

**GOVERNOR'S WORKFORCE INVESTMENT BOARD
EXECUTIVE COMMITTEE MEETING**

**Walt Sullivan Building, Department of Labor & Industry
Helena, Montana**

**February 2, 2004
MINUTES**

EXECUTIVE COMMITTEE MEMBERS PRESENT: Chairman Haley Beaudry, Ellen Engstedt, Dick Brown, Jerry Driscoll, Dr. Arlene Parisot, Wendy Keating, Gary Willis.

COMMITTEE MEMBERS PRESENT VIA CONFERENCE CALL: Leroy Bingham, Carol Brooker

COMMITTEE MEMBERS ABSENT: Caroline Brown, Lew Grill, Chuck Olson, Diane Harkins

STAFF: Kelly Chapman, Pam Watson

GUESTS: Gary Warren, Sue Mohr, Candi Standall, Deb Buxbaum, Kathy Yankoff, Jay Reardon, Sheila Hogan.

I. Call to Order

Chairman Haley Beaudry called the meeting to order at 1:30 p.m.

II. Welcome and Introductions

Chairman Beaudry welcomed committee members and guests. At this time Chairman Beaudry also advised that staff had received a request to add an additional item to the agenda concerning the Board co-sponsoring training for business services. He asked for objections to adding the item to the agenda. Hearing none, the item was added.

III. Board Goals - 2004

During the last Executive Committee meeting, staff was directed to revise the draft goals and provide options for the committee. Accordingly, staff provided three options for State Workforce Investment Board (SWIB) goals for 2004. After discussion, Chairman Beaudry asked for public comment, hearing none he called for a motion. Dick Brown moved to adopt Option 1 as recommended by staff: 1. Engage the workforce system in anticipating and responding to businesses' current and emerging needs for skilled workers; 2. Encourage alignment among workforce development, post secondary education, and economic development, and; 3. Advance workforce development policies by providing recommendations to the Governor and other state leaders who support economic development efforts in Montana. This option aligns the goals of the SWIB with those of the NGA Policy Academy and SWIB committees. Dr. Arlene Parisot seconded, motion carried unanimously.

IV. Recent Developments with One-Stops

Kelly Chapman reported regarding current developments with One-Stops. Recently, two offices within the Department of Labor and Industry sent separate and independent letters to the Chairs of the Local Workforce Investment Boards (LWIB) concerning several issues pertaining to One-Stop certification.

One letter, dated January 5, 2004, was from Ingrid Childress, Administrator of the Workforce Services Division, Department of Labor & Industry, who was unable to be in attendance for this meeting. Her letter addressed issues of compliance with the Consortium Agreement signed by the Department of Labor & Industry, Department of Public Health and Human Services, and MJTP, Inc.

The other letter, dated December 31, 2003, was from Gary Warren, Workforce Programs Bureau Chief, Department of Labor & Industry. Mr. Warren addressed the Committee and explained that under WIA, his Bureau is charged with regulatory and oversight responsibility for WIA programs. In that capacity, and in response to requests he had received to review the process, his letter asked Local Boards to provide copies of the processes approved by the LWIBs in the respective local areas for determination of One-Stop certification. He stated his letter represents an attempt to clarify the One-Stop process for all interested parties, work to ensure compliance with WIA requirements, and promote consistency within the certification process.

Jerry Driscoll asked Mr. Warren if it was County Commissioners or Local Job Service Managers who were issuing the concerns. Mr. Warren replied that it was Local Job Service Managers. Mr. Warren's letter of December 31, 2003 indicated he had been asked by One-Stop Operators, potential operators, and some of the mandatory partners to review the process.

Committee member Carol Brooker, who also serves on the Balance of State (BOS) LWIB, advised that the BOS Board is committed to moving forward to meet the necessary requirements under WIA, and in response to receipt of the two letters referenced above, the BOS has appointed a sub-committee to work on the issues addressed in the letters. Ms. Brooker stated that the timeframe for this endeavor is expected to be very short, with the first sub-committee meeting to be held within the next 3 weeks.

Mr. Warren pointed out that, although both letters came from the same Department, they were separate and independent.

Chairman Beaudry called for public comment.

Sue Mohr, Executive Director of MJTP, Inc., expressed concern as to the issues addressed in Ms. Childress' letter and the relationship with Workforce Services as a partner in the Consortium Agreement.

Since Ms. Childress was unavailable to address her letter, Wendy Keating, committee member and Commissioner of the Department of Labor & Industry, responded. Ms. Keating explained that Ms. Childress' letter was a request for the partners in the Consortium Agreement to work together in an effort to come into conformance with the Consortium Agreement, improve the governance process of the One-Stop System and to ensure compliance with the WIA. Ms. Keating also stated that Ms. Childress' letter expressed the serious concerns Workforce Services has with regard to compliance, and a commitment to work with the other partners to improve the situation in a timely manner.

Jerry Driscoll asked Ms. Mohr to clarify what would occur if the Workforce Services Division withdraws from the Consortium and it fails to exist. Ms. Mohr replied that Montana would revert to a single workforce area with funds going directly to the Governor to be appropriated by the State.

Ms. Keating responded to this statement indicating that this will not occur if the consortium partners comply with the policies within the agreement. Ms. Keating also stated that neither the Department of Labor nor the Governor want control over funds or the programs, and that the letter was sent by Ms. Childress to encourage the partners to work together to ensure legal operation within the consortium agreement because Workforce Services requires compliance if they are to continue as a partner.

V. Request for Board to Co-sponsor Training for Business Services

Kelly Chapman advised that Kathy Yankoff, Coordinator for Business Services, Department of Labor and Industry, had asked to speak to the committee concerning a co-sponsorship of a Business Services training program. Chairman Beaudry invited Ms. Yankoff to address the committee. Ms. Yankoff thanked the committee for the opportunity to speak to them regarding this valuable training, and explained that she was hoping for the endorsement of the SWIB while she continues pursuing options for funding the training. Ms. Yankoff indicated that she attended this training in Spokane, WA with Linda Coleman from MJTP, Inc., and that she discussed with MJTP the possibility of providing funding and co-sponsoring the training program. MJTP considered the invitation, but decided not to become involved at this time.

The curriculum was developed by Greg Newton Associates and is a series of training modules for business services. Ms. Yankoff explained that if the 1½-day seminar were provided, it would cover one segment of the series, with the option to expand the program in the future. Her expectation is that each CMT (Community Management Team) would establish a team to represent partners in the system, including Job Service staff and other program operators. The total cost for the training is estimated at approximately \$12,500 for 120 attendees, and participants would receive the curriculum to share with additional partners. Since 2-year Colleges are represented on CMT's, Dr. Parisot encouraged Ms. Yankoff to consider working with them to possibly acquire the use of a campus for a seminar facility. Chairman Beaudry asked Ms. Yankoff to research the curriculum effectiveness based on past attendees, and to indicate whether the curriculum would be applicable to Montana, as it was developed by a company based in Massachusetts. Discussion among committee members indicated support of endorsing the project, however due to the fact the item was added to the agenda at the meeting and not publicly noticed, a motion could not be entertained. The committee directed staff to publicly notice this as a committee action item, and convene a conference call meeting within the next 2 weeks to provide a forum for voting on the issue.

Chairman Beaudry called for public comment, of which there was none.

VII. Adjournment

The meeting adjourned at 2:40 p.m.

Haley Beaudry, Chairman

Date