



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

***Alaska Department of Labor and Workforce Development  
Alaska Workforce Investment Board***

**October 25<sup>th</sup> and 26<sup>th</sup>, 2010**

**Butrovich Building**

**910 Yukon Drive**

**Fairbanks, Alaska**

**Draft Minutes**

**October 25, 2010**

**Introduction**

**Call to Order (Chair Lynch)**

Chair Lynch called the meeting to order at 8:18 a.m.

**Roll Call (Director Cashen)**

There was a quorum of 18 members present for roll call.

**Board members in attendance**

Clark Bishop, Commissioner DOLWD

David Stone, DOLWD Designee

Jim Lynch, Business/Industry

Michelle Zenger, Business/Industry

Martin Anderson, Secondary Vocational Education

Wanetta Ayers, DCED Designee

John Cannon, Professional Development Disabilities

Kathryn Craft, DHSS Designee (telephonic)

Cynthia Erickson, Private Sector

Christopher Gregg, Organized Labor

Linda Hulbert, Private Sector

Jim Laiti, Organized Labor

John MacKinnon, Private Sector

Helen Mehrkens, DEED Designee

Joey Merrick, Organized Labor

Ken Peltier, Post Secondary Education/Vocational Education

Dave Rees, Private Sector

***Jobs Are Alaska's Future***

Pearl Stub, Business and Industry  
Fred Villa, University of Alaska  
Doug Ward, Private Sector  
Mike Woods, Public Education

**Board members absent**

Larry Bell, Organized Labor; and Tony Delia, Private Sector.

**AWIB Staff in attendance**

Greg Cashen, Executive Director; Jeff Selvey, CTE Coordinator; Gerry Andrews, Gasline Training Program Administrator; Bejean Page, Administrative Assistant III; Colette Smith, Administrative Assistant

**Guests and others in attendance**

Tom Nelson, DOLWD/ESD  
Fred Esposito, DOLWD/AVTEC  
Paula Scavera, DOLWD/Commissioner's Office  
Beth Leschper, DOLWD/Commissioner's Office  
James Harvey, DOLWD/ESD  
Annette Wilson, SAVEC  
Ruth Schoenleben, Nine Star  
Patrick Reinhart, DHHS/Governor's Council on Disabilities and Special Education  
Shawn Aspelund, BP/AUTEC  
Rachel Perkins, TCC  
Melissa Hill, K12/UA  
Corinne Geldhof, DOLWD/DBP  
Mike Shiffer, DOLWD/DBP  
Michelle Bettis, TCC  
Todd Bergman, Alaska Process Industry Career Consortium (APICC)

**Opening Remarks and Agenda Approval - Chair Lynch**

Chair Lynch welcomed board members and audience members.

MOTION to approve modified agenda by John Cannon

Seconded by Joey Merrick

Chair Lynch recommended modification of agenda; address action items, after lunch break, at 12:30 pm to ensure a quorum.

Vote taken

MOTION carries

**Next Meeting Date and Location - February 22-23, 2011 in Juneau, Alaska**

Greg Cashen announced the next AWIB meeting date is recommended for February 22<sup>nd</sup> and 23<sup>rd</sup>, 2011 in Juneau.

MOTION to approve 2011 AWIB Calendar by Marty Anderson

Seconded by Doug Ward

Discussion John Cannon expressed concern about committee's ability to modify meeting dates. Greg Cashen assured member that the Executive Committee possessed the ability to adjust, if needed.

Vote taken

MOTION carries

**Welcome - Commissioner Bishop**

Commissioner Bishop welcomed new board member, Wanetta Ayers, and Lt. Governor Campbell's designee, John Cramer. The Commissioner is very pleased with the board's accomplishments and would like success to continue. He instructed the group on building emergency and safety procedures.

**Executive Committee Update**

Chair Lynch noted board membership changes. The Chair discussed opportunities and encouraged recommendations for a more efficient and effective operating model. Dave Rees, Doug Ward, Linda Hulbert, David Stone, Marty Anderson, and Chair Lynch provided talking points for afternoon discussion.

**Distinguished Guest**

John Cramer, Chief of Staff for Lt. Governor Campbell

**Reports to the AWIB**

Alaska Gas Pipeline Training Plan

Gerry Andrews updated the board on the Gas Pipeline Training Plan and Implementation schedule. He noted points of interest in the Alaska Gasline Workforce Development Investments Fiscal Year (CY) 2010 and the Projected Investments for FY 2011 Quarterly Report September 30, 2010. He extended the board an invitation to attend the Alaska Gasline Training Plan Steering Committee meeting on October 27, 2011.

### Alaska Career and Technical Education (CTE) Plan

Jeff Selvey provided an update on the State CTE Plan and implementation plans. He summarized the plan's strategies and acknowledged support from Commissioner LeDoux, Commissioner Bishop, and Patrick Gamble. He also presented opportunities and challenges associated with the CTE plan.

Fred Villa discussed the University of Alaska's role and commitment to workforce development. He explained the benefits of career clusters and career pathways.

### Health Workforce Development Plan Update

Chair Lynch provided an update and further information about the Health Workforce Development Plan that was endorsed by the board last May. The AWIB received a \$150,000 planning grant from the Health Resources & Services Administration (HRSA) to further develop the Health Workforce Plan. The transition of this industry-focused plan, from planning to implementation, is expected to take six to twelve months. He thanked the Alaska State Hospital and Nursing Association, the University of Alaska, and the Mental Health Trust for their contributions towards the implementation phase of this plan. To date, no public funds have been used. The Workforce Planning Coalition has hired a contractor to help work toward implementation goal. Chair Lynch explained the benefits and opportunities offered by this plan.

Greg Cashen announced that three new entities have joined this effort: Alaska Mental Health Trust Authority, Laborer's Local 341, and the Alaska AFL-CIO. He thanked the Employment Security Division for all of their work serving as the fiscal agent. Updates on this plan will be presented to the board for review at the February 2011 AWIB meeting.

### State Energy Sector Partnership Update

Greg Cashen updated the board on the Alaska Energy Sector Partnership Renewable Energy /Energy Efficiency (RE/EE) Workforce Development Plan and the status of the project operator agreements. The US Department of Labor (USDOL) grant was awarded in January 2010, but the work forming the partnership and preparing the grant application began in August 2009. He identified some of the participants contributing to partnership. Greg encouraged the board to review the strategies, support the draft resolution, and approve the plan; with the understanding that it will need more work. He emphasized the opportunities and benefits to be gained from their support; e.g.

training Alaskan for jobs in the RE/EE occupations throughout the state. The results from the employer's survey conducted by Research and Analysis survey will be made available at the next AWIB meeting.

Mike Shiffer gave an update on the competitive Request for Proposal (RFP) process. He announced that the RE/EE training grant RFP will be open for application on October 26, 2010; with a maximum award up to \$100,000. The Division of Business Partnerships (DBP) is excited about the online application streamlining the process. He stated the primary renewable energy and energy efficiency options. With assistance from the Alaska Apprenticeship Training Coordinators Association, DBP has their project operator agreements in place to ensure standards are met. Mike also revealed training opportunities that are on the horizon; they are investigating cross-training possibilities. For information regarding the Electronic Grant Administrative and Management System (EGrAMS), go to <http://labor.state.ak.us/bp/egram/home.htm>.

### **Regional Training Centers (RTC)/Regional Advisory Councils (RACs) Report**

Jeff Selvey explained the role of Regional Training Centers and Regional Advisory Councils; for the benefit of new board members. He apprised the board of recent RTC and RAC activity; since the last AWIB meeting. He announced that there are two new RTC directors; Steven Angasan, Southwest Alaska Vocational Education Center (SAVEC) and Anna Pratt, St. Mary's Area Regional Training (SMART) Center. Kodiak Island Borough and Yuut in Bethel have requested board recognition as a RAC.

Greg Cashen provided information from the US Department of Labor (USDOL) On-Site Monitoring Review completed during the summer of 2010. The USDOL identified two areas of concern.

1. The USDOL stated, "The State Board's role in developing the Strategic Workforce Plan and other statutory activities is less substantial than described in WIA." The USDOL suggested that more work needs to be done in order for the State Board to more completely fulfill its role as described under WIA. The USDOL will explore with the AWIB training and technical assistance resources that are available to help strengthen the involvement of the State Board in workforce planning and oversight activities.
2. The USDOL stated, "Local input to the State Board is weak." WIA describes a strong role for local workforce boards in the implementation and oversight of WIA programs. Although the State established RACs, the USDOL review

indicated a lack of substantive local input into planning and policy decisions. The USDOL suggested the AWIB continue its efforts to ensure the State Board is effectively fulfilling the role of local boards, particularly by providing regular and consistent opportunities for local input.

The board will review the rules and regulations of RACs prior to voting on the approval of RAC letters of interest from Kodiak and Bethel.

MOTION to table issue and resume a formal discussion after Strategic Plan discussion by Wanetta Ayers  
Seconded by Mike Woods

John MacKinnon supported a motion to table issue until adequate information is available to make a responsible decision. Dave Rees stated that more information is needed.

Vote taken

MOTION carries

### **Action Items, Wrap-Up, and Adjourn**

#### Resolution

#### **Resolution Number 10-04 - In Support of the Alaska State Energy Sector Renewable Energy / Energy Efficiency Workforce Development Plan**

MOTION to support amended Resolution Number 10-04 by Dave Rees

Seconded by Linda Hulbert

Discussion Dave Rees suggested revision of resolution, to replace the term support with approval and revise date to October 25, 2010. Wanetta Ayers proposed the term support be replaced with adopt and recommend.

Vote taken

MOTION carries

#### Vocational Instructor / Administrator of the Year Nominations

Greg Cashen detailed the origin and significance of the Vocational Instructor and Administrator of the Year awards. Nominations for these awards will be accepted through December 17, 2010. The Executive Committee will review nominees and select the recipients. The awards will be presented at the February 2011 AWIB meeting in Juneau. He asked for a motion for approval by the board to publish a press release requesting nominations on October 29, 2010.

MOTION to submit revised press release by Joey Merrick  
Seconded by John Cannon

Dave Rees recommended revision of word Vocational to CTE Instructor.

Vote taken

MOTION carries

### **Election of Officers**

Greg Cashen announced candidates for election of officers; Jim Lynch for Chair, and Michelle Zenger for Vice Chair.

Dave Rees was designated Chair temporarily during voting process.

MOTION to vote unanimously for Jim Lynch for Chair and Michelle Zenger for Vice-Chair by Linda Hulbert

Second by John Cannon

Vote taken

MOTION carries

### **Board Discussion and Strategic Plan**

Chair Lynch urged effective and efficient use of time in order to increase AWIB board members engagement. To further build on the cooperative environment, he urged that the committees promote better communication. He suggested an annual review of the AWIB Committee Handbook. Recommendations suggested at the Executive Committee retreat were discussed; listed in section 2, page 13 of the AWIB meeting binder. These recommendations included, but are not limited to, the following: each committee Chair will review and incorporate additional responsibilities for the committee; each committee Chair will annually draft expected role and responsibility; update AWIB bylaws to promote committee member attendance; and ensure committees have necessary tools to support adequate face-to-face meetings.

### Board Discussion and Engagement

The board detailed expectations, responsibilities, and goals. It will be essential to have the appropriate tools to handle issues proactively. The board will build clearer pathways to better communication with RAC and RTC advisors.

The board agreed to form an ad hoc RAC committee that will address and report solid recommendations at the February meeting. Members: Wanetta Ayers, Linda Hulbert, Doug Ward, Jim Lynch, Jeff Selvey, and Greg Cashen.

MOTION to establish ad hoc RAC committee by John Cannon

Second by Dave Rees

Vote taken

MOTION carries

### **Wrap-Up and Adjourn**

MOTION to adjourn by Wanetta Ayers

Second by Marty Anderson

Vote taken

MOTION carries

Adjourn at 4:50 p.m.

### **October 26, 2010**

#### **Introduction**

#### **Call to Order (Chair Lynch)**

Chair Lynch called the meeting to order at 8:37 a.m.

#### **Roll Call (Director Cashen)**

There was a quorum of 17 members present for roll call.

#### **Board members in attendance**

Clark Bishop, Commissioner DOLWD

David Stone, DOLWD Designee

Kathryn Craft, DHSS Designee (telephonic)

Wanetta Ayers, DCCED Designee

Helen Mehrkens, DEED Designee

Mike Woods, Public Education

Michelle Zenger, Business/Industry

Christopher Gregg, Organized Labor

Jim Lynch, Business/Industry

Doug Ward, Private Sector

Cynthia Erickson, Private Sector

John MacKinnon, Private Sector  
Fred Villa, University of Alaska  
Ken Peltier, Post Secondary Education/Vocational Education  
Pearl Strub, Business and Industry  
Dave Rees, Private Sector  
Jim Laiti, Organized Labor  
John Cannon, Professional w/experience with Developmental Disabilities  
Joey Merrick, Organized Labor  
Linda Hulbert, Private Sector  
Martin Anderson, Secondary Vocational Education

**Board members absent**

Larry Bell, Organized Labor; and Tony Delia, Private Sector.

**AWIB Staff in attendance**

Greg Cashen, Executive Director; Jeff Selvey, CTE Coordinator; Gerry Andrews, Gasline Training Program Administrator, Bejean Page, Administrative Assistant III; Colette Smith, Administrative Assistant

**Guests and others in attendance**

Tom Nelson, DOLWD/ESD  
Fred Esposito, DOLWD/AVTEC  
Paula Scavera, DOLWD/Commissioner's Office  
Beth Leschper, DOLWD/Commissioner's Office  
James Harvey, DOLWD/ESD  
Annette Wilson, SAVEC  
Patrick Reinhart, DHHS/Governor's Council on Disabilities and Special Education  
Mike Shiffer, DOLWD/DBP  
Shawn Aspelund, BP/AUTEC  
Rachel Perkins, Tanana Chiefs Conference (TCC)  
Melissa Hill, K12/University of Alaska  
Tim Woodward, British Petroleum  
Cari Ann Ketterling, APICC  
Santa Roach, K12/University of Alaska  
Nichole Jimmie, Tanana Chiefs Conference (TCC)  
Kate Ripley, Public Affairs/University of Alaska  
Corinne Geldhof, DOLWD/DBP  
Todd Bergman, APICC

Robin Renfroe, Doyon, Limited  
Michele Mussman, Alaska Tech Prep  
Ruth Schoenleben, Nine Star

### **Distinguished Guests**

Patrick Gamble, President of the University of Alaska

President Gamble stated that after the University of Alaska invests in a student's education, students expect to have the opportunity to give back. Planning ahead will pay off for our state; thanks to the AWIB for their effort in preparing Alaska's workforce, and the State CTE Plan. President Gamble is looking forward to being a productive contributor to this effort.

### **Agenda Approval**

MOTION to approve the agenda by Doug Ward

Seconded by Dave Rees

Vote taken

MOTION carries

### **Public Testimony**

Patrick Reinhart – Patrick discussed the three year Disability Employment Initiative (DEI) grant, and Alaska Works Initiative. The Governor's Council on Disabilities and Special Education recently finished working on Start Up/ Alaska; this three year grant has provided individuals with exceptional employment opportunities. He informed the board about their other recent achievements and efforts; i.e. work with United Way, and Project Search. They are working to improve supported employment efforts within Alaska. To support their efforts to fashion the State as a model employer, state employees will be asked to participate in a survey.

Rich Carlson (telephonic) – Rich emphasized the importance of Alaska Tech Prep, which creates alliances between K12 education, post secondary education, and industry to help implement transition plans for Alaskan students. Tech Prep provides access to career training, and assures that curriculum at all learning institutions are meaningful. The members of the Alaska Tech Prep board and consortium recognize the tremendous value to our state and hope to expand their vision and goal. They are looking forward to working with the AWIB to assure all Alaskans have an opportunity for a quality education.

Melissa Hill – Melissa applauds the board for looking at committee structure, she believes that will help committees to perform more efficiently. She would like to thank Governor Parnell and Commissioner Bishop for the opportunity of public process. In order to assist with their mission, she would like to see more connections being made and learn of how to better utilize limited resources after they have been allocated. She would like someone from the Alaska Association of School of Administrators on the AWIB.

Fred Esposito – Fred presented the Alaska Vocational Technical Center's (AVTEC) current events. The average student age is now 24 years old, which indicates a shorter gap between secondary education and AVTEC. AVTEC is operating at full capacity and greatly enjoying their new world-class facilities. He thanked the board for their continued support and advocacy.

Todd Bergman – Todd provided an update of recent APICC activity. They are focused on workforce and North Slope training opportunities; and actively working with six major producers on the North Slope. APICC has also created cross-walks between the AGIA occupations and APICC's priority occupations. He briefly discussed their Career Readiness Committee and Educational Training Committee. He thanked the board for the opportunity to present information on behalf of APICC.

### **Activities Pertinent to AWIB**

#### AWIB Chair – Jim Lynch

Chair Lynch feels that workforce development can be complicated and disconnected. It is important not to allow any frustrations to distract the board for the tasks at hand. His vision for the board includes an empowered group that possesses the tools and influence necessary to achieve goals. He would like to utilize the approach to issues as suggested by Christie Bell. Her methodology will help the board to identify what the board can do (ideal), what the board should do (define actions), and what the board will do (realistic). He asked each board member present to express what will keep them engaged and enable them to feel good about the work they do as a board member.

John Cannon reminded the board that his expertise lies with furthering employment opportunities for Alaskans with disabilities. He would like to incorporate a report from the Director of Vocational Rehabilitation into the AWIB meetings. Also, he would like to improve meeting efficiency to make them more meaningful, with better outcomes.

Cynthia Erickson would like to do more for the youth in her community; e.g. promote mentorship programs and RTC tours for rural students.

Mike Woods would feel more engaged if he had a better understanding of his role and capacity as a board member. This would better prepare him to advocate for the AWIB when addressing legislators. He would also like to implement – and evaluate – more efficient distribution of information and material tools. He wants to make sure that all young Alaskans are fully aware of their career opportunities and options.

John MacKinnon would like to create a visual tool – perhaps a map (dashboard) – to help chart workforce investment throughout the system in Alaska. This tool could be used to help identify gaps in career pathways and keep the AWIB on course; student would be able to witness performance results.

Pearl Strub would like to promote more workforce and mentorship opportunities for rural Alaska. She would also like to create solutions for individuals that may not meet preliminary requirements.

Wanetta Ayers would like to evaluate the effectiveness of programs to make sure the board is meeting its statutory obligation. She would like to strive for better alignment of workforce development and economic development.

Marty Anderson would like the board to better access achievements. He also would like to clearly communicate the use of funds to programs; i.e. provide oversight that shows funds are being utilized as intended.

Helen Mehrkens encouraged the board to focus on career exploration and CTE, including what is being offered in Alaska’s high schools; it is critical that student know about career opportunities.

Ken Peltier would like the board to continue outreach efforts and focus more on employment placement outcomes.

Fred Villa would like the board to help empower training providers and industry with advocacy. He encourages the board to better communicate expectations and create an

environment that supports the creation of workforce plans. The board should also focus on emerging industries.

Doug Ward would like to the board to better align workforce initiatives with economic initiatives. He recommended newer AWIB members utilize available resources to understand their role and responsibility; e.g. annual report. He would like to re-examine the board's priority industries and be more sensitive to changes in the economy; Alaskan communities do not operate solely on those industry sectors. He would like employers to be invited to participate in planning efforts with Regional Advisory Councils.

Jim Laiti would like the board to focus on fundamentals and figure out how to be more effective and efficient.

Chris Gregg would like quicker implementation and efficiency improved with some results.

Michelle Zenger would like to implement a system that ensures all new board members will receive the necessary information in order to fully participate.

Dave Rees would like to improve the board's awareness, in general. Especially empower board members to self-educate utilizing all available tools.

Linda Hulbert would like to create a board mentoring program or some systematic plan in place for new members. She wants the board to focus on emerging industry; e.g. energy jobs. She also thinks the board should pay more attention to marketing; i.e. make sure AWIB is represented accurately.

#### Executive Director – Greg Cashen

Greg announced that the Alaska Career and Technical Education Plan was published in August 2010. He discussed the grants AWIB applied for during the summer. The AWIB was one of only nine states to be awarded the \$2.7 million DEI training grant; the DEI training grant will be administered through the One-Stop Job Centers. Partners in the DEI training grant include the AWIB, Employment Security Division, Division of Public Assistance, Division of Vocational Rehabilitation, and the Governor's Council on Disabilities and Special Education.

The Alaska State Energy Sector Partnership (ASESP) will continue to meet for the next two years. He reminded the board about the Gasline Steering Committee meeting on Wednesday, October 27, 2010. The National Association of Workforce Boards will meet in Washington, D.C. next February; two AWIB board members will attend.

The face-to-face executive committee meetings held this summer proved to be very valuable.

**Wrap Up and Adjourn**

Greg Cashen thanked the AWIB staff and Executive Committee for all of their work. He discussed recommendations for open AWIB board seats and announced the Governor’s reappointment of Doug Ward, Jim Laiti, and Chris Gregg. He thanked newer members and offered assistance to help them better understand their role as a board member. Chair Lynch encouraged timely and necessary discussion. He noted the opportunities available and the ability of the board to succeed; especially in regard to workforce development. In closing, he thanked audience members, the University of Alaska for once again hosting the AWIB meeting, and all AWIB members for their efforts.

**Board Work Session and Orientation**

The Executive Committee is scheduled to have a face-to-face meeting during the scheduled work session and orientation time for planning purposes.

MOTION to adjourn by Joey Merrick

Second by Mike Woods

Vote taken

MOTION carries

Meeting adjourned at 1:34 p.m.

Next meeting – February 22-23, 2011 in Juneau, Alaska.

**October 25 - 26, 2010 AWIB Meeting**

**ACTION TRACKER**

WHO	WHAT	DUE BY	STATUS
Executive Committee	Improve Career and Technical Education Instructor/ Administrator of the Year application.		
Executive Committee	Discuss naming CTE Instructor/ Administrator of the Year awards after actual individuals.		
Executive	Establish clear pathways for committee		

Committee	topics; e.g. RACs.		
L. Hulbert, J. Selvey, G. Cashen, J. Lynch, & W. Ayers	Work on engaging RACs to comply with USDOL's recommendations and WIA.		

**Handouts**

- Affordable Care Act: State Health Care Workforce Development Grants
- Alaska Career and Technical Education Plan - Strategy 1.0
- Alaska Career and Technical Education Plan Personal Learning and Career Plan - Sample
- Alaska Process Industry Careers Consortium (APICC) Annual Meeting and Conference Registration Form
- Alaska Process Industry Careers Consortium (APICC) Collaboration Update partnership information and application
- Alaska Workforce Investment Board Regional Advisory Councils Guidelines 2.17.10
- Cooperative Agreements under the Disability Employment Initiative

Prepared by:

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Colette Smith