as necessary.

Options:

1. Establish a timeline for completing the goals.
2. Narrow the focus of the board's work to one or two items for the remainder of FY 2004, and prioritize goals for 2005.
3. Broaden the focus of the board's goals and establish a timeline to measure progress.
4. Keep the existing goals.
5. Another option determined by the board.

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Issue: State Workforce Investment Board Membership

Committee: Executive

Date: September 4, 2003

Overview:

Due to retirement, George Erickson is resigning his position on the State Workforce Investment Board. George represented senior community service employment programs; specifically, the Green Thumb/Experience Works program. Funding changes at the federal level have led to the consolidation of regions for this program, and Montana is now part of the Idaho/Montana/Wyoming region. Montana will retain field staff under the direction of the field office based in Cheyenne, Wyoming.

George suggested Charlie Rehbein, chief of the Aging Services Bureau in the Department of Public Health and Human Services (DPHHS), to represent older workers on the Board. While DPHHS has representation on the board currently (Gail Gray and Joe Mathews), an additional DPHHS representative with experience in older worker issues may be beneficial for the Board. As an alternative, the Board may want to approach AARP for representation on the Board. AARP is a nonprofit membership organization dedicated to addressing the needs and interests of persons 50 and older.

In addition to determining whether or not to ask the Governor to fill this vacancy on the board, there are additional membership issues for the committee to consider.

Private Sector Majority

The Workforce Investment Act requires the State Board to have 51% private sector membership. Currently, the balance is 47% private sector (with a public sector representative for older worker programs). Shifting representation for older workers from the publicly funded senior employment program to AARP (a private sector association) would bring the Board closer to compliance with the 51% minimum private sector membership, while maintaining a representative with expertise in older worker issues.

Lead State Agency Officials

Dr. Sheila Stearns, as the new Commissioner of Higher Education, meets the membership requirements for lead State agency officials with responsibility for programs and activities carried out by one-stop partners. Arlene Parisot has been representing the Office of the Commissioner of Higher Education. Adding the Office of Commissioner of Higher Education to the membership would require an additional private sector member to achieve the minimum balance between private sector and public sector.

The board may want to consider drafting language for lead state agency officials to appoint a representative for their agency. The board would want to make sure that the designation was in writing, and provided the designee with optimum policy making authority for the agency, related to board matters.

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State Workforce Investment Board
Executive Committee
Issue: Membership, Page 2
September 4, 2003

Chief Executive Officers of Community Colleges

Currently, the Board does not have a member that meets this requirement. Dennis Lerum retired from the Missoula College of Technology and is no longer active in workforce development issues. The Board should add a member who meets the requirements to represent community colleges.

Sec. 166 Grantees

Currently, none of the Sec. 166 grantees (tribal WIA programs) has a seat on the board. Leroy Bingham, a private sector business owner with extensive history with Sec. 166 grantees, has been serving as their representative. To meet the letter of the law, the Board should consider adding membership from the grantees and keeping Leroy Bingham as a private sector representative. The complications of adding Sec. 166 membership is that the seven Indian reservations each have their own WIA program and are not commonly represented by one organization. Adding one member per tribe will necessitate adding at least 7 additional private sector members. The Executive Committee may want to initiate discussions with the tribes to determine if there is an appropriate way to represent the grantees while maintaining a manageable board size.

Equal Representation of Chief Elected Officials from the CEP and the BOS

The Workforce Investment Act requires membership on the State Board to include chief elected officials, representing both cities and counties, where appropriate. Current membership includes two county commissioners, Carol Brooker from Sanders County and James Reno from Yellowstone County, both part of the BOS area. The Board may want to consider adding a chief elected official from the CEP area.

Additional Private Sector Representation

If the Board decides to add a chief elected official from the CEP area, an additional private sector member will be needed to maintain the 51% private sector majority. Using the Cluster Study as a guide for recruitment of new members may help the State Board strengthen its ties with economic development efforts by ensuring an employer voice from each "cluster".

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