

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

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

**February 13, 2004
MINUTES**

EXECUTIVE COMMITTEE MEMBERS PRESENT: Dick Brown, Jerry Driscoll, Ellen Engstedt, Wendy Keating, Gary Willis.

COMMITTEE MEMBERS PRESENT VIA CONFERENCE CALL: Chair Haley Beaudry, Chuck Olson.

COMMITTEE MEMBERS ABSENT: Caroline Brown, Carol Brooker, Lew Grill, Leroy Bingham, Diane Harkins, Arlene Parisot.

STAFF: Kelly Chapman, Pam Watson

GUESTS: Gary Warren, Sue Mohr, Kathy Yankoff, Mark Bowlds, Gordy Higgins, Leslie Duffy, Connie Kinsey.

I. Call to Order

Chairman Haley Beaudry called the meeting to order at 9:35 a.m.

II. Welcome and Introductions

Chairman Beaudry welcomed committee members and guests and asked for roll call.

III. Review and Approval of Minutes

Chairman Beaudry indicated the first item of business was the Review and Approval of Minutes. He reminded committee members to please keep in mind that the committee keeps record of meetings through minutes, rather than transcription. Minutes are intended to be a general summary of the meeting, but not a verbatim accounting of all comments made. He asked if committee members had reviewed the minutes, and asked for comments or corrections,

Jerry Driscoll stated he had two corrections. First, he asked that the question he posed to Gary Warren regarding who was asking for clarification of the One-Stop certification process be reflected in the minutes.

Second, Mr. Driscoll asked that his question to Sue Mohr as to what would occur if the Consortium Agreement between MJTP, Department of Public Health and Human Services (DPHHS) and the Workforce Services Division would fail, be added to the minutes. He also requested that Ms. Mohr's response be added to the minutes.

Mr. Driscoll stated these were items of concern and pertinent to the record, and asked the Minutes of February 2nd be corrected to include them. Dick Brown and Gary Willis stated their agreement that additional detail is required when a question and answer discussion is held.

Wendy Keating asked Mr. Warren to clarify for the committee members, his response in the meeting of February 2nd that he was hearing concern from Local Job Service Managers. Mr. Warren stated that he

should have expanded his response at the February 2nd meeting to clarify that Local Job Service Managers had expressed concern about the One-Stop Certification process, but that they were relaying concerns from CMT's, One-Stop operators, and other partners. He also stated he has received comments of concern anonymously, so he cannot attest as to where those comments are coming from.

Ms. Keating responded to Mr. Driscoll's statement regarding the addition of his discussion with Sue Mohr relative to funding reverting to the State if the Consortium Agreement fails. Ms. Keating reiterated her statement from the meeting of February 2nd that neither the Department of Labor nor the Governor are seeking control of funding or programs, and that the Department's interest is to work with the consortium partners in order to obtain compliance with the requirements of WIA. Ms. Keating asked Mr. Warren if he would like to comment further on the Department's role. Mr. Warren stated that there is a myriad of scenarios and steps that would be explored prior to the State being required to step in.

Ms. Keating stated that she feels it would be beneficial for the committee to provide some guidance to staff relative to the amount of detail committee members would like in the minutes. She stated that staff will provide minutes in the format approved by the committee, they just need some direction as to what the committee would like to see included. Kelly Chapman said that taping or transcribing can be arranged, but warned the committee that doing so would elevate the nature of the meeting to a legal proceeding.

There was consensus from the committee members that if there is a question and answer discussion, the conversation should be incorporated into the minutes with as much detail as possible, and that transcribing or taping the minutes is not necessary. The committee requested that all Executive Committee meeting minutes be provided to the committee members for review and comment, and that they not be released to the public until formally approved by the committee. Staff will follow this procedure for future meetings.

Mr. Driscoll clarified that when staff revises the minutes and adds the question and answer discussion relative to the Consortium Agreement, Ms. Keating's response to the issue should also be included.

Chairman Beaudry asked for other additions or corrections to the minutes. Hearing none, he then asked for Public Comment. Hearing none, he called for a motion to approve the Minutes as corrected. Chuck Olson so moved, Gary Willis seconded. Motion carried unanimously.

IV. Endorsement for Business Services Training

Chairman Beaudry introduced the agenda item, and reminded committee members that action was not taken regarding this item at the meeting on February 2nd, as the item was added to the Agenda at the beginning of the meeting and had not been publicly noticed to ensure that everyone with an interest was aware of the proposal and the committee's discussion. Chairman Beaudry reported to committee members that Kathy Yankoff has found a way to cover the expense of bringing the trainers to Montana, so the issue before the committee is not one of funding, but an endorsement of the training on behalf of the State Workforce Investment Board (SWIB).

Jerry Driscoll asked Ms. Yankoff where she obtained the funding, and she responded that it will come from Gary Warren's Workforce Programs Bureau. Mr. Warren addressed the committee and reported that under WIA, he receives an administrative budget for training, and that he reviewed the training proposal of Ms. Yankoff and decided to fund the training as it fits within his Bureau's responsibility for technical assistance for the System.

Gary Willis asked when the timeframe for training would be, and Ms. Yankoff indicated she is still finalizing the details but hopes for the first week in May or June. Chuck Olson asked where the training was to be held, and Ms. Yankoff replied that at this point in time, she believes that one session will be in Missoula, and the second in either Helena or Billings. Dick Brown asked if she still hoped to target approximately 120 individuals, and Ms. Yankoff stated she has distributed an email asking for commitment of CMT members to attend. Each of the two sessions will accommodate 60-65 people.

Gary Willis asked if there would be a registration fee, and Ms. Yankoff replied that there will be, but only so much as is required to cover expenses incurred over what Mr. Warren has contributed. Ms. Yankoff also advised the committee that she will be involved in a conference call later today with the State Employer Council to request additional funding for other expenses that are not covered by Mr. Warren's funding.

Dick Brown asked Gary Warren to clarify if funding this training will result in a squeeze on other programs. Mr. Warren explained that there will be no impact on other programs, as the funding comes from WIA and is targeted for technical assistance.

Chairman Beaudry called for public comment, at which time Sue Mohr, Director of MJTP, Inc., asked to address the committee. Ms. Mohr stated that she would like to comment as to MJTP's position on this training issue since the subject had come up relative to MJTP several times during the meeting on February 2nd. Ms. Mohr explained that the reason MJTP elected not to participate in the training or provide funding was due to the fact that they are responsible for providing training to all of the partners, not only to one provider. She also asked that HRDC or other non-profits who may approach Mr. Warren's Bureau for funding receive the same consideration that Ms. Yankoff's training proposal received.

Kathy Yankoff responded stating that at no time was there intent to be critical of MJTP's decision not to participate. She also clarified that the training will target multiple partners, and that the intent of the training is to develop a systems approach to business outreach. The CMT's will be required to present a team for training representing multiple partners, and the final step in the training curriculum is to produce action steps for providing coordinated business services at the community level. Ms. Yankoff also clarified that, based on the survey results from MJTP, there is a broad cross-section of providers interested in the training, including Job Service, HRDC's, County Commissioners, and local WIB members.

Mr. Warren addressed the committee to clarify that he receives 2% Governor's discretionary funds, and that this year \$164,000 was distributed to local boards for training and technical assistance.

Chairman Beaudry asked for other public comment. Hearing none he called for a motion for the SWIB to endorse the Business Services training. Dick Brown so moved, Chuck Olson seconded. Motion carried unanimously.

Chairman Beaudry called for other business as the agenda items had been addressed. Gary Willis complimented Wendy Keating and staff on the Main Street Montana publication, stating that he receives a lot of compliments on the publication. Ms. Keating thanked him and indicated that Kelly Chapman plays a key role in its success.

Dick Brown asked for further clarification regarding the Minutes, and asked if the issues concerning the minutes from the committee meeting on February 2nd will be clarified in the minutes from today's meeting. Kelly Chapman and Wendy Keating indicated they would.

Chairman Beaudry asked for any further discussion. Hearing none, he called for adjournment.

V. Adjournment

The meeting adjourned at 10:10 a.m.

Haley Beaudry, Chairman

Date