

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

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

**May 20, 2004
DRAFT MINUTES**

EXECUTIVE COMMITTEE MEMBERS PRESENT: Chair Haley Beaudry, Ellen Engstedt, Leroy Bingham, Carol Brooker, Lew Grill, Wendy Keating, Gary Willis.

COMMITTEE MEMBERS ABSENT: Caroline Brown, Dick Brown, Jerry Driscoll, Chuck Olson, Diane Harkins, Arlene Parisot.

STAFF: Kelly Chapman, Pam Watson

GUESTS: Sue Mohr, Kathy Yankoff, Connie Kinsey, Arlene Becker, Becky Bird, Mary Berg, Jay Reardon.

I. Call to Order

Chairman Haley Beaudry called the meeting to order at 4:05 p.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, and advised that unless there was objection, the meeting would be taped for the purpose of ensuring accuracy when composing the minutes. Once the meeting minutes are approved by committee, they will represent the official record of the meeting and the tape will be destroyed. He asked if committee members had reviewed the minutes from February 13th, and asked for comments or corrections. Hearing none, Chairman Beaudry asked for public comment, of which there was none. Wendy Keating moved to approve the minutes, Gary Willis seconded and asked that the "draft" notation be removed. Motion passed unanimously.

IV. Update on Endorsement for Business Services Training

Chairman Beaudry introduced Kathy Yankoff of the Workforce Services Division. Ms. Yankoff reported that the business services training is moving forward with Melanie Arthur conducting two sessions in June. The first will be in Billings June 7-8 at the Hampton Inn. The second session will be held in Missoula June 10-11 at the Holiday Inn Parkside. Each session was capped at 65 participants, and they are very close to filling both. All Community Management Teams (CMT's) from the Eastern half of the state have representatives signed up for training, and all western CMT's excluding Cut Bank have registered participants.

Ellen Engstedt asked where the funding was coming from, and Kathy Yankoff indicated Gary Warren, Bureau Chief for the Statewide Workforce Programs Bureau, provided \$15,000 as discussed during the Executive Committee meeting in February. The remainder of costs will be recovered through

registration fees. Chairman Beaudry asked what is expected as an outcome of the training. Ms. Yankoff reported that the final process in the training module is to develop an Action Plan for coordinated contact and outreach at the community level. Chairman Beaudry asked if the action plans will be monitored for progress, and Ms. Yankoff confirmed that there will be follow-up with the participants and CMT's, and that her office will attempt to obtain feedback, probably one year from now.

Chairman Beaudry asked if Local and State Workforce Investment Board members could attend, and Ms. Yankoff responded that their participation would be welcome. She asked that anyone interested in attending please provide her with their name and contact information, and she will research the number of available participant openings and get back to those interested. Wendy Keating stated that Melanie Arthur is an excellent trainer and that we are lucky to have her providing this training.

Chairman Beaudry asked for any further discussion. Hearing none, he called for public comment, of which there was none.

V. Review/Comment on WIA Annual Report

Kelly Chapman distributed draft copies of the WIA Annual Report to committee members for review. She reported that according to the WIA, each state must submit an annual report concerning the Title 1B activities, and that essentially the format is the same every year but updated to report current figures and performance measures. Connie Kinsey from the Workforce Services Division is compiling the report, and is accepting comments until May 31st. Gary Willis indicated that there was a line missing on the organizational chart on page 5, and Lew Grill asked Ms. Kinsey for her email address to submit comments. Ms. Kinsey indicated there is a date change needed on the cover, which should indicate Fiscal Year Ended June 30, 2003. Lew Grill clarified that with the date change, the document is still reporting 2002 data. He also asked how many copies would be printed and distributed, and Ms. Kinsey indicated approximately 100, with copies going to State and Local Workforce Boards, and legislators. A copy will also be posted on the State Workforce Investment Board (SWIB) website. Gary Willis stated that the format and quality are good, and Chairman Beaudry thanked Ms. Kinsey and everyone who assisted with the report.

VI. Review of Programs Map

Kelly Chapman passed out copies of the draft "Snapshot 2004" Programs Document the SWIB Accountability Committee is working on. She apologized for the draft quality, and indicated that staff is still working to compile the final budget information and program data for the document. She indicated that all comments and suggestions are welcome, and encouraged committee members to review the document and submit comments to staff. Lew Grill asked Kelly to clarify the flow of the charts, and Ms. Chapman explained that the program is listed at the head of each column, and the information below is related to that program. The programs document is intended to provide an overview of the workforce programs in the state, and should be user friendly so those who are not familiar with the system can use it as a reference tool. Carol Brooker asked if committee members had already received this document, and Pam Watson advised the document looks familiar because board members received a copy of a similar document published by the State of Hawaii. Committee members commented that the usage of color was good, and that overall they liked the layout of the document. Ms. Chapman reported that staff will complete the project over the summer, and the final printing will be completed in time for distribution of the "Snapshot 2004" Programs Document during the September SWIB meeting.

VII. Consultation on Incentive Funds

Kelly Chapman reported that the Title 1B (Adult, Dislocated Worker, and Youth), Title II (Adult Education), and Carl Perkins programs in Montana have again met the performance criteria for receiving

incentive dollars, and the state will receive \$750,000. Under the WIA, the State Department of Labor is required to consult with this board to advise when incentive money has been earned, and where the money will be focused. The Statewide Workforce Programs Bureau, on behalf of the Governor, will be submitting a proposal to the US Department of Labor for use of those dollars within the next few weeks. The plan is to continue the work started with the incentive dollars received last year, which were focused on the healthcare worker shortage. Ellen Engstedt asked how this will interact with the Governor's Office of Economic Opportunity and the Board of Regents, and if we could include those agencies in the distribution of funds and increase awareness. Kelly Chapman replied that, at this point, the state needs to respond with the intended use of the funds, and the State Workforce Programs Bureau will develop specifics on distribution.

Ellen Engstedt asked how much money is allowed and if it will be distributed to the exact same areas as last year. Kelly reported that there is not a lot of detail and specifics are not required at this stage of the process, but the general focus will be the same as last year. Lew Grill asked how Montana qualified, and Kelly reported that qualification is based on the performance of the three programs; Adult, Youth, & Dislocated Worker; Adult Education; and Carl Perkins, and that the money is administered by the Workforce Programs Bureau. Last year, funds were distributed to MJTP, Office of the Commissioner of Higher Education, and the Office of Public Instruction. Lew Grill asked for clarification on performance measurement, and asked if in the end the state's performance was based on the unemployment rate. Kelly Chapman stated that Montana's unemployment rate doesn't fluctuate much, and that the performance is based upon the 17 core measures defined in WIA.

Leroy Bingham asked if the amount received is the same as last year, and Connie Kinsey indicated it is the same amount and this is the second year in a row Montana has qualified for the funds. Lew Grill extended his congratulations to the programs.

Chairman Beaudry asked for public comment. Sue Mohr stated that the providers do a good job in administering their programs, and that performance is challenging and outcome based. Becky Bird stated that targeting one area of the economy, the healthcare occupations, would coordinate efforts to streamline the process for workforce development. And once the healthcare project is up and running, the incentive funds can be designated to other economic areas and use the same format. Wendy Keating added that there are additional partnerships working with education, which ties to the NGA's education and job training coordination efforts. She also stated that this is a demand driven system, and apprenticeable occupations in rural areas are very popular. Gary Willis stated that he recently attended a meeting hosted by the Montana Hospital Association to discuss a healthcare staffing shortage survey they had conducted. The intent is to work toward a model for providing help for occupations experiencing worker shortages.

Becky Bird stated that incentive funds allow modeling of partner processes with common goals and shared outcomes. This reduces duplication of services and enhances the system by providing coordinated services. Chairman Beaudry asked Becky Bird if she had a feel of what the demand is in the healthcare industry. Becky replied that the Governor's Blue Ribbon Task Force identified some areas of concern, and will look now to prepare for obvious future needs. Wendy Keating reported that the Task Force determined we are already in a healthcare crisis, and have to compete nationally for employees. Montana also has an older than average population which requires a greater than average number of health care workers.

Jim Hollenback indicated that the statistics show healthcare is the number one growing industry in Montana, and Chairman Beaudry asked if we can fill the number of workers needed. Wendy Keating

advised there are not enough qualified job seekers at present. Becky Bird agreed that Montana does not have enough people entering the health care workforce to fill the need. Lew Grill asked if there are statistics on the turnover in the field. Becky Bird stated that in healthcare, it depends on the occupation. The low skill/entry level positions have high turnover, and turnover due to the demand of high stress occupations is also a consideration. She also commented that competition is high in Montana for skilled workers in the field.

Lew Grill asked Wendy Keating if distance learning is a primary focus. Ms. Keating replied that developing core curriculum pertinent to several occupations is important. Ingrid Childress, Administrator for the Workforce Services Division, stated that there are currently efforts to develop a few on-line courses, probably only two of which can be developed with this incentive funding.

Jay Reardon reported that at a recent Board of Regent's meeting, it was discussed that not just anyone can be placed in the healthcare field. For example, in his field, not all dislocated workers want to be or should be placed in the healthcare field. He also reported that healthcare costs are driving changes in employment, there is a high level of burnout, insurance issues must be considered, and offering incentives to healthcare workers may help retain some employees in the state.

Leroy Bingham reported that managed care is a driving machine. Mental health care is receiving less money now than ten years ago, and is surviving in large part due to out of state clients. Gary Willis reported they are experiencing the same issues at Shodair Children's Hospital.

Arlene Becker indicated that Montana has a higher than average age for nurses. Carol Brooker stated that the trend is moving toward more male nurses, and Ms. Becker concurred.

Chairman Beaudry asked what the next field of focus might be. Becky Bird stated that there was a list recently published indicating the top 32 high growth occupations in Montana. Kelly Chapman stated that staff would see that SWIB members receive a copy of the publication.

Chairman Beaudry asked for any additional committee or public comment, of which there was none.

VIII. Desiree Taggart Awards

Kelly Chapman reported that the Montana Council for Workforce Quality (MCWQ) recently met to review the award nominations. There were 6 nominations received for the business category, 3 for the program category, and 6 received for the individual category. The MCWQ committee discussed the award process and decided to submit recommendations for two award recipients in each category. Within the individual and business categories, there will be one recommendation for public and one for private due to the fact that the committee felt there should be recognition for an outstanding business or individual who performs their job in the workforce development arena to an exceptional degree, but also recognition for a private individual or business who displays exemplary performance outside of the scope of their job. Within the program category, there was a tie in the scoring.

Kelly mentioned that Gary Willis also served on the MCWQ scoring committee, and stated that everyone who was nominated was well deserving of the award and that the scores were very close. Gary Willis agreed and stated that the process was difficult as all those nominated were worthy of recognition.

Kelly passed out copies of the final scoring sheets for the committee’s review. She asked that all award nominees and recipients be kept confidential until the parties can be notified of their nomination, and the winners announced at the SWIB meeting on September 2nd.

Chairman Beaudry asked for other committee discussion and public comment. Sue Mohr thanked Kelly and the MCWQ members for their work toward the council’s goal of recognizing workforce development. Kelly Chapman then displayed the award which will be presented to the recipients in September.

Carol Brooker moved to submit recommendations for the Governor’s Desiree Taggart award in accordance with the recommendations of the MCWQ committee. Leroy Bingham seconded the motion, which carried unanimously.

IV. Adjournment

Chairman Beaudry announced that the Accountability Committee meeting scheduled for 9:30 a.m. tomorrow has been cancelled due to unforeseen circumstances.

The meeting adjourned at 5:20 p.m.

Haley Beaudry, Chairman

Date