



# Wyoming Workforce Development Council

## Executive Committee

December 8, 2017

### Conference Call

#### Members Present

Jim Engel, Chairman

John Cox

Keith Zabka

Leonard Scoleri, Vice Chairman

Kevin Kershnik

#### Members Absent

Jim Rose

Shawn Reese

#### Designees Present

Laurel Ballard

Michelle Panos

#### Others Present

Hayley McKee

Laurie Knowlton

Mike Griffin

#### Call to Order

Vice Chairman Scoleri called the meeting to order at 2:03 p.m.

**April 13, 2017 Meeting Minutes** - Mr. Zabka moved to accept the April minutes; Mr. Kershnik seconded the motion; the motion carried.

**March 20, 2017 Meeting Minutes** – Mr. Zabka moved to accept the March minutes; Mr. Kershnik seconded the motion; the motion carried.

**MOU/Interagency Agreement – AG Edits** – Ms. Knowlton reported that the Attorney General has completed their review of the MOU and has provided some edits, the only substantive edit being the addition of a paragraph defining the role of the Community College Commission, but primarily to ensure consistency throughout the agreement and corrections to WIOA references. Dr. Rose has reviewed the paragraph that was inserted regarding the role of the Community College Commission.

Mr. Zabka motioned to accept the MOU (Interagency Agreement) with edits; Director Cox seconded the motion; the motion carried.

**Infrastructure Funding Agreement (IFA)** – Attachment D is required by WIOA and must be attached to the MOU and signed before January 1, 2018. Ms. Knowlton briefly summarized the pertinent items:

- Section I of Attachment D details costs in the interagency agreement
- Section II describes the cost allocation methodology to be applied
- Section III defines the Cost Reconciliation and Allocation Base Update. This is language that was utilized by another state and deemed appropriate for Wyoming.

- Section IV includes the WIOA required Steps to Reach Consensus
- Section V was included to deal with Errors and Omissions
- Spreadsheet included to show how the cost allocation will be achieved based on programs housed at the Casper Workforce Center by square footage assigned at \$19.14 per square foot.

Chairman Engel motioned to approve the Attachment D and Budget Allocation to be attached to the MOU (Interagency Agreement); Mr. Zabka seconded the motion; the motion carried.

**Certification Policy** – Ms. Knowlton stated that because of delays in the approval of the IFA, it will not be possible to complete the certification across the state in the timeframe anticipated. WIOA Compliance & Finance Committee approved that the Casper Workforce Center will receive an on-site evaluation; the remaining One-Stop Centers will provide documentation to the Council for review and approval on the first round of Certifications.

Mr. Zabka made a motion to accept this policy; Chairman Engel seconded the motion; the motion carried.

**Council's Budget** –

- **WAG \$250,000** – The Compliance & Finance Committee approved dispersals of \$50,000 with a report following each to the Council.

Mr. Zabka moved to accept this budget item; Director Cox seconded the motion; Ms. McKee added that the WAG Support Team will provide a proposal for the expenditure of the funds for approval by the Council. No funds will be expended before proposal is approval by the Council.

Mr. Zabka amended his motion to include the budget proposal by the WAG Support Team to be approved by the Compliance & Finance Committee and then the full Council; Chairman Engel seconded the amended motion; the motion carried.

- **Summit \$10,000** – This line item was sent back to the Compliance & Finance Committee as per Council Policy. The Committee approved the line item to be sent to the Council for approval.

Mr. Kershisnik moved to accept this budget item; Mr. Zabka seconded the motion; the motion carried.

- **Evaluations \$61,000** – Ms. Knowlton reviewed the proposal for this line item for the Research & Planning Unit to provide WIOA mandated compliance evaluations, which was approved by the Compliance & Finance Committee.

Mr. Zabka moved to accept this budget item; Mr. Kershisnik seconded the motion; the motion carried.

**WAG Update** – Ms. McKee brought forth some concerns that have been raised since the October Council meeting regarding the operation and focus of the WAGs. At the recommendation of the Council, the WAG effort has been put on “pause,” pending some additional revision of the goals and direction for

the WAG effort going forward. The WAG Support Team is developing a proposal, which has been mentioned previously, to the Council. A collaboration with the State of Colorado is providing important guidance and direction through their successful Sector Strategies efforts. The proposal is set to be submitted to the Council by the middle of December and should answer a lot of the questions and concerns that have been raised across the state. A Convener will be obtained and a pilot area will be launched to model how the effort will move forward with a lot more structure and guidance that can be provided to the area groups. Director Cox added his support to these efforts in structuring the WAG groups as a method for the industry and private sector to manage these groups with supportive resources provided by the governmental participants.

Mr. Zabka moved to adjourn; Mr. Kershisnik seconded the motion; the motion carried. The meeting was adjourned at 2:52 p.m.

**Reminders** – The next full Council meeting will be in Cheyenne on February 14-15, 2018.

**This meeting will be open to the public.**