



ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT

**Alaska Workforce Investment Board  
Alaska Department of Labor & Workforce Development  
Business Meeting - May 8<sup>th</sup> & 9<sup>th</sup>, 2007  
Teleconference Number: 1-800-315-6338 code: 2942  
Sheffield Ballroom One  
Centennial Hall Convention Center  
Juneau, Alaska  
**DRAFT Meeting Minutes****

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**May 8<sup>th</sup>, 2007**

**(Audio Recording Begins)**

**Call to Order 9:00 a.m.**

**Roll Call**

*Members in attendance:* Lt. Governor Sean Parnell, Lt. Governor's Designee Scott Clark, DLWD Commissioner Click Bishop, Assistant Commissioner Guy Bell, Deputy Commissioner Tara Jollie, DHSS Designee Stephanie Wheeler, DCED representative Michael Black, AWIB Chair Andy Baker, Todd Bergman, Susan Denison, Rose Ellis, Mayfield Evans, UAA President's Designee Fred Villa, Cynthia Erickson, Jim Laiti, M. J. Longley, Chriss Gregg, John Palmatier, Karen Rogina, Tim Scott, AWIB Vice Chair David Stone, Doug Ward

*Members absent:* Rod Betit, Don Brandon, Richard Cattanach, Neal Foster, President Mark Hamilton, Wendy Remond, Ginger Stock-McKenzie

*Staff in attendance:* Greg Cashen, Bejean Page

*Guests and others in attendance:* Governor's Spouse Todd Palin, Mary Miller, Blair Davis, Heidi Carlson, Fred Esposito, Molly Merritt, Karen Martenson, Tom Nelson, Brynn Keith, Gail Sinnott, Corine Gedholz, Mike Andrews

*Teleconferencing guests:* None

**Introduction of everyone and Happy Birthday Song to Tom Nelson**

**Welcome by Labor Commissioner Bishop -**

Commissioner Bishop gave a brief opening remark welcoming the board. He appreciates the dedication and commitment of the AWIB board and looks forward to working with the board and thanked them individually and collectively as a group to moving AWIB forward to meet the next generation of Alaska's current workforce and the demands of the future workforce needs of this State.

**Opening Remarks by Chair Baker -**

I'm excited about the future of AWIB now with the new administration and the new Commissioner and new staff on board that we are going to actually get somewhere and we've got lots of good people here and they are going to bring lots of good ideas and a new executive director that I'm really impressed with. With new staff we expect to make big strides in the monumental tasks of workforce development ahead of us. Chair Baker introduced the new Executive Director, Greg Cashen.



**Greg Cashen, Executive Director –**

My name is Greg Cashen and I look forward to working with everyone. I have been with the State of Alaska for about fifteen years; I came over from the Department of Commerce. I took this job because I thought I could make a difference for Alaskans identifying workforce development needs and I think we live in exciting times, we have a lot of opportunities ahead of us for placing our residents in available jobs with the potential of mega projects coming on line, pipe line, large construction projects and I look forward to working with the board and the executive committee and pushing forward our agenda, our workforce development plan. I think we have a lot of momentum with the new administration and I look forward to working with everyone.

**Next Meeting Date –** Chair Baker proposed that our next meeting be in August in Fairbanks. There were no objections to this and only positive comments so it was decided that we would move forward with plans for the meeting.

**Board Orientation and Background –**

General discussion was started about the responsibilities of board members. There was discussion about how in the past board members were not participating and/or were involved on too many committees. It was decided that board members need to be on only one committee and actively participate. Board members are to let Greg know which committee they are interested in serving on. Some board members talked about their frustration with not seeing any action from their work in committees. It was requested that committees set up action items for their meetings with clear milestones and deadlines. It was requested that staff provide committees with more support for meetings and set up time lines for information to be distributed to committee members prior to meetings. It was agreed that one week prior to the meetings would be acceptable. There was discussion about when committee would meet. Committee meetings (teleconferences) will alternate every other month and the Youth Council will meet quarterly. It was also requested that the staff keep the web site updated for public and board members to be able to access. It was asked that we look into “Go to Meetings” or a similar web format conferencing to be able to share documents during meetings. AWIB staff will look into this. A copy of the Ethics Act Procedures, the Mission Statement, the applicable State & Federal Laws, the Bylaws and an organizational chart were provided in the board meeting binder for members to review. The Roberts Rules booklet for the members to reference for meetings was provided. Tara Jollie noted that this board is to make recommendations to the Governor and that’s what the administration expectations are to get solid recommendations on workforce development for statewide issues from this board as the primary source. That’s been said in various press releases and transition report. Tara noted that a regular report to the Governor’s office is an expectation from this administration.

**Special Guest –** Todd Palin, Governor’s Spouse

Todd thanked the group for having him and said that he looks forward to working with the board and appreciates our efforts towards workforce development and getting jobs for Alaskans.

**Functions and Purposes, Mission Statement, Role of AWIB –**

Andy Baker discussed the role of AWIB and Greg Cashen asked board members to think about what they feel the purpose of the board is. General discussion continued about what the board should and could be doing. It was agreed that we need to meet in smaller groups to do some consensus building. MOTION was made and accepted to do this. Chair Baker dismissed Karen, Mike, MJ, Todd and Tim to leave the group discussion to figure out how to facilitate the smaller group break out sessions. Upon their return board members were divided into four groups – Education, State, Industry and Business and then a few from each group were mixed together to make the small group sessions. The following were involved in the policy & planning and assessment & Evaluation group: MJ Longley, Chris Gregg, Fred Villa, Neal Foster, John Palmatier, Tara Jollie, Mike Black, Scott Clark and



Gretg Cashen. The following were involved in the Workforce Readiness and Employment & Placement group: Cynthia Erickson, Mayfield Evans, Susan Denison, Rose Ellis, David Stone, Doug Ward, Jim Laiti, Todd Bergman, Wendy Redman and Stephanie Wheeler.

***Briefings on Service Delivery Programs –***

***Division of Employment Security (ESD) -***

Tom Nelson, Director of ESD thanks the Chairman and the board for giving him and the other Directors of the Alaska Job Center Network (AJCN) consortium of Directors and that includes myself as the ESD, Corine Gedholz, DBP, Gail Sinnott, DVR, and Director Ellie Fitzgerald from Public Assistance time on the agenda during the board meeting. The AJCN is comprised of the ESD, DPA, DVR and DBP Directors. The first three divisions participate directly through in facilitation of services to job center customers, the latter participates indirectly by facilitating WIA and STEP funding for the system. Engagement of this workgroup by the AWIB, Employment & Training Committee will promote a clarified understanding of the service delivery component of the system. Under the Workforce Investment Act, section 121(d), the ESD has been designated as the One-Stop Operator. ESD administers a large majority of the programs mandated under WIA. The Alaska Labor Exchange System (ALEXsys) came on line in April of 2006.

***Division of Vocational Rehabilitation (DVR) –***

Gail Sinnott, Director of Division of Vocational Rehabilitation reviewed with the board the State Fiscal Year 2006 Accomplishments of the Division and provided a hot sheet. DVR assists individuals with disabilities to obtain and maintain employment. They focus on making sure people with needs have access to all services available. There were questions about the budget and explanations of what they provide and buy for disabled people to be able to work.

***Division of Business Partnerships (DBP) –***

Corine Gedholz, Director welcomed the new staff to AWIB and talked about how they rely on them for broad oversight to set directions on where best to put training dollars. Spoke about the need for all DOL divisions to work together - ESD/VOC/AVTEC to the benefit of all. Need to meet industry needs and challenges facing the work force demand of the future. Need to focus on the youth and be in every school district.

***AVTEC –***

Fred Esposito made a general presentation about AVTEC.

***Action Items/Next Steps –***

The small groups brought back all of their notes and these were consolidated into a Working Committees Strategic Plan. Each of the five committees will use this plan to guide them with milestones, resources and success measures and bring reports back to the board in August. It was agreed to break into committees tomorrow morning to set milestones and talk about resources and success measures.

General discussion about transition plan and keeping our sights on what the administration wants in workforce development.

General discussion about ways to get new committee members and it was agreed that committee members could recruit other members under ex officio.



Discussion and clarification of the youth council role and who they report back to. What is their role and what does AWIB want back from them. The youth council reports to the board as a whole. It was suggested that we should align our youth council with the National Youth Vision.

There were concerns about the web site and recommendations that it be brought up to date and kept updated.

There is legislation occasionally that needs AWIB attention, what is the protocol? General discussion about how the board addresses legislation pertaining to workforce development.

General discussion about the work that was accomplished today continued. It was agreed that it was a very productive day and the board is reinvigorated to move forward with a strategic plan and setting new direction and priorities.

Doug Ward was appointed by Chair Baker to solicit nominations for Chair and Vice-Chair to be brought back to the board in August.

## **Adjourn**

**May 9<sup>th</sup>, 2007**

**(Audio Recording Begins)**

**Call to Order 9:00 a.m.**

### **Roll Call**

Members in attendance: Lt. Governor Sean Parnell, Lt. Governor's Designee Scott Clark, DLWD Commissioner Click Bishop, Commissioner DEED Roger Sampson, Commissioner DHSS Karleen Jackson, Commissioner DCED Emil Notti, Assistant Commissioner Guy Bell, Deputy Commissioner Tara Jollie, DHSS Designee Stephanie Wheeler, DCED representative Michael Black, AWIB Chair Andy Baker, Todd Bergman, Richard Cattanach, Susan Denison, Rose Ellis, Mayfield Evans, Neal Foster, UAA President's Designee Wendy Redman, UAA President's Designee Fred Villa, Cynthia Erickson, Jim Laiti, M. J. Longley, Chris Gregg, John Palmatier, Karen Rogina, Tim Scott, AWIB Vice Chair David Stone, Doug Ward

Members Absent: Rod Betit, UAA President Mark Hamilton, Ginger Stock-McKenzie

Staff in attendance: Greg Cashen, Bejean Page

Guests and others in attendance: Governor Sarah Palin, Governor's Spouse Todd Palin, Mary Miller, Blair Davis, Heidi Carlson, Fred Esposito, Molly Merritt, Karen Martenson, Tom Nelson, Brynn Keith, Gail Sinnott, Corine Gedholz, Helen Mehrkens, Marcia Olson, David Luther, Rebecca Logan, Krista Crum, Barbara Thomon, Lynne Smith, Ivy Frye, Lan Leving, Joe Herdenbrook, Carol Smoun, Elizabeth Dahl

Teleconferencing guests: None



## **Amended Agenda Approved**

### ***Mission Statement and Strategic Planning –***

Board members split into committee meetings to discuss strategic planning, set milestones, talk about resources and how to measure successes. The “Working Committees Strategic Plan” was formulated from these meetings and copy given to everyone (copy attached). These are to be used for guidance in committee meetings.

### ***Public Testimony –***

None called in.

### ***Initiatives pertinent to Workforce Development***

Chair Andy Baker introduced Commissioner Bishop, DOWLD. He talked about improving Alaska Hire and the European model of apprenticeship. We need to retain youth in state for our available jobs. There may be a disconnect between schools and industry on training people for the available jobs. He talked about the presentation that he would give later in the day about AGIA and the construction workforce development plan.

### ***Alaska’s Work Ready/College Ready Program (WorkKeys) –***

Commissioner Sampson, Department of Education and Early Development presented an overview of their new program they are working on. The Alaska Work Ready/College Ready program is administered by the Alaska Department of Education and Early Development (EED) in cooperation with the Alaska Department of Labor & Workforce Development (DOLWD). It is a statewide program to ensure that all Alaska students and job-seekers have the basic, or transitional, skills required by all post-secondary education and virtually all careers. If a student or job-seeker does not have the required transitional skill levels, the program provides training that is directly targeted to those skills. In addition, the program provides the means for students and job-seekers to document their transitional skills by earning a “Career Readiness Certificate”, which is recognized nation-wide. The program is administered through WorkKeys which is web based and available anywhere the internet can be accessed or can be utilized from a cd or hardcopy. The board members were provided with hard copies of the slide show presentation. MOTION was made by Neal Foster to support this program and seconded by Doug Ward. Passed unanimously, motion carried.

### ***Commissioner Notti –***

### ***Governor Palin Arrives 11:15 a.m. –***

Governor Palin thanks the board for being passionate about Alaska’s workforce future and for their service on AWIB and supports helping with workforce development. She asks for the support of the board for AGIA.

### ***Work Keys Program (continued) –***

Board members had many questions and were given a copy of the PowerPoint presentation for the WorkKeys program.

### ***Action Items –***

Letter from John Mayer who recently retired wanting to share his observations with the board. He suggested that the AWIB blueprint be revisited, focus on CTE funding and the education standards gap.



The AWIB calendar was discussed and will be updated and available on the web to reflect committee meetings and AWIB meetings.

***Department of Health & Social Services –***

Commissioner Jackson spoke about the mission of the Department to promote and protect the health of all Alaskans. Anything AWIB does helps to promote our mission. Jobs are the foundation of families being able to have healthy lives and are important to the State. It is important for people to have jobs that have health benefits and also that people have jobs in the health care industry. We are excited about the focus on youth. They need to live up to the potential that they have whether jobs or training, they need to meet the potential. Our department is about partnerships and collaborations. We don't want to be about Divisions, we want to be about working within our department doing work successfully. One of our divisions is working with the one-stop program with DOL. It is important to see people helping make jobs for Alaskans. She is excited about the new energy at the cabinet level.

***Research & Analysis –***

Brynne Keith and Tom Nelson reviewed priority industries data collected. The data collected over a ten year period for different industries was reviewed to help towards building training dollars.

***Regional Advisory Councils –***

Neal Foster gave a presentation about the Regional Advisory Councils. Board members were concerned about the lack of connection between the board and the councils and expressed an interest in meeting with them.

***Budget –***

Assistant Commissioner Guy Bell spoke to the board about the Governor's commitment to enhancing developments and supporting workforce development. He reviewed the Department budget and the AWIB Budget and answered related questions.

***Two Year Strategic Plan –***

Tom Nelson reviewed the changes in the WIA plan for a two year renewal. He presented to the board an abbreviated version called an abstract. We need approval from the board to move this forward to the public comment period. The hearing is scheduled for 5/23 from 1:00 to 3:00 and the notice will be posted on the web site. Rose Ellis made a MOTION to approve the plan to move forward for public comment and Susan Dennison seconded. Discussion by Tim Scott, MOTION carried unanimously. Resolution 07-02.

Discussion about having AWIB regularly recognize instructors in terms of vocational education. Need to develop a Vocational Technical Training Instructor of the Year Award from the AWIB. MOTION by David Stone, Seconded by Tim Scott. Friendly amendment by Fred Villa to expand to voc/tech professionals from both the public and private sector. MOTION passed. We need to bring the vocation award issue to the Executive Committee for wording of the voc/tech award.

***Alaska Gasline Inducement Act -***

Commissioner Bishop gave a power point presentation and handout on the Alaska Gasline Inducement Act: training the next generation of Alaskan *Pipeliners*; working today for tomorrow's Careers Building Alaska. He reviewed the section in AGIA 43.90.470 "The Commissioner of Labor and Workforce Development shall develop a job training program that will provide training for Alaskans in gas pipeline project management, construction, operations, maintenance and other gas pipeline related positions." The Commissioner reviewed construction employment numbers from 1970 during the pipeline, the



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construction workforce projection through 2019, the types and number of jobs that will be available and the importance of insuring that Alaskan are trained and ready. He has reviewed the training costs and timeline. He requested that the AWIB board form a committee to write a white paper assignment for the gas pipeline from the tasks listed on page 11 of his presentation.

Chair Baker asked Todd Berman & Karen Rogina how to proceed with the assignment. Todd suggested that we create a workforce readiness sub committee. Chair Baker asked for board members to be on it. Cynthia Erickson said that she would be interested in working on the plan. Tara Jollie noted that the Commissioner would like a draft copy forwarded to him.

***Adjourn at 4:50 p.m.***

**Action Tracker**

WHO	WHAT	DUE BY	STATUS
AWIB Staff	Update AWIB web site	<i>On Going</i>	
Doug Ward	Nominations for Chair and Vice Chair	<i>October AWIB Meeting</i>	
AWIB Staff	AWIB Calendar and Committees Updates		DONE
Executive Committee	Wording for the Vocational Technical Training Instructor of the Year Award.	October AWIB Meeting	
AWIB	Sub Committee to work on white paper for pipeline construction training program.	October AWIB Meeting	DONE
AWIB	Tour the pipeline training school	October AWIB Meeting	
Executive Committee	Prepare resolution to support AGIA.		DONE
Committee	Use strategic plan document to prioritize committee directions.		
AWIB	Resolution in support of PY08/09 two year WIA plan to Governor.		DONE



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