



Wyoming Workforce Development Council Meeting Summary

July 19 - 20, 2017

Days Inn, Thermopolis, Wyoming

Council Members Present

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| Leonard Scoleri, Vice Chairman | John Cox | Shannon Buller |
| Sen. Michael Von Flatern | Ray Fleming Dinneen | Mark Madsen |
| Fabian Lobera | Kevin Kershnik | Katie Legerski |
| Gary New | Stacy Strasser | Felix Carrizales |
| Ron Wild | Rocky Anderson | Keith Zabka |

Council Members Absent

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|--------------------------|---------------------|-----------------|
| Governor Matthew H. Mead | Randal Six | Tom Forslund |
| John Walsh | Larry Barttelbort | Jillian Balow |
| Jim D. Engel, Chairman | Del McOmie | Ron Van Voast |
| Jim Rose | Rep. Cathy Connolly | Shawn Reese |
| Sid Gressette | Tony Haller | Scott L. Norris |

Council Members Designees Present

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|-------------|-------------|
| Noelle Reed | Guy Jackson |
|-------------|-------------|

Others Present:

Corrinne Livers, DFS; Anja Bendel, WEDA & Cheyenne LEADS; Ashley Harpstreith, Goshen County Economic Development; Mike Broad, Office of Apprenticeship at USDOL; Dave Simonsen, Jaco First; Christine Bekes, Powell Economic Partnership & WEDA; Bruce Morse, Wyo SBDC; Amy Quick, Wyoming Business Council; Deanna Crofts, DWS; Angie Buchanan, DWS; Carmalee Rose, DWS; Chris Wiederspahn, DWS; Michael Griffin, DWS; Tobi Cates, DWS; Hayley McKee, DWS; Laurie Knowlton, DWS.

Call to Order Welcome and Introductions

Mr. Scoleri, Vice Chairman, called the meeting to order at 1:00 p.m. in the absence of the Chairman, Jim Engel. He introduced the new board member, Ron Wild and all board members present introduced themselves.

Approval of Agenda

Michael Von Flatern made a motion to approve the agenda as submitted, Keith Zabka seconded the motion it carried.

Approval of June 6, 2017 Call Minutes

Keith Zabka made a motion to accept the June 6 meeting minutes as submitted. Senator Von Flatern seconded the motion with change to Page 2, WAG Asset Mapping, "could" to "Council". Amended motion carried.



WAG Progress Reports

A WAG needs survey and the proposed WAG structure were discussed. Ms. McKee gave a brief overview of the WAG Conference Call.

Ms. Reed went over the needs survey and noted that many WAGs are just starting out.

The WAGs are not mandated by WIOA but are included in the Unified State Plan.

Ms. Knowlton presented the Statewide Strategy map that has been proposed to the Council.

Ms. Reed gave some background on the employer talent survey being developed

Ms. McKee briefed the Council on the efforts of Ms. Fitz-Gerald of the ENDOW initiative regional assessments to gather information, and the survey will be gathered and reported on very soon, and how this information can help address the Sector Strategies and Career Pathways goals that the Council is working on.

A brief overview was presented on the proposed WAG Academy and a possible webinar or other medium that could incorporate those who would not be able to travel to the site of the Academy.

Ms. Knowlton presented next steps to communicate goals, vision and structure as well as information about the WAG Academy.

Approval of May WWDC Meeting Minutes

Rocky Anderson made a motion to approve the May Minutes. Ray Fleming Dinneen seconded the motion and it carried.

Workforce Development Training Fund- Carmalee Rose

Ms. Rose presented a discussion along with handouts on how to improve the fund going forward. She reviewed the current budget, provided information regarding WDTF survey results, noted the decision approved and passed by the Council to institute a Monthly Cap of \$10,000 and an Annual Cap of \$50,000 for businesses using the Training Fund. She also stated that the monthly allocation is \$110,000 total.

The next item for discussion was the content of training eligibility. One of the terms used is "skill based", but not defined as either soft skill or hard skills.

Trainee eligibility limits were then discussed by Ms. Rose, reviewing what the current grant amounts and limits are, what some of the proposed amounts and limits could be and how they would impact businesses and the program.

The next item for consideration is a proposed criterion for business being able to demonstrate that they have been established for 365 days before being eligible for any WDTF grants.

Some proposals for the Pre-Hire program were to limit application submissions to a quarterly or semi-annual basis.

Break until 3:15 p.m.



WEDA Discussion – Dave Simonsen/President of WEDA and CEO for Kaycee-Buffalo-Johnson County Economic Development Joint Powers Board

Mr. Simonsen introduced the Building Blocks of Economic Development and explained how WEDA operates and can be used as a partner to the other organizations within the state to achieve the goals that are shared to move Wyoming forward to fill the gaps between the needs of industry and employees with education and training opportunities. He offered the services of WEDA to help facilitate cooperation and communication wherever they can be of assistance. He also stated that WEDA would be happy to provide any mentoring assistance that Workforce Services personnel and WWDC board members would like on economic development if there is any interest. WEDA also has a Legislative Committee that can lobby on economic development issues for any groups, including staff members who do not have the ability to act in this arena. Public and private partnerships must be visible and accessible to meet the needs of a growing, diverse, and vital Wyoming economy. There were suggestions that the WEDA group get involved with a local WAG in Buffalo or one of the surrounding cities, perhaps Sheridan.

Department of Workforce Services Updates – John Cox

Director Cox announced that Angie Buchanan, the Agency CFO, will be retiring in November and he applauded her 33 years of service to the State of Wyoming. Beginning on Friday, interviews will begin in the process to find her replacement.

Tom Gallagher, the head of the Research & Planning Division, will also be retiring at the end of this month after 27 years of service with the State of Wyoming and the process of replacing him will be beginning very soon.

A key hire has been added to the Department of Workforce Services in Strategic Management. Her name is Janet Farrar, and will serve as the Administrator of Strategic Planning for the Agency.

Director Cox reviewed the new internal organizational chart developed in June and the resulting realignment that will be rolled out with the goal being efficiency and alignment, providing internal resources closest to the programs so that they can serve them the best, which will mean essentially de-centralizing several components within the agency.

WIOA Compliance Update – Laurie Knowlton

Ms. Knowlton went over a list of accomplishments that the Council has made since October 2015. In March 2016, half of the Council members were switched out and the new members have spent considerable time educating themselves on all of the responsibilities that they have taken on. In October 2016 the Council approved the Unified State Plan and also began the process of reviewing the Eligible Provider List. Additionally, the Council has attended to the following items:

- **Procurement Options**
A document was written to sole-source those procurement services back to the Department of Workforce Services for the first time in Wyoming history.
- **Bid Exception Request**
Approved this bid exception request on July 6 and will be moving forward with that.
- **Firewalls**
The Council has been advised by the DOL on what the firewall policy should entail and has moved to update that policy to be in compliance with Federal WIOA law.
- **Memoranda of Understanding/Scope of Work**

A Scope of Work for the WIOA-required partners has been drafted and is being discussed with those partners.

- **One-Stop Certification Process**

This process will have to be reviewed tomorrow by the WIOA Compliance & Finance Committee during the other half of this meeting.

- **Infrastructure Funding Agreement**

This is a project that will be taken on to ensure that every partner is providing an equitable share to the One-Stop System. A meeting is scheduled for July 31 in Casper on this agreement.

- **Employer Performance Measures**

Measures will be reviewed and voted on tomorrow. These measures are under Tab 7 after the Budget pages.

- **Title I Policy**

The Council will be reviewing the new Title I Policy tentatively in August at the WIOA Compliance & Finance Committee meeting and then to the full Council in October.

- **Review/Revise State Plan**

The Council is to review and revise the state plan by June 30, 2018.

- **Monitoring Policy**

A draft of this policy, drafted by Jeannette Pickenpauh, will be reviewed by the WIOA Compliance & Finance Committee and provided to the Full Council meeting in October.

- **WAGS**

A lot of work has been done over the past few weeks on the WAGs.

The Workforce Development Training Fund Committee and the Wyoming Foundation requested short meetings after adjournment.

Meeting adjourned at 4:14 p.m.

The meeting reconvened at 8:30 a.m. July 20, 2017

Technology in Wyoming's Workforce System – Tobi Cates

In 2009, prior to the Department of Employment and the Department of Workforce Services merging, UI had a 25-year-old mainframe system, which badly needed to be updated. A consortium of 4 states agreed that they had common codes and initiatives to move forward with Wyoming, Arizona, Idaho and North Dakota to develop a new database. Wyoming is the token state moving forward.

The vendor that we are working with, Tata Consultancy Services (TCS), has an internal initiative that requires employees to volunteer in the local communities where they have contracts. Ms. Cates suggested goIT, a TCS community engagement program for encouraging middle and junior high students in computer skills in a pilot program that would utilize these TCS volunteers along with Coders of the West and the Department of Education to launch a program an entry career pathways.

Deep Dive – Healthcare Report – Tom Gallagher and Tony Glover

Mr. Gallagher stated that the goal is not to provide answers, but to provide tools that can be used to make decisions. Please refer to the handouts behind Tab 5.

Break



Title I Funding – Chris Wiederspahn/Mike Griffin

Ms. Wiederspahn did a brief overview of the Title I Adult, Dislocated Worker, and Youth Programs. Please see documents under Tab 7 in the meeting materials.

Adult – goal:

Helping adults get and keep jobs.

Mr. Zabka made a motion to accept and Mr. Lobera seconded the motion. The motion carried.

Dislocated Worker – goal:

Assist workers who have been laid off or are about to be laid off to receive re-employment and/or training services to re-attain employment.

Mr. Zabka made a motion to accept the 15% allocation for Rapid Response. Sen. Von Flatern seconded the motion and the motion carried.

Youth Program – goal:

Provide pre-employment guidance and training to impoverished or disadvantaged youth to prepare them to enter the workforce.

Mr. Zabka made a motion to accept youth barriers and budget. Shannon Buller seconded the motion and the motion carried.

WIOA Compliance & Finance

- ***Budget – Angie Buchanan***

Ms. Buchanan reviewed the budget sheets included in the meeting notebook, making note of the amount that must be spent before the end of the fiscal period, or it will be returned to the Federal Government and may negatively affect future allocations. There was some discussion around this topic.

Mr. Zabka made a motion to accept with the addition of \$380,527.50 the motion was seconded and carried.

- ***Employer Performance Measures***

Mr. Zabka moved to use Measures 1 and 3. Mr. Anderson seconded the motion; the motion carried.

- ***WWDC Certification of American Job Centers Policy – Laurie Knowlton***

Ms. Knowlton reviewed the WIOA requirement to review and certify each of the One-Stop Workforce Centers around the state.

A motion was made by Mr. Zabka to accept this Policy Number 5 as written. Mr. Anderson seconded the motion and the motion carried.

Open Discussion and Public Comment – Leonard Scoleri, Vice Chairman

Sector Strategies Committee – Kevin Kershnik added some updates on the definition, direction, structure, and progress of the WAGs and how the Sector Strategies are being defined and identified.



Next meeting is in Gillette on October 18 – 19, 2017.

Employment First Summit will be held on October 11 in Casper. More info will be sent out.

Region 4 Sectors of Excellence meeting will be on August 10 – 11 in Denver. Registered Apprenticeship in Wyoming will also be discussed at this meeting. The National Apprenticeship week is the second week in November.

The Annual STEM conference will be in Gillette August 2, 3 and 4th.

A motion was made to adjourn; the motion was seconded; the meeting was adjourned at 12:09 p.m.