



ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT

*Alaska Department of Labor and Workforce Development  
Alaska Workforce Investment Board - Youth Council Face to Face Meeting*

Alaska Job Corps Center - 800 E. Lynn Martin Drive, Palmer, Alaska 99645

May 27, 2009

AGENDA (**DRAFT**)

Teleconference: 1-888-354-0094, Conference ID 9694688

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May 27, 2009 - Introduction & Briefings (Lunch Provided)

9:00 - 9:30

Introduction

- Call to Order (Chair Gregg)
- Roll Call (Barbara Duval)
- Introductions
- Welcome (AWIB Executive Director Greg Cashen)
- Opening Remarks (Chair Gregg)
- Agenda Approval
- Approval of Meeting Minutes - March 4, 2009

9:30 - 10:45

Activities Pertinent to Workforce Development

- WorkKeys - Marcia Olson, Tom Nelson
- Youth Programs - Mike Shiffer, Diedre Bailey
- Apprenticeship - Gerry Andrews
- Career Clusters and Pathways - Ray DePriest

10:45 - 11:00

Break

11:00 - 12:00

Action Items

- Orientation Handbook

12:00 - 1:00

Lunch

1:00 - 2:00

Discussion Items

- Youth Council Meeting Schedule
- Employability Skills Resolution
- Interaction with AWIB
- Youth Participation Letter, Youth Participation Application

2:00 - 3:30

Work Session

3:30 - 4:00

Wrap-up and Adjourn

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



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

Alaska Workforce Investment Board  
Alaska Department of Labor & Workforce Development  
Youth Council  
Wednesday March 4, 2009 10:00am  
1016 W. 6<sup>th</sup> Avenue, Suite 304  
Teleconference Number: 1-888-354-0094 Code: 9694688  
Minutes (**DRAFT**)

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- **Roll Call:**  Betty Jo Dibble, Chair;  Mike Woods, Vice-Chair;  John Douglass;  Heidi Frost;  Melissa Hill;  David Kvasager;  Andre Layral;  Helen Mehrkens;  Cynthia Erickson;  Heather Wagner;  Tania Clucas
- **Staff:** Barbara Duval, Louise Dean
- Ex-officios:  Diedre Bailey

#### **Approval of Agenda**

MOTION to approve agenda by Heidi Frost  
Seconded by Mike Woods  
Vote taken  
MOTION passes

#### **Approval of Minutes**

No quorum for meeting held 2/24/09 in Juneau  
December 4, 2008  
MOTION to approve December 2, 2008 minutes by Betty Jo Dibble  
Seconded by Helen Mehrkens  
Vote taken  
MOTION passes

#### **Action Items**

1. Youth Participation Letter, Youth Participation Application – Barbara Duval explained the intent for the letter and the application for a youth to be on the youth council. There was general consensus that this will not be finished with this process prior to the May AWIB meeting.
2. Planning for Youth Council Meeting with AWIB in May 09 (youth one-on-one with AWIB member)(YC priorities & policy recommendations to AWIB) – The discussion began with the idea of postponing this until a later board meeting. Heidi Frost indicated she believed the youth council could be ready for this activity for the May meeting. The idea is to have youth who have participated or are participating in a WIA program meet with AWIB members. There would be pre approved questions for board members to ask youth. This would give the



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

board members an idea to see what happens when money is invested in the youth in Alaska.

**Discussion Items**

1. Youth Council Membership – There are several new members on the youth council. The new members for this meeting were; Betty Jo Dibble, chair; Mike Woods, Vice-Chair; Cynthia Erickson, board member, and community members Heather Wagner, Tania Clucas, Gibby Serna, Ruth Schoenleben, Taber Rehbaum, Noelle Hardt, and Barbara Henjum.
2. Expanding the scope of the YC to be prepared to advocate and set priorities for policy recommendations.

**Other Items**

There will be an orientation/training between now and the May 27<sup>th</sup> face to face meeting.

**Next meeting:** Wednesday, May 6, 2009 at 10:00am

**Adjournment:**

MOTION to adjourn by Mike Woods

Seconded by Heather Wagner

Vote take

MOTION passes

**Attachments:**

Youth Application Form

Youth Cover Letter

YC Bylaws

Minutes December 4, 2008

Youth Council Roster

## **Alaska Workforce Investment Board Committees**

**Executive Committee** – The Executive Committee has the authority to take action on behalf of the board and supervises its affairs between regular business meetings.

**Legislative** – The Legislative committee coordinates with the Alaska Department of Labor and Workforce Development to bring forth issues about the board to the legislature.

**Policy & Planning and Assessment & Evaluation** – The Policy & Planning Committee crafts policies regarding day-to-day operations of the workforce system and long-term responsibilities of the board and works to increase awareness of the AWIB throughout the state.

**Assessment & Evaluation Committee** – The Assessment & Evaluation Committee gauges customer satisfaction and monitors the workforce development system to increase accountability in performance and continuous quality improvement in accordance with the board’s strategic plan.

**Workforce Readiness and Employment & Placement** – The Workforce Readiness Committee provides oversight for training, education and employment programs. This committee builds partnerships between private industry, government, labor, and education.

**Employment & Placement Committee** – The Employment & Placement Committee monitors the coordination of service delivery to promote efficiency and prevent overlap of services among programs. Specifically, it addresses customer needs at the local level, welfare to work initiatives, Alaska hire and tailors employment and training programs to suit Alaska’s workforce, and economic development needs.

**Youth Council** – The Youth Council develops and recommends employment and training policy and broadens the employment and training focus in the community and practice for young people; establishes linkages with other organizations serving young people; and addresses issues that can have an impact on the success of young people in the labor market.

**Ad Hoc Committee** – The Ad Hoc Committee is a temporary committee formed to work on a specific short term project.

## **Role of AWIB Staff**

The role of the AWIB staff from the Department of Labor and Workforce Development is to staff the full board and its six permanent committees. This includes ad hoc committees set up for specific purposes such as AGIA, the Training Plan Template, and Board Retreat.

The Executive Director is responsible for providing adequate staff for full board and committee work with a staff of two Program Coordinators and an Administrative Assistant. Greg Cashen, Executive Director, is lead staff for the Executive Committee and determines staff for Ad Hoc committees as needed. Barbara Duval, Program Coordinator, is lead staff for the Workforce Readiness/Employment & Placement Committee and Youth Council. Louise Dean, Program Coordinator, is lead staff for the Policy & Planning/Assessment and Evaluation and Legislative Committees. Bejean Page, Administrative Assistant, sets up teleconferences, face to face meetings for full board and committee meetings, and handles all administrative duties related to the AWIB.

Lead staff members for committees are responsible for scheduling meetings and working with the Chair on compiling and distributing the agenda, compiling meeting minutes, tracking the progress of action items, and posting this information on the AWIB website. Lead staff members are also responsible for any work assigned by the Chair which may include conducting research, providing documents or information requested by the Chair, setting up ad hoc, nominating, and steering committees, and distributing information to all committee members in a timely manner.

The Executive Director also coordinates staff for full board meetings and prepares the agenda in consultation with the Executive Committee. This includes ensuring all travel arrangements, meeting arrangements, catering, transportation, board binder preparation, and presentations to the full board are made timely.

The Executive Director facilitates when other Department of Labor staff are needed for special projects or for information requests from the board including Research and Analysis questions, questions from the Employment Security Division, Division of Business Partnerships, Vocational Rehabilitation, Division of Public Assistance, and Administrative Services Division for questions regarding the AWIB budget.



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

**Alaska Workforce Investment Board – Youth Council**

Name		Address	Phone	Fax	Email
Chris Gregg - Chair	IUPAT Local 1140	501 Raspberry Rd, # 200 Anchorage, AK 99518	562-8843 243-8170	563-8843	cgregg@local1959.org
Tania Clacus	Education Specialist, Area Health Education Cntr	PO Box 8327 Fairbanks, AK 99708	458-6416	457-4850	Tania.clucas@gmail.com
John Douglass	Business & Community Liaison – AK Job Corps	800 East Lynn Martin Dr. Palmer, AK. 99645	232-6226 861-8708	861-8986	douglass.john@jobcorps.org
Cynthia Erickson	Tanana Commercial Co; Tanakon Fuel; Tanakon B&B	P.O. Box 77069 Tanana, AK 99777	366-7188 366-7108	366-7115	Tanakon42s@hotmail.com
Heidi Frost	Coordinator – Governor’s Council on Disabilities and Special Education	PO Box 240249 3601 C St. Ste.740 Anchorage, AK. 99524	269-8999	269-8995	anhjf1@uaa.alaska.edu
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Melissa Hill	Director of Teacher Placement-University of AK	PO Box 755400 Fairbanks, AK. 99775	450-8403	450-8401	melissa.hill@alaska.edu
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André Layral	Community Engagement Ed. AK ICE & AASB	720 Cardinal Ct. Fairbanks, AK 99709	479-0973 460-7786		layrals@mac.com
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Gibby Serna	Covenant House, Independent Case Mgr	609 F St Anchorage, AK 99501	339-4429	272-4429	gserna@convenanthouseak.org
Ruth Schoenleben	Nine Star, Vice President Personnel & Training	125 W. 5 <sup>th</sup> Ave Anchorage, AK 99501	279-7827 301-4332		ruths@ninestar.com
Heather Wagner	GCI, Staffing & Recruitment Mgr	2550 Denali St, Suite 1000 Anchorage, AK 99503	868-6640	868-9920	hwagner@gci.com
Mike Woods – V. Chair	Anchorage School District King Career Center	2650 E NL Blvd Anchorage, AK 99508	742-8964 230-4136	742-8907	Woods_Mike@asdk12.org
Ex-officio					
Diedre Bailey	Youth Program lead For WIA Youth Programs	1016 W 6th Ave. Ste. 205 Anchorage, AK 99501	269-3744	269-4661	diedre.bailey@alaska.gov
AWIB Staff					
Barbara Duval	Project Coordinator	1016 West 6 <sup>th</sup> Ave., Ste 105 Anchorage, Alaska 99501	269-7329	269-7489	barbara.duval@alaska.gov

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Jobs are Alaska’s Future

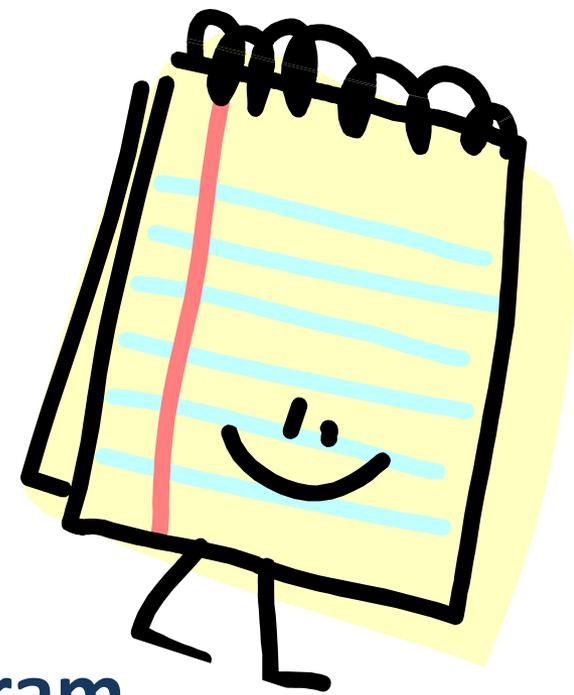


**AWIB Youth Council Meeting**

**May 27, 2009**

# Agenda

- **WorkKeys and the NCRC**
- **Alaska Career Ready Program**
- **WorkKeys in Education**
- **WorkKeys in Labor**



The

WorkKeys®

System



# ACT WorkKeys® Skill Areas and Levels

APPLIED MATHEMATICS	1	2	*3	*4	*5	*6	*7	8	9
READING FOR INFORMATION	1	2	*3	*4	*5	*6	*7	8	9
LOCATING INFORMATION	1	2	*3	*4	*5	*6	7	8	9
APPLIED TECHNOLOGY	1	2	3	4	5	6	7	8	9
TEAMWORK	1	2	3	4	5	6	7	8	9
OBSERVATION	1	2	3	4	5	6	7	8	9
LISTENING	1	2	3	4	5	6	7	8	9
WRITING	1	2	3	4	5	6	7	8	9
BUSINESS WRITING	1	2	3	4	5	6	7	8	9



# ACT WorkKeys® Skills Excerpt - Math

## Level 3

Solve problems that require a single type of mathematics operation (addition, subtraction, multiplication, and division) using whole numbers

Add or subtract negative numbers

Change numbers from one form to another using whole numbers, fractions, decimals, or percentages

Convert simple money and time units (e.g., hours to minutes)

## Level 7

Solve problems that include nonlinear functions and/or that involve more than one unknown

Find mistakes in Level 6 questions

Convert between systems of measurement that involve fractions, mixed numbers, decimals, and/or percentages

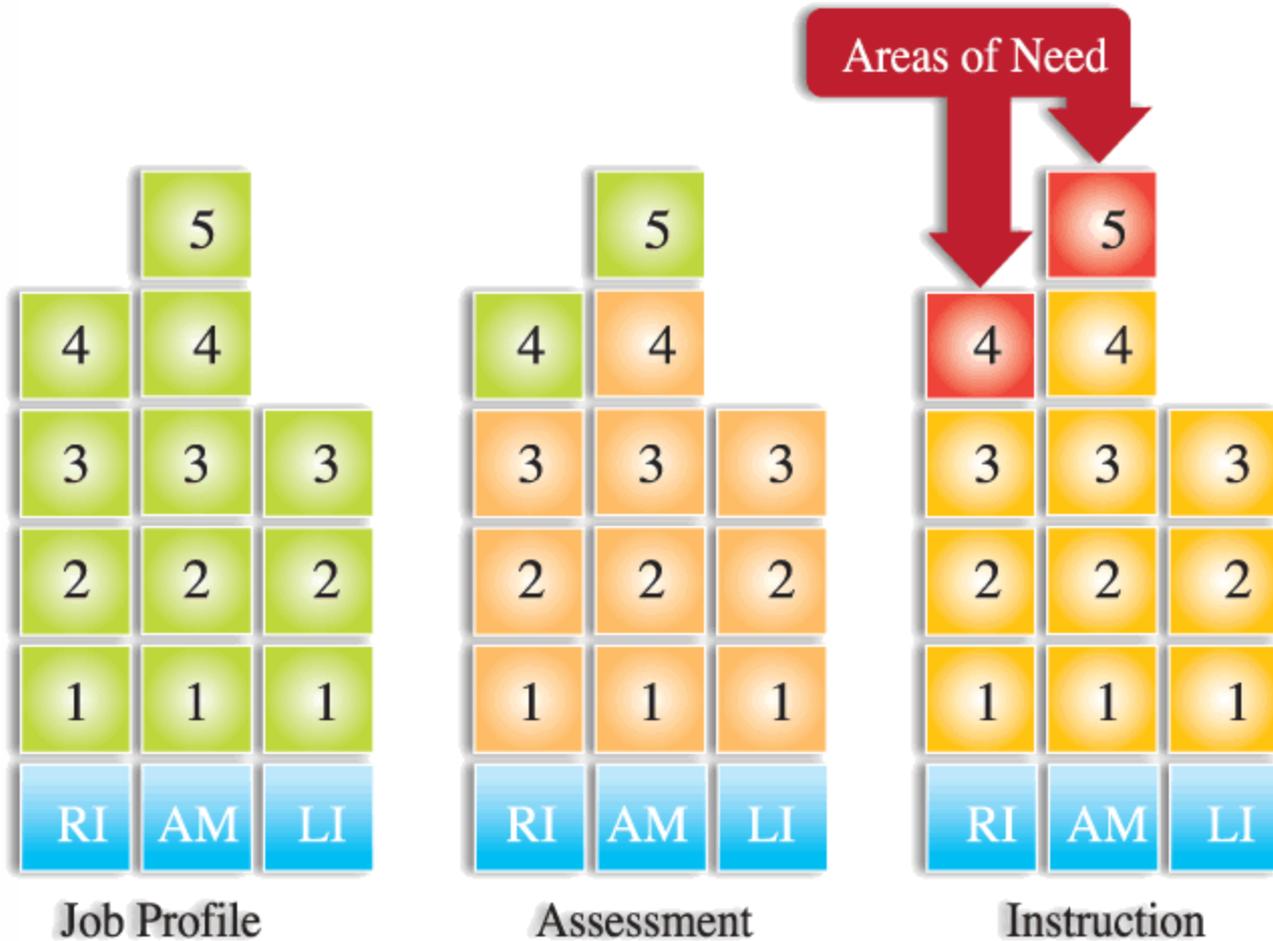
Calculate multiple areas and volumes of spheres, cylinders, or cones

Set up and manipulate complex ratios or proportions

Find the best deal when there are several choices

Apply basic statistical concepts

# The WorkKeys® System in a Nutshell



# The Alaska NCRC – Powered by WorkKeys®



## NATIONAL CAREER READINESS CERTIFICATE™

The State of **Alaska** awards a

**GOLD**

National Career Readiness Certificate to

*Joseph P. Sample*

In recognition of verified skills in Applied Mathematics,  
Locating Information, and Reading for Information

ALASKA  
CAREER  READY

Certificate #J102E3SAMPLE  
Issue Date 6/30/08

**ACT**®

ALASKA  
CAREER  READY

# WorkKeys® Skills for the NCRC



## NATIONAL CAREER READINESS CERTIFICATE™

The WorkKeys® system permits a direct comparison of the level of skills needed to perform a job with the level of skills an individual currently demonstrates. The WorkKeys-powered Career Readiness Certificate shows that an individual has achieved a level of performance across a range of skills which, in combination, establish the person's readiness to enter a percentage of the jobs available as documented by the thousands of jobs in the ACT occupational profile database. The individual named on the face of this certificate has demonstrated the following proficiencies.

### Applied Mathematics

Solve straightforward, basic problems requiring math operations; describe situations that require interchange of fractions, decimals, and percents to make sense; and manipulate simple money and time units to provide services or information.

Put information in the right order to solve problems requiring one- or two-step math operations; and use averages, ratios, proportions, rates, and fractions to describe situations and report information.

Perform several steps of logic and calculations; decide how to solve a problem; look up and use the correct formula; identify a best deal; calculate percent discounts and markups; and solve two-dimensional geometric problems to describe and analyze work situations.

### Locating Information

Find or fill in basic information in a simple bar graph, table, or pie chart to comprehend work-related issues and problems.

Find several pieces of information in straightforward charts, tables, and diagrams; summarize information; and identify trends in order to comprehend and analyze work-related issues and problems.

Sort through distracting information to identify and compare trends in detailed tables, maps, instrument gauges, graphs, and blueprints in order to analyze and interpret work situations.

### Reading for Information

Read and understand concise work-related documents, such as memos and announcements, in order to follow instructions and apply basic rules and information to workplace situations.

Read and understand work-related documents, such as procedures, policies, and notices, in order to follow instructions and apply important details and conditional information to workplace situations.

Read and understand work-related documents, such as technical manuals, in order to use the context to comprehend unfamiliar terms and jargon and to apply complex instructions to new workplace situations.

This credential is registered with ACT in the National Career Readiness database and may be verified at [www.MyWorkKeys.com](http://www.MyWorkKeys.com).

If you have questions, call 1-800-WORKKEY.

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12009





# Earnings = Motivation



<b>ONET Code</b>	<b>ONET Title</b>	<b>AM</b>	<b>LI</b>	<b>RI</b>	<b>'06 US Median</b>	<b>'06 AK Median</b>
37-2012.00	<b>Maids &amp; Housekeeping Cleaners</b>	3	3	3	\$17,600	\$21,300
53-7051.00	<b>Industrial Truck &amp; Tractor Operators</b>	3	3	3	\$27,300	\$33,900
43-5041.00	<b>Meter Readers, Utilities</b>	3	4	3	\$30,300	\$37,700
51-5023.09	<b>Printing Press Machine Operators &amp; Tenders</b>	3	4	4	\$31,000	\$41,300
33-3012.00	<b>Correctional Officers &amp; Jailers</b>	3	4	4	\$35,800	\$45,300
49-9021.02	<b>Refrigeration Mechanics</b>	4	4	4	\$37,700	\$54,700
33-2011.01	<b>Municipal Fire Fighters</b>	4	4	4	\$41,200	\$29,500
23-2011.00	<b>Paralegals &amp; Legal Assistants</b>	4	4	5	\$43,000	\$44,400
33-3051.01	<b>Police Patrol Officers</b>	4	4	5	\$47,500	\$56,100
25-4021.00	<b>Librarians</b>	5	4	5	\$49,100	\$54,000
11-9151.00	<b>Social &amp; Community Service Managers</b>	5	4	5	\$52,100	\$45,300
17-3023.01	<b>Electronic Engineering Technicians</b>	5	5	5	\$50,600	\$63,700
47-1011.01	<b>First-Line Supervisors—Construction Trades</b>	5	5	5	\$53,900	\$72,800
13-2011.01	<b>Accountants</b>	6	5	5	\$54,600	\$54,100
11-9021.00	<b>Construction Managers</b>	6	5	5	\$73,700	\$79,900

# Alaska Career Ready\* Program Goals

Provide to all Alaskans:

1. Career information
2. Assessments to measure skill levels
3. Instruction to enhance skills
4. Opportunity to document skills by earning “Career Readiness Certificate”
5. A common metric for use in talking about foundational skills needed on the job
6. A skilled Alaskan workforce for the future!

**\* Partnership between Labor & Education \***



# WorkKeys in Education

Education Regulations Effective School Year 2010-2011

## 1. 11<sup>th</sup> graders — 3 WorkKeys assessments

- Applied Math
- Reading for Information
- Locating Information
- Proctored, secure assessments



## 2. 6<sup>th</sup> & 8<sup>th</sup> graders — 3 pre-tests

- Applied Math
- Reading for Information
- Locating Information
- Quick, informal, need not be proctored

# WorkKeys in Labor

- **Priority occupations for client WorkKeys testing**
  - Occupations identified by the AWIB as High Demand
  - Any of the 113 AGIA occupations
  - Occupations for which an employer is working with DOL to develop a registered apprenticeship program
- **Outreach**
  - Trends Magazine, new employer info packets, newsletters, conferences, presentations, and Job Center Business Connection staff
  - ALEXsys credential project coming soon
- **Job Profiling**
  - ACT certified Job Profiler on staff

# Self-Paced Instructional Courseware

## KeyTrain and WIN



Applied Mathematics  
(Levels 1-7)



Observation  
(Levels 1-6)



Reading for Information  
(Levels 1-7)



Writing and Business Writing  
(Levels 1-5)



Locating Information  
(Levels 1-6)



Team Work  
(Levels 1-6)



Applied Technology  
(Levels 1-6)



Listening  
(Levels 1-5)



Work Habits (not assessed by Workkeys®)

- interpersonal interaction
- listening and speaking
- cooperation and respect
- self management
- resource management
- time management
- quality management
- problem solving



**Courseware available to schools and job centers (all site license fees paid by EED and DOL).**



[www.careerready.alaska.gov](http://www.careerready.alaska.gov)

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## Alaska Workforce Investment Board Strategic Intent

### *Mission Statement:*

*“To provide leadership, recommend policy, direction and accountability standards to get Alaskans into jobs.”*

Alaska’s workforce development system has made great progress since transitioning from JTPA to WIA but still needs improvement. Innovation and continuous improvement is essential to the success of any enterprise, including Alaska’s workforce development enterprise. As fiscal constraints continue and the cost of preparing and improving our workforce increases the Alaska Workforce Investment Board should set the pace in creating a meaningful and innovative workforce development plan that will fulfill the economic and labor requirements of the future. The plan must serve as the translation of research findings into practical but innovative strategies to deliver a prepared workforce to Alaska’s employers.

Fully realizing the intent of the *Jobs are Alaska’s Future* initiative requires a workforce development system that is responsive to the needs of business, industry and workers. Alaska faces several challenges in addressing these needs, including:

- An aging workforce that will result in the need to replace significant numbers of skilled workers in all occupations and industries.
- An aging population that will require the provision of additional services.
- A gap, both basic and occupation-specific, between the skills business and industry need and those possessed by the labor force.
- A highly competitive market for skilled workers.
- Additional jobs being created by a promising economy and comparatively few qualified Alaskans to fill them.
- Increasing access to jobs by targeting employment training to fit development.

The AWIB’s role is very broad; it spans the responsibilities under the federal Workforce Investment Act and those authorized under state law. These responsibilities include:

- Serving as an ambassador for the workforce investment system to the public.
- Providing outreach to business and industry for their participation in the system.
- Acting as a catalyst for continued improvement of the workforce investment system.
- Continuously seeking development of a more efficient and cost-effective employment and training system for Alaska employers and job seekers.
- Serving as the lead planning and coordinating entity for the development of a collaborative, statewide system of activities and services that includes mandatory and optional partners of the One-Stop delivery system.

Critical success factors which lie within a strategic framework are based upon two priorities: 1) workforce preparation and employment, and 2) collaboration.

### **1. Workforce Preparation and Employment**

Alaska is experiencing a skills gap, evidenced by the combination of labor surpluses and employers' inability to fill many high-skill jobs with qualified Alaskans.

The economy is dependent on an available and well-qualified labor force with skills relevant to the needs of Alaska's employers. Identifying these skills is the first step in closing any possible skills gap and ensuring that Alaskans are well positioned to benefit from the *Jobs are Alaska's Future* initiative. The top skill needs identified in all categories are similar. Good jobs, regardless of industry sector, require a strong foundation of basic skills. In order to perform their job tasks workers must possess strong reading, listening, communication, critical thinking and social skills.

The AWIB recognizes the importance of realigning secondary education in a way that is meaningful to students and integrated with the good paying jobs of Alaska's promising job market. Career clusters are groups of sixteen broad industries and occupations that provide a versatile organizational tool for schools. Career clusters will link academic basics with specific skills needed to ensure success in the workplace. The goal is that students will graduate prepared to make career adjustments called for by an evolving economy. Vocational and technical education must increasingly focus on professional certifications and established entry-level guidelines for apprenticeships. We must seek to ensure that graduates are placed in jobs for which they are trained.

The AWIB advocates for a seamless continuum of educational and career development opportunities and incentives that will assist Alaska's youth in selecting, pursuing and obtaining good jobs that result in careers and a stable, self-sufficient future.

#### **Strategies:**

- Define priority industries and occupations.
- Identify skills gaps and work toward narrowing them by providing relevant training, promoting basic skill attainment, and promoting career awareness.
- Promote industry skill standards.
- Promote youth employability standards.
- Ensure statewide access to effective employment education, training and employment services, particularly to rural areas and for the economically disadvantaged (including a commitment to strengthening families and communities and addressing barriers to employment).
- Evaluate programs of the workforce investment system maximizing workforce investments that produce a high return.
- Increase the participation and ability of the education system to develop the workforce.

- Develop succession strategies that will ensure a seamless transition as the state faces a labor shortage due to an aging workforce, with particular emphases on the construction and healthcare industries.
- Establish industry-based skills standards in high growth industries that can easily be adopted by all training providers.

**Measures:**

- Increase the percentage of people who enter employment in a field related to their training by at least one percent annually.
- Increase the percentage of workforce investment participants who enter employment by at least two percent annually.
- Decrease the ratio of non-residents to residents working in Alaska by at least two percent per year.
- Prioritize job training grant awards of at least 60 percent annually for priority and targeted industry training.

**2. Collaboration**

In order to prepare Alaskan workers with skills needed to be successful in the labor market there must be strong collaboration between government agencies and the private sector, including agency-to-agency, agency-to-business, and business-to-business relations.

AWIB initiatives and resolutions strengthen and support elimination of duplication and reinforce the need for efficient and effective use of resources at all levels of the system. The Operators' MOU complements AWIB commitments and implements the respective controls and oversight of administrative resources at the local level.

Partnership in the workforce system occurs at several levels. The needs of business and industry drive the design of workforce solutions. At the statewide level government needs to continue to work with business and industry to deliver appropriate training of new workers in high growth demand industries. With apprenticeships the state is able to leverage union and non-union training with a real job at the end of training. At the community level Job Center partners conduct joint planning and case management to maximize resources to provide individuals with the most comprehensive services.

Alaska's One-Stop Operator, the Employment Security Division, in partnership with other agencies, has been systematically redesigning the Alaska Job Center Network to improve coordination of services. The focus of this effort is the improvement of partner collocation, accessibility, and the development of a common intake process.

The workforce investment system works closely with the education system to expand the flow of skilled workers into Alaska's high growth industries. The state supports the use of work-based learning and applied learning to cultivate student awareness and interest in high demand industries. The state will also reinforce education efforts in school-to-work and industry led school-to-work business partnerships.

Alaska has improved and will continue to improve the quality and integration of service delivery. The *Statewide Unified Plan*, the current One-Stop Operator MOU, and the agreed upon Cost Allocation Methodology, guide the service delivery and administration of the Alaska Job Center Network. Integrated services are also provided with the intent and in the spirit of the state's *One-Stop Operating Principles*. These principles include streamlining services through integration, promoting universal access, empowering individuals, promoting state and local flexibility, engaging the private sector, and improving youth programs.

The current, integrated partnership includes the agencies responsible for the following programs under WIA: Adult, Dislocated Worker, Rapid Response, and Youth Programs; Wagner-Peyser; TAA/NAFTA; Worker Opportunity Tax Credit; ABE/GED; Veterans Employment and Training Services; Vocational Rehabilitation; Senior Community Services Employment Program; Employment and Training Programs under the Food Stamp Act, Tribal and Native Employment and Training Programs; and the Alaska Job Corps. Additional partners include the State Training and Employment Program; Temporary Assistance for Needy Families (TANF); and a wide variety of community and private, non-profit service and training providers. The partnership continues to make improvements in providing superior customer service and making services accessible to consumers.

#### **Strategies:**

- Market penetration with employers.
- Embed Job Center principles of integration, customer service, and universal access.
- Rural and Alaska Native connections.
- Connect with economic development.
- Business and industry outreach.
- Linkages with Regional Advisory Councils.
- Increase industry and private sector investments in workforce development.
- Cultivate and leverage partnerships between business, industry, education, organized labor, Native organizations, and economic and workforce development entities to foster cooperation, communication, and coordination with all stakeholders.
- Leverage all sources of funding for employment training (WIA, STEP, TVEP, HGJTI, DTF, TANF, etc.) at every possible opportunity by aligning investments with priority industries and occupations, seeking matching funds from partners, local partnering at the One-Stop Operator level, securing new investments from high growth industries, and seeking legislative support through increased general fund allocations to promote Alaska Hire and high-growth job training.
- Develop meaningful, innovative uses for WIA statewide activities funds.

#### **Measures:**

- Increase market share among employer customers by at least 2% per year.



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

**Alaska Workforce Investment Board  
Youth Council  
Member Job Description**

In order to accomplish the overall mission of the Youth Council, and to achieve its specific objectives, each member of the Council is expected to fulfill several individual responsibilities. Members should:

- Prepare well for each Council meeting or committee teleconference, through full and careful study of the agenda and its supporting materials, other relevant materials, and through discussion of agenda items, when appropriate, with other Council members, staff members, and others as desired in formulation of preliminary personal views on each topic in advance of the board meeting. These judgments are to serve as a base point for further discussion in the meeting;
- Attend the entire board meeting by arranging work and travel schedules in advance to permit on-time arrival and staying through the full meeting;
- Evaluate and follow-up on the actions taken at Council meeting by keeping track through published YC documents of how the actions of the Council are being implemented in the short and long run, and expressing comments or concerns with the Chair or Project Coordinator, as appropriate;
- Establish two-way communication links with Council partners to explain and discuss the actions taken by the Council;
- Fulfill responsibilities of any collateral assignment as an Council committee member or appointed representative to other agency committees or task forces in accordance with the purpose of the committee or the nature of the representation on behalf of Council, and consistent with the precepts of preparation, attendance, participation and evaluation set forth above;
- Participate actively in the legislative activities of the AWIB and Youth Council, in the most effective manner, to be jointly decided with the Chair, the Executive Committee, and the Executive Director;
- Accept occasional public speaking assignments such as chairing meetings and introducing speakers, as well as giving reports as appropriate before the Council;
- Acknowledge and abide by the YC Member Job Description, Code of Conduct and Conflict of Interest Policy.



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

- Serve as ambassador of the Council and the Administration. As such, each member of the Council functions as a representative of the AWIB to the Legislature, the other boards, partner agencies, and the general public. Each Council member must assume responsibility for explaining Council decisions, YC's vision for the future, and YC's mission and goals, together with the action plans approved by the Council to realize that vision and attain the goals.



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

**Alaska Workforce Investment Board  
Youth Council  
Code of Conduct and Conflict of Interest Policy**

As a member of the Alaska Workforce Investment Board's Youth Council, I will:

- Attend all regularly scheduled council meetings and other teleconference meetings, insofar as possible, and become informed concerning the issues considered at those meetings;
- Understand the responsibility inherent in serving on a policy setting public body as that of providing broad guidance and direction to the Administration that is responsible for the interpretation and implementation of those policies;
- Recognize that I should endeavor to make policy decisions only after full discussion at a committee meeting, committee teleconference, or a meeting of the full Youth Council;
- Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- Encourage the free expression of opinion by all Council members, and seek systematic communication between Council members and partner agencies;
- Recognize the responsibility for management of the Youth Council is that of the Executive Director and, in turn, the professional staff members assigned to assist the Executive Director in carrying out the policies established by the AWIB and Youth Council;
- Inform myself about current workforce development issues by individual study and through participation in programs providing needed information, such as those sponsored by partner agencies, state agencies, or national organizations;
- Avoid being placed in a position of conflict of interest, and avoid using my council position for the advancement of my personal interest or personal gain.
- Disclose any potential or real conflict at the earliest possible time and remove myself from any key decisions or debates where the outcome may or will have an impact on related activities; and shall scrupulously avoid undisclosed conflicts of interest between the interests of the State of Alaska and the Youth Council, and personal, professional, and business interests. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

- Disclose any interests in a transaction or decision where I or my family or significant other, employer, close associates, including business or other nonprofit affiliations, will receive a benefit or gain. After disclosure, I may be asked to leave the room for the discussion and will not be permitted to represent the Youth Council to external agencies on this issue or vote on the question.



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

**Alaska Workforce Investment Board  
Youth Council  
Ex-Officio Member Policy**

**Appointment**

The Youth Council chair may designate individuals as ex-officio committee members who have specific advisory expertise committees' desire at their deliberations. The board is especially interested in representation from the private sector, including business and industry.

**Term of Membership**

One year, renewable by the committee chair with approval of a majority of the Council.

**Privileges**

Ex-officio members have all meeting privileges of regular members of the Council, except for the following:

- No travel expenses will be reimbursed;
- Ex-officio members may not chair the Executive Committee or standing committees;
- Ex-officio members serve at the pleasure of the committee chair;
- Ex-officio members may not make motions, second motions, or vote in meetings of Executive Committee of the full Council.

**Expectations**

The following are expectations of an ex-officio:

- Must be registered to vote in the State of Alaska;
- Required to attend a majority of committee meetings;
- Must follow through on assignments, obligations and be prepared for meetings;
- Must comply with the State of Alaska's Ethics laws;
- Must excuse himself/herself from influencing or voting on any project or policy which would personally benefit himself/herself and/or family members or significant others.

**ALASKA DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
ALASKA WORKFORCE INVESTMENT BOARD  
YOUTH COUNCIL BYLAWS**

Pursuant to the Workforce Investment Act of 1998, a special committee has been established to advise and assist the Alaska Workforce Investment Board (AWIB) in carrying out its functions assigned by federal or state statute, hereby known as the Youth Council.

**ARTICLE I**

**NAME AND ADMINISTRATIVE SUPPORT**

Section 1. The name of this organization is the Youth Council.

Section 2. The Alaska Department of Labor & Workforce Development shall provide administrative support to the Youth Council. All correspondence for the Youth Council may be addressed in care of:

Alaska Workforce Investment Board  
Department of Labor & Workforce Development  
1016 West 6<sup>th</sup> Avenue, Suite 105  
Anchorage, AK 99501

**ARTICLE II**

**PURPOSE AND MISSION**

Section 1. The Youth Council is an advisory and policy committee that works on youth workforce issues on behalf of the Alaska Workforce Investment Board (AWIB). The purpose of the Youth Council is to serve as a statewide policy council and is responsible for developing strategy recommendations and oversight for youth workforce systems while addressing the needs and interests of the state.

Section 2. In addition, the purpose of this Council will be to forge partnerships and encourage coordination among partners with the goal of developing and structuring a youth service system that is responsive to the needs of youth as well as the economic development of the region and overall health of the community. This system will provide a variety of proactive options to improve educational achievement, impact the dropout rate and prepare youth for successful careers in Alaska. The Youth Council functions as a committee of the Alaskan Workforce Investment Board and is subject to periodic oversight by and is accountable to the AWIB.

**ARTICLE III**

**POWERS, FUNCTIONS AND OVERSIGHT RESPONSIBILITIES**

Section 1. The Youth Council is a subgroup of the AWIB and acts in an advisory capacity to the AWIB. The Youth Council develops the portions of the AWIB's plan relating to youth as required by the Workforce Investment Act.

Section 2. The Youth Council, subject to the approval of AWIB and consistent with Section 123 of the Workforce Investment Act, shall:

- a. Recommend eligible providers of youth activities to be considered for grants or contracts on a competitive basis; and
- b. Conduct oversight with respect to the eligible providers of youth activities.

Section 3. The Youth Council, consistent with Section 129 of the Workforce Investment Act, shall:

- a. Coordinate youth activities that are authorized, including:
  1. provide to eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers
  2. ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities;
  3. provide opportunities for training to eligible youth;
  4. provide continued supportive services for eligible youth;
  5. provide incentives for recognition and achievement to eligible youth; and
  6. provide opportunities for eligible youth in activities related to leadership, development, decision-making, citizenship, and community service.
- b. Perform other duties determined appropriate by the AWIB chair.

Section 4. The Youth Council shall advise the AWIB in its role as the lead state planning and coordinating entity for state human resource programs relating to youth including but not limited to:

- a. 29 U.S.C. 2801 - 2945 (Workforce Investment Act of 1998);
- b. 20 U.S.C. 2301 - 2471 (Carl D. Perkins Vocational and Applied Technology Education Act);
- c. 20 U.S.C. 1201 - 1213d Adult Education Act;
- d. 29 U.S.C. 49 - 49 l -1 (Wagner - Peyser Act);
- e. federal law for work programs for needy families with children under the Social Security Act;
- f. the employment program established under 7 U.S.C. 2015(d)(4) (Food Stamp Act of 1977);
- g. all federal programs designated as successors to the programs listed in (a) - (f) of this section; and

- h. all state laws involving employment training, vocational education, and workforce development, and (Sec. 5 ch 61 SLA 1995), which include the State Training and Employment Program.

#### **ARTICLE IV MEMBERSHIP**

Section 1. The Youth Council shall have membership that meets the requirement of the Workforce Investment Act (WIA) legislation as well as the necessary membership as determined by the Youth Council Chair and/or AWIB Chair. The AWIB chair shall have final approval of all Youth Council membership.

Section 2. The Youth Council as a whole will reasonably reflect the geographic and demographic composition of the State of Alaska and will include members representing key stakeholders who are active participants in the youth workforce development system.

Section 3. At least two (2) members of the Youth Council shall also be members of the AWIB.

Section 4. The membership shall include, but is not limited to:

- a. private sector representatives;
- b. representatives of organized labor
- c. local educational agencies, schools or local school boards, and post secondary educational institutions, vocational education, alternative high schools and community-based learning;
- d. representatives from Chambers of Commerce and/or local economic development agencies
- e. youth service providers, including such organizations as Child and Family Services, Junior Achievement, Boys and Girls Clubs and organizations focused on pregnancy prevention and/or serving pregnant teens;
- f. regional and community based organizations, including those serving minority and Alaskan populations;
- g. youth, including in-school and out-of-school youth and high school dropouts, as well as youth with disabilities;
- h. law Enforcement organizations, including juvenile justice
- i. representatives of local public housing authorities
- j. other organizations and representatives deemed appropriate by the Youth Council
- k. representatives of youth service agencies, including juvenile justice and law enforcement agencies
- l. representatives of local public housing authorities

- m. parents of eligible youth seeking assistance under this subtitle
- n. representatives of the Job Corps, as appropriate, and
- o. may include such other individuals as the chair, in cooperation with the chief elected official determines to be appropriate

Section 5. A Youth Council member may be removed for just cause upon the vote of two thirds of the Executive Committee of the Youth Council. A member subject to such sanction shall have five days written notice of the proposed action and have the opportunity to be heard and to present evidence on their own behalf before the Executive Committee.

Just cause for removal shall include but not be limited to the following:

- a. two unexcused absences from regular Youth Council meetings within a 12-month period. It is expected that members will contact the Chair of the Youth Council prior to the scheduled meeting to inform of an anticipated absence;
- b. ineligibility based upon these by-laws;
- c. any other reasons that would interfere with or reflect badly upon the Youth Council, such as but not limited to, malfeasance, conviction for criminal activity, or other inappropriate behavior as determined by the Executive Committee.

## **ARTICLE V**

### **APPOINTMENTS & TERMS**

Members shall be appointed for two (2) year terms (24 months), with the option of renewal for an additional term. The only exception will be for initial appointments that shall be for staggered two and three year terms determined by the chair and/or natural attrition

In the event of a resignation or removal or cessation of a leadership or decision making position within the sector represented by said member, a new member shall be nominated and appointed in accordance with the nomination procedures set forth. The person so appointed shall serve until the term in which he or she was appointed expires. After the term expires, members will be replaced or may continue based upon re-nomination and re-appointment, in the same manner as original appointments. In an effort to promote continuity and minimize transitional problems, it is expected that members whose term expires and who do not wish to remain on the Youth Council will continue to serve until a replacement is appointed.

## **ARTICLE VI**

### **OFFICERS**

Section 1. The Youth Council officers shall be a Chair and Vice Chair.

Section 2. The AWIB chair appoints the chair of the Youth Council. The Youth Council Chair appoints the Vice Chair with recommendations from the AWIB Chair.

Section 3. The Youth Council Chair can also appoint Committee chairs and members subject to Council approval, as well as assign issues to various committees. The Youth Council Chair will also ensure compliance with the conflict of interest policy and perform other duties as designated by the AWIB.

## **ARTICLE VII MEETINGS & QUORUM**

Section 1. The Youth Council shall hold regular meetings at a time and place determined by the Council. The membership shall meet at least four times a year, at least one time each quarter, and two of these meetings shall be face to face. The members shall establish a meeting schedule for the full year at the annual meeting. The meeting calendar shall be published in advance to all Youth Council members.

Section 2. The Youth Council shall meet at the call of the Chair to conduct its business. A majority of the appointed members constitutes a quorum.

## **ARTICLE VIII ATTENDANCE**

Section 1. A Youth Council member who has two unexcused absences shall receive communication from the Chair to determine continued participation.

Section 2. Youth Council members are expected to actively serve on a standing committee and to participate in the standing committee when committees are called.

## **ARTICLE IX DELEGATES/DESIGNEES:**

Members may select a designee to represent them and vote for them at Youth Council meetings. The name of the designee must be submitted to the Youth Council Chair for approval from the AWIB Chair. No designee will be seated until approved by the AWIB Chair

## **ARTICLE X COMMITTEES**

Section 1. Standing Committees. The Executive Committee shall meet on call of the Youth Council Chair or two-thirds of the members of the Executive Committee, to discuss and administer the business of the Youth Council.

- a. Ad-hoc Committee and/or Task Forces - As required temporary committees/task forces may be created and appointed by the Chair. The

duration and scope of such committees/task forces are established to facilitate the accomplishment of the Youth Council's objectives and to provide opportunities for individual Youth Council members to pursue their interests with the support of the Youth Council

- b. Planning/Marketing Committee - shall be responsible to oversee and coordinate the development of an annual plan for the Youth Council.
- c. Operations Committee - shall periodically review the organizational structures of the youth councils and make recommendations to the Youth Council regarding organizational roles and responsibilities and staffing requirements; and shall identify resources that could benefit the Youth Council.

## **ARTICLE XI TRAVEL POLICY**

Section 1 The AWIB supports the professional development of its members, in alignment with Youth Council goals. Professional development may occur in a variety of ways. If a member wants to travel to or simply attend a conference/meeting/workshop, the member must gain approval. The value of the professional development, the costs involved, departmental approval and the status of AWIB's budget shall be considered as part of final approval process.

Section 2. Youth Council members shall serve without compensation but may be reimbursed for actual expenses incurred on behalf of the Council in accordance with the state of Alaska reimbursement policies

## **ARTICLE XII AMENDMENTS TO THE BYLAWS**

By laws may be amended or repealed by an affirmative vote of a majority of members where a quorum is present, subject to the approval by the AWIB. Notice summarizing the changes to be proposed will be distributed 10-days prior to the meeting to which the amendment or repeal is acted upon.

## **ARTICLE XIII PARLIAMENTARY PROCEDURE**

Only parliamentary procedures as laid out in *Roberts Rules of Order, Newly revised*, shall prevail in all regularly scheduled and special meetings of the Youth Council and any standing or ad hoc committees thereof.

## **ARTICLE XIV INDEMNIFICATION**

The Youth Council and all committees thereof, shall operate within the applicable state and federal laws. The State of Alaska shall indemnify every member of the Youth Council and his/her executors and administrators against all expenses reasonably incurred by or imposed on him/her in connection with any actions, suit or proceeding at which he/she may be made part by reason of being or having been a member or officer of the Youth Council, except in relation to matters as to which he/she shall be finally adjudged in such conduct, suit, or proceeding to be liable for negligence or misconduct, and in the absence of such final adjudication, indemnification shall be provided only in connection with such matters as to which the Youth Council members are advised by legal counsel that the person to be indemnified committed no such breach of duty. The foregoing right of indemnification shall not be exclusive of any other rights to which such person may be entitled.

## **ARTICLE XV CONFLICT OF INTEREST**

Section 1. Youth Council members shall disclose any potential or real conflict at the earliest possible time and remove themselves from any key decisions or debates where the outcome may or will have an impact on related activities. Youth Council members shall scrupulously avoid undisclosed conflicts of interest between the interests of the State of Alaska and the Youth Council, and personal, professional, and business interests. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

In the course of meetings or activities, a Youth Council member shall disclose any interests in a transaction or decision where he/she or his/her family and/or significant other, employer, close associates, including business or other nonprofit affiliations, will receive a benefit or gain. After disclosure, he/she may be asked to leave the room for the discussion and will not be permitted to represent the Youth Council to external agencies on this issue or vote on the question.

Each Youth Council member will be asked to sign a conflict of interest policy document stating his/her understanding that this policy is meant to supplement good judgment, and he/she will respect its spirit as well as its wording.

**THE ALASKA WORKFORCE INVESTMENT BOARD**  
**BYLAWS**

**Proposed revisions to Article IX**  
**From Policy Planning Assessment and Evaluation Committee**  
**January 2009**  
***DRAFT***

Pursuant to Alaska Statute Section 23.15.550 and USC 2801 -2945 (Workforce Investment Act of 1998), a state human resource investment board has been established, hereby known as the Alaska Workforce Investment Board.

**ARTICLE I**  
**NAME AND ADMINISTRATIVE SUPPORT**

*Section 1.* The name of this organization is the Alaska Workforce Investment Board (AWIB). For purposes of these bylaws, the AWIB shall be referred to as the Board.

*Section 2.* The Department of Labor & Workforce Development shall provide administrative support to the Board. All correspondence for the Board may be addressed in care of:

Alaska Workforce Investment Board  
Department of Labor & Workforce Development  
1016 West 6<sup>th</sup> Avenue, Suite 105  
Anchorage, AK 99501

**ARTICLE II**  
**PURPOSE AND MISSION**

The Alaska Workforce Investment Board's purpose is to develop and implement an efficient, effective and integrated state human resource investment system. The comprehensive system will provide employment education and training programs, and services to insure that all Alaskans have the skills and opportunities necessary to earn a living wage. A skilled workforce will be critical in meeting future business needs of the state, and will encourage growth of business and industry. The Board advises the Governor of human investment needs and recommends ways to meet those needs, while maximizing federal funds and avoiding duplication of effort.

## **ARTICLE III POWERS, FUNCTIONS AND OVERSIGHT RESPONSIBILITIES**

*Section 1.* The Board acts in an advisory capacity to the Governor of the State of Alaska and to the programs and departments administering programs under the Board's oversight. Oversight is defined within the scope of activities and programs, included in Sections 2 and 3 below.

*Section 2.* The Board shall:

- (a) Create a statewide strategic plan for the coordination, delivery, monitoring and evaluation of all human resource programs under Board oversight. Such plan will be submitted to the Governor biannually. The plan shall include:
  - (1) the Board's goals, objectives, and performance measures;
  - (2) coordination criteria for linkages among employment, training and education agencies;
  - (3) performance standards and determination of variations of standards for the local Workforce Investment Boards (LWIBs) under the Act;
- (b) recommend local Workforce Investment Areas to the Governor;
- (c) provide policy guidance, review and recommend improvements for the effectiveness of programs administered by the LWIBs;
- (d) plan resource allocations not subject to federal or state formula;
- (e) advise the Governor on LWIB job training plans and certify the consistency of such plans with criteria established under state workforce investment plan and the biennial AWIB Strategic Plan;
- (f) review and comment on all state plans related to employment, employment education, training, and related services with comments provided to the Governor, relevant state and/or federal agencies, and upon request by the Legislature and the public;
- (g) make an annual report to the Governor as well as other reports and studies recommended by the Board;
- (h) in coordination with the appropriate state agencies, identify the employment and training and vocational education needs throughout the state and assess the extent to which employment and training, vocational education, rehabilitation services, public assistance, economic development and other federal, state and local programs and services represent a consistent, integrated and coordinated approach to meeting these needs;
- (i) execute those duties required by the Workforce Investment Act of 1998;
- (j) apply for, receive, and distribute grants to further the mission, goals, strategies and objectives of the Board.

*Section 3.* The Board shall act as the lead state planning and coordinating entity for state human resource programs including but not limited to:

- (1) 29 U.S.C. 2801-2945 (Workforce Investment Act of 1998);

- (2) 29 U.S.C. 2301 - 2471, Carl D. Perkins Vocational and Applied Technology Education Act;
- (3) 20 U.S.C. 1201 - 1213d Adult Education Act;
- (4) 29 U.S.C. 49 - 491-1 Wagner Peyser Act;
- (5) federal law for work programs for needy families with children under the social security act;
- (6) the employment program established under 7 U.S.C. 2015(d)(4) (7), Food Stamp Act of 1977
- (7) all federal programs designated as successors to the programs listed in (1) - (6) of this section; and
- (8) all state laws involving employment training, vocational education, workforce development, and (Sec. 5 ch 61 SLA 1995), which include the State Training and Employment Program.

#### **ARTICLE IV MEMBERSHIP**

The Board consists of the following voting members not to exceed 26 as mandated in the legislation, which established the Board (Sec. 44.19.620):

- (1) the lieutenant governor, or designee;
- (2) the commissioners of Community & Economic Development, Education & Early Development, Health & Social Services, and Labor & Workforce Development, or a designee for each commissioner;
- (3) one representative from the University of Alaska
- (4) four additional representatives of education - one from local public education, one from secondary vocational education, one from a postsecondary vocational education institution, and one from adult basic education;
- (5) four representatives of business and industry, with at least one representative from the private industry councils appointed under 29 U.S.C. 1512 and subject to reconstitution under 29 U.S.C. 1515;
- (6) four representatives of organized labor that the Governor shall appoint from lists of nominees submitted by recognized state labor organizations;
- (7) at least one representative from an organization representing employment and training needs of Alaska Natives;
- (8) at least one representative of a community-based service organization;
- (9) at least one representative who has personal or professional experience with developmental disabilities;
- (10) at least one and up to four additional members of the private sector to ensure a private sector majority and regional and local representation on the Board.
- (11) Additional non-voting members may be appointed to the Board from government or non-government entities.

**ARTICLE V  
APPOINTMENTS & TERMS**

*Section 1.* Members of the Board other than the lieutenant governor and commissioners or their designees are appointed by the Governor and serve at the pleasure of the Governor. The voting members of the Board other than the lieutenant governor and commissioners/designees serve for staggered four-year terms and may serve until a successor is appointed. An appointment to fill a vacancy shall be made in the same manner as the original appointment and for the balance of the unexpired term.

*Section 2.* The Governor shall ensure that individuals appointed to the Board have sufficient expertise to effectively carry out the duties of the Board. This expertise includes: knowledge of the long-term needs of individuals preparing to enter the workforce; the needs of local, state, and regional labor markets; and the methods for evaluating the effectiveness of vocational training programs in serving varying populations.

**ARTICLE VI  
OFFICERS & ELECTION OF OFFICERS**

Section 1. The Board shall elect a chair and vice chair from among the members who are designated representatives of business and industry, and private sector as appointed under AS 23.15.550. Both the chair and the vice-chair serve at the pleasure of the Board. The chair, vice-chair and immediate past chair shall serve as members of the Executive Committee.

The Board Chair shall annually, prior to December 31<sup>st</sup> of each year, select a Nominating Committee of members who do not intend to run for elected office. The Nominating Committee shall contact board members to solicit eligible candidates for the two elected offices, Chair and Vice-Chair. . A notice of election and list of eligible nominated candidates will be sent to Board members no less than thirty days before the meeting when elections will be held. The election of officers will be held at the subsequent meeting of the Board, under New Business.

*Section 2.* Term of Office. The Chair and Vice-Chair will be elected annually.

**ARTICLE VII  
MEETINGS & QUORUM**

The Board shall hold no more than three meetings annually. The Board shall meet at the call of the chair to conduct its business. A majority of the appointed members constitutes a quorum.

## ARTICLE VIII ATTENDANCE

*Section 1.* A Board member who misses two consecutive face-to-face or teleconference board or committee meetings shall receive a letter from the Chair encouraging more consistent attendance. A Board member who misses three consecutive face-to-face or teleconference board or committee meetings will have their attendance reviewed by the Executive Committee for removal from the Board.

## ARTICLE IX DELEGATES/DESIGNEES:

**DELETE** All Board members may select a designee to represent them and vote for them at Board meetings. The name of the designee must be submitted by the Board member to the chair for referral to the Office of the Governor Boards & Commissions office, and no designee will be seated until approved by the Governor.

**ADD** A member of the board appointed by the governor under (a) of Sec.23.15.550 may appoint a voting designee qualified to serve in their designation place of the member for one board meeting in a 12 month period. The member shall appoint the designee for that meeting in writing.

## ARTICLE X COMMITTEES

*Section 1.* The Board has established an Executive Committee and six standing committees to conduct its business.

*Section 2.* The Board chair will appoint the chairs of the six standing committees.

*Section 3.* The Executive Committee is made up of the Board chair, vice-chair, past chair and the six chairs of the standing committees. All board members may attend any Executive Committee meeting.

The Executive Committee shall:

- (1) have duties and powers assigned by the Board
- (2) have the authority to take action on behalf of the Board (when lacking necessary quorum; in case of an emergency, etc.)
- (3) report to the Board, in a timely fashion, on actions taken on behalf of the Board
- (4) supervise the affairs of the Board between regular meetings.

*Section 4.* The Assessment and Evaluation Committee. Assessment and evaluation of programs, initiatives and delivery of services by this committee will help ensure

equitable distribution of quality education, training and employment services statewide, especially to rural areas and areas serving economically disadvantaged citizens. This committee will call for and monitor the workforce development system for increased accountability in performance and continuous quality improvement along the goals and strategies of the Board's overall statewide human resource investment strategic plan. The Assessment and Evaluation Committee will also use evaluation and performance measures to gauge customer satisfaction within the workforce system.

*Section 5.* The Policy and Planning Committee will build policies regarding day-to-day operations and long-term responsibilities of the Board and work to increase awareness of AWIB and its mission throughout the state. This committee will work with all committees on the statewide strategy for workforce investment.

*Section 6.* The Employment and Placement Committee. This committee will ensure the statewide strategic plan for workforce development addresses customer needs at the local level; moving low-income adults and youth, veterans, and disabled populations into the workforce as a priority of service; promoting hire of Alaskans in jobs that have traditionally been filled with out-of-state workers; tailoring employment and training programs to suit Alaskan business, industry and economic development needs. It will monitor the coordination of service delivery to promote efficiency and prevent overlap of services among programs.

*Section 7.* The Workforce Readiness Committee will provide oversight for training, education and employment programs to ensure programs are delivering education and training that is relevant to local market needs and the future career goals of Alaskans. It will help coordinate the delivery of programs in a manner that eliminates needless duplication. The committee will build partnerships between employers and quality workforce training programs. It will work to connect the Alaska public and private education system with business, government and labor to ensure Alaskans are receiving workforce readiness skills throughout their education process.

*Section 8.* A Legislative Work Committee will be appointed by the Chair of the Board to bring issues of concern to the Legislature on behalf of the Board.

*Section 9.* A Youth Council Committee will be appointed by the Chair of the Board to bring issues of concern to the Board. The Youth Council will develop, recommend and oversee youth employment and training policy in Alaska to ensure that programs deliver a workforce ready to meet the demands of future jobs. It will establish connections between organizations, service providers, educational organizations and Alaska's youth. The Youth Council will broaden the vocational youth employment and training focus in the community and practice by increasing the awareness that Alaska's youth must participate in creating their own road to the future. It will develop an inventory of available youth workforce and training programs, which will improve the

policy and public funding process relating to youth workforce programs. The Youth Council will assist youth in developing natural leadership skills and keys to success, and develop a system to facilitate the youth to motivate themselves.

*Section 10.* Ad Hoc committees may be appointed by the chair to work on issues of a temporary nature as needed.

*Section 11.* The administrative staff of the Board in the Alaska Department of Labor and Workforce Development shall provide support and administrative services as needed for the committees.

## **ARTICLE XI TRAVEL POLICY**

The AWIB supports the professional development of its members, in alignment with board goals. Professional development may occur in a variety of ways. If a member wants to travel to or simply attend a conference/meeting/workshop, the member must gain approval. The value of the professional development, the costs involved, departmental approval and the status of AWIB's budget shall be considered as part of final approval process

## **ARTICLE XII AMENDMENTS TO THE BYLAWS**

These bylaws may be approved, amended, or repealed through adoption of Board action by a 2/3 vote of the members present at any regular meeting providing the proposed changes do not conflict with existing federal or state laws, regulations or guidelines.

## **ARTICLE XIII PARLIAMENTARY PROCEDURE**

Only parliamentary procedures as laid out in *Roberts Rules of Order, Newly Revised*, shall prevail in all regularly scheduled and special meetings of the Board and any standing or ad hoc committees thereof.

## **ARTICLE XIV INDEMNIFICATION**

The Board and all committees thereof shall operate within the applicable state and federal laws. The State of Alaska shall indemnify every member of the Board and his/her executors and administrators against all expenses reasonably incurred by or imposed on him/her in connection with any actions, suit or proceeding at which

he/she may be made part by reason of being or having been a member or officer of the Board, except in relation to matters as to which he/she shall be finally adjudged in such conduct, suit, or proceeding to be liable for negligence or misconduct, and in the absence of such final adjudication, indemnification shall be provided only in connection with such matters as to which the Board members are advised by legal counsel that the person to be indemnified committed no such breach of duty. The foregoing right of indemnification shall not be exclusive of any other rights to which such person may be entitled.

## **ARTICLE XV CONFLICT OF INTEREST**

Board members shall disclose any potential or real conflict at the earliest possible time and remove themselves from any key decisions or debates where the outcome may or will have an impact on related activities. Board members shall scrupulously avoid undisclosed conflicts of interest between the interests of the State of Alaska and the Board, and personal, professional, and business interests. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest. Upon or before appointment, each Board member will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and updated as appropriate.

In the course of meetings or activities, a board member shall disclose any interests in a transaction or decision where he/she or his/her family and/or significant other, employer, close associates, including business or other nonprofit affiliations, will receive a benefit or gain. After disclosure, he/she may be asked to leave the room for the discussion and will not be permitted to represent AWIB to external agencies on this issue or vote on the question.

Each board member will be asked to sign a conflict of interest policy document stating his/her understanding that this policy is meant to supplement good judgment, and he/she will respect its spirit as well as its wording.

**Alaska Workforce Investment Board  
Commonly Used Acronyms**

<b>ACRONYM</b>	<b>DEFINED</b>	<b>ENTITY DESCRIBED</b>
<b>AATCA</b>	Alaska Apprenticeship and Training Coordinators Association	Industry association
<b>ABC</b>	Associated Builders and Contractors	Industry association
<b>ABE</b>	Adult Basic Education	Federal/ state education program in DOLWD
<b>ADA</b>	American with Disabilities Act	Federal law
<b>ADAA</b>	American with Disabilities Amendment Act of 2008	Federal law amendment
<b>ADEA</b>	Age Discrimination Act of 1967	Federal law
<b>AFN</b>	Alaska Federation of Natives	Alaska Native organization
<b>AGC</b>	Association of General Contractors	Industry association
<b>AGIA</b>	Alaska Gasline Inducement Act	State of Alaska, Gasline initiative
<b>AHTBC</b>	Alaska High-Tech Business Council	Industry/ education partnership
<b>AJB</b>	Alaska's Job Bank	Online job listings and job seeker services
<b>AJCN</b>	Alaska Job Center Network	State of Alaska employment offices
<b>AKCIS</b>	Alaska Career Information System	Career information service
<b>AKDOL</b>	Alaska Department of Labor	State of Alaska department, now officially DOLWD
<b>ALEXsys</b>	Alaska Labor Exchange System	Online job matching service administered by ESD
<b>ANCET</b>	Alaska Native Coalition on Employment & Training	Alaska Native corporation/ education/ industry agency
<b>APIA</b>	Aleutian/Pribilof Islands Association	Regional Alaska Native organization; ANCET member
<b>APICC</b>	Alaska Process Industry Careers Consortium	Industry partnership with education group
<b>ARRA</b>	American Recovery and Reinvestment Act of 2009	Federal law
<b>ASD</b>	Anchorage School District	School district
<b>ASET</b>	Alaska Special Education & Training	
<b>ASNA</b>	Arctic Slope Native Association	Regional Alaska Native organization; ANCET member

**Alaska Workforce Investment Board  
Commonly Used Acronyms**

<b>ACRONYM</b>	<b>DEFINED</b>	<b>ENTITY DESCRIBED</b>
<b>ATAP</b>	Alaska Temporary Assistance Program	DPA program
<b>ATC</b>	Alaska Technical Center	Adult vocational training facility located in Kotzebue
<b>AVCP</b>	Association of Village Council Presidents	Regional Alaska Native organization; ANCET member
<b>AVTEC</b>	Alaska Vocational Technical Education Center	DLWD educational institute located in Seward
<b>AWIB</b>	Alaska Workforce Investment Board	State and Local Workforce Investment Act Board in Alaska
<b>AWIO</b>	Alaska Workforce Investment Office	DLWD office for administration of workforce investment funding (defunct)
<b>AWP</b>	Alaska Works Partnership	Industry group specializing in registered apprenticeships for construction trades
<b>BBNA</b>	Bristol Bay Native Association	Regional Alaska Native organization; ANCET member
<b>BEC</b>	Business Education Compact	Business/ non-profit youth group
<b>BIA</b>	Bureau of Indian Affairs	Federal agency located in the US Department of the Interior
<b>BOSWIB</b>	Balance of State Workforce Investment Board	One of two LWIBs in Alaska (defunct)
<b>Carl Perkins</b>	Carl D. Perkins Vocation and Applied Technology Education Act	Federal
<b>CARS</b>	Centralized Applicant Referral System	State system
<b>CBJ</b>	City & Borough of Juneau	Municipality
<b>CBO</b>	Community Based Organization	Private non-profit organization in workforce development
<b>CCTHTA</b>	Central Council Tlingit Haida Tribal Association	Regional Alaska Native organization; ANCET member
<b>CDBG</b>	Community Development Block Grants	Training activities funded by the federal Department of Commerce
<b>CDF</b>	Career Development Facilitator	Career counselor
<b>CDS</b>	Community Development Specialist	Job training field staff

**Alaska Workforce Investment Board  
Commonly Used Acronyms**

<b>ACRONYM</b>	<b>DEFINED</b>	<b>ENTITY DESCRIBED</b>
<b>CEG</b>	Customized Employment Grant	USDOL/ETA grant for training individuals with disabilities
<b>CIRI</b>	Cook Inlet Region, Inc.	Alaska Native corporation
<b>CITC</b>	Cook Inlet Tribal Council	Regional Alaska Native organization; ANCET member
<b>CRA</b>	College of Rural Alaska	Division of UAF
<b>CRC</b>	Career Readiness Certificate	Alaska Work Ready Certification
<b>CRNA</b>	Copper River Native Association	Regional Alaska Native organization; ANCET member
<b>CSED</b>	Child Support Enforcement Division	Located in the Alaska Department of Revenue
<b>CTE</b>	Career and Technical Education	Education
<b>CWDP</b>	Construction Workforce Development Plan	Coast Group
<b>CWN</b>	Commonwealth North	Alaska public policy group
<b>DACUM</b>	Developing a Curriculum	Education
<b>DBP</b>	Division of Business Partnerships	Located in Alaska Department of Labor and Workforce Development
<b>DCCED</b>	Alaska Department of Commerce, Community & Economic Development	State of Alaska department
<b>DEED</b>	Department of Education and Early Development	State of Alaska department
<b>DFYS</b>	Division of Family & Youth Services	Located in Alaska Department of Health and Social Services
<b>DOLWD</b>	Department of Labor and Workforce Development	State of Alaska department
<b>DOLETA</b>	Employment and Training Administration of the U.S. Department of Labor	Federal government department
<b>DPA</b>	Division of Public Assistance	Located in Alaska Department of Health and Social Services
<b>DPN</b>	Disability Program Navigator	Located in One Stop Centers
<b>DTF</b>	Denali Training Fund	Federally funded employment training program for rural Alaskans
<b>DVOP</b>	Disabled Veterans' Outreach	Federal employment/training program

**Alaska Workforce Investment Board  
Commonly Used Acronyms**

	Program	for veterans
<b>ACRONYM</b>	<b>DEFINED</b>	<b>ENTITY DESCRIBED</b>
<b>DVR</b>	Division of Vocational Rehabilitation	Located in Alaska Department of Labor and Workforce Development
<b>DWU</b>	Dislocated Worker Unit	DBP staff responsible for administering dislocated workers training grants
<b>EDA</b>	Economic Development Administration	Federal Department of Commerce agency
<b>EEO</b>	Equal Employment Opportunity	Federal law
<b>ESD</b>	Employment Security Division	Located in Alaska Department of Labor and Workforce Development
<b>ESL</b>	English as a Second Language	English language program for non-native speakers
<b>ESS</b>	Employment Security Specialist	State employment security staff
<b>ETA</b>	Employment and Training Administration	Federal Department of Labor agency
<b>ETP</b>	Eligible Training Provider	An approved training entity on the state WIA vendor list
<b>FBO</b>	Faith Based Organization	Non-profit religious organization
<b>FBP</b>	Federal Bonding Program	Federal bonding administered by DLWD
<b>FCJL</b>	Federal Contractor Job Listing	List of federally contracted jobs, Title 38 USC
<b>FCS</b>	Family Centered Services	DPA program based on the Customized Employment Grant model
<b>FICA</b>	Federal Insurance Contributions Act (Social Security)	Federal
<b>FLC</b>	Foreign Labor Certification	Federal program administered by DOLWD
<b>FLSA</b>	Fair Labor Standards Act	Federal
<b>FMLA</b>	Family and Medical Leave Act	Federal
<b>FNSB</b>	Fairbanks Northstar Borough	State borough
<b>FSET</b>	Food Stamp Employment & Training Program	Federal food and nutrition public assistance program
<b>HGJTI</b>	High Growth Job Training Initiative	Federal grant for workforce development in high growth industries

**Alaska Workforce Investment Board  
Commonly Used Acronyms**

<b>ACRONYM</b>	<b>DEFINED</b>	<b>ENTITY DESCRIBED</b>
IAMCAREA	International Association of Machinists	Labor union
IDP	Individual Development Plan	Tool used by ESD case workers
IEP	Individual Employment Plan	Tool used by ESD case workers
ISC	Industry Skills Coalition	Skills-based training for industry
ITA	Individual Training Account	Employment training grant for individuals
JTPA	Job Training Partnership Act	Federal program - no longer in effect
KANA	Kodiak Area Native Association	Regional Alaska Native organization; ANCET member
KCC	King Career Center	Vocational training institute for high school students in ASD
KPC	Kenai Peninsula Campus	UAA satellite campus
LMI	Labor Market Information	Labor and workforce statistics
LVER	Local Veteran's Employment Representative	Employment/training vocational counselor for veterans
LWIB	Local Workforce Investment Board	Regional employer/agency/government board
MASST	Mature Alaskans Seeking Skills Training	State-run federal program for mature workers
MATSU	Matanuska-Susitna Region	Southcentral region of the State of Alaska
MYC	McLaughlin Youth Center	Private youth correctional center
MOA	Municipality of Anchorage	Municipality
MOA	Memorandum of Agreement	Document between department and an agency for services
MOU	Memorandum of Understanding	Document between department and an agency for services
NAA	National Apprenticeship Act	Federal Registration of Apprenticeship Programs
NAFTA	North American Foreign Trade Agreement	Federal
NASWA	National Association of State Workforce Agencies	Board Association

**Alaska Workforce Investment Board  
Commonly Used Acronyms**

<b>ACRONYM</b>	<b>DEFINED</b>	<b>ENTITY DESCRIBED</b>
<b>NAWB</b>	National Association of Workforce Boards	Board Association
<b>NEG</b>	National Emergency Grant	Federal funding for dislocated worker projects
<b>NS</b>	Nine Star Education Center	Private education and training entity
<b>NVTI</b>	National Veteran's Training Institute	Federal training institute
<b>OA</b>	Office of Apprenticeship	State Apprenticeship office located in DOLWD/DBP
<b>OFCCP</b>	Office of Federal Contract Compliance Program	Federal Department of Labor program
<b>OJT</b>	On the Job Training	Type of employment training
<b>ONC</b>	Orutsararmuit Native Council	Regional Alaska Native organization; ANCET member
<b>PIC</b>	Private Industry Council	Federal WIA
<b>PICC</b>	Private Industry Career Consortium	Local consortium
<b>R&amp;A</b>	Research and Analysis	State of Alaska Department of Labor
<b>RA</b>	Registered Apprentice	Industry Standard for Apprenticeship participant
<b>RAC</b>	Regional Advisory Council	Regional representation to AWIB
<b>RFA</b>	Request for Applications	Announcement
<b>RFP</b>	Request for Proposals	Announcement
<b>SBDC</b>	Small Business Development Center	Federal program to encourage small business success
<b>SCSEP</b>	Senior Community Service Employment Program	Federal employment program now called MASST
<b>SIU</b>	Seafarers International Union	Labor union
<b>SOA</b>	State of Alaska	State government
<b>ACRONYM</b>	<b>DEFINED</b>	<b>ENTITY DESCRIBED</b>
<b>STEP</b>	State Employment & Training Program	Employment training program funded from employee UI contributions; administered by DBP

**Alaska Workforce Investment Board  
Commonly Used Acronyms**

<b>STO</b>	State Travel Office	Office travel arrangements are made through
<b>TA</b>	Travel Authorization	Document required for all travel
<b>TAA</b>	Trade Adjustment Act	Federal legislation
<b>TANF</b>	Temporary Assistance for Needy Families	DPA program
<b>TAP</b>	Transition Assistance program	Federal program
<b>TCC</b>	Tanana Chiefs Conference	Regional Alaska Native organization; ANCET member
<b>TEGL</b>	Training and Employment Guidance Letter	USDOL
<b>TRA</b>	Trade Readjustment Allowances	Federal program
<b>TVC</b>	Tanana Valley Campus	College of Rural Alaska (UAF) campus
<b>TVEP</b>	Training and Vocational Education Program	Vocational education program funded from employee UI contributions
<b>UA</b>	University of Alaska	University of Alaska Statewide Administration
<b>UAA</b>	University of Alaska Anchorage	University of Alaska campus
<b>UAF</b>	University of Alaska Fairbanks	University of Alaska campus
<b>UAS</b>	University of Alaska Southeast	University of Alaska campus
<b>UI</b>	Unemployment Insurance	Located in Alaska Department of Labor and Workforce Development
<b>USCRC</b>	United States Civil Rights Center	Federal
<b>USDOL</b>	United States Department of Labor	Federal
<b>VA</b>	Veterans Administration	Federal agency
<b>VARO</b>	Veterans Administration Regional Office	Federal VA office in region
<b>VEOA</b>	Veteran Employment Opportunity Act	Federal legislation
<b>VET</b>	Veteran	Person who served in the US military
<b>ACRONYM</b>	<b>DEFINED</b>	<b>ENTITY DESCRIBED</b>
<b>VR&amp;E</b>	Vocational Rehabilitation and Employment Program	Federal Veteran's Administration program



## Introduction to Robert's Rules of Order

### What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, which allows everyone to be heard and to make decisions without confusion.

### Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue.

Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How is a Motion Presented?

1. Obtaining the floor
  - a. Wait until the last speaker has finished.
  - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
  - c. Wait until the Chairman recognizes you.
2. Make Your Motion
  - a. Speak in a clear and concise manner.
  - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
  - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
  - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
  - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the chairman.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.

## 8. Putting the Question to the Membership

- a. The Chairman asks, "Are you ready to vote on the question?"
- b. If there is no more discussion, a vote is taken.
- c. On a motion to move the previous question may be adapted.

### Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ...". The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly. Most importantly, *BE COURTEOUS*.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

# Robert's Rules of Order Motions Chart

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

**Part 1, Main Motions.** These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. § indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

**Part 2, Incidental Motions.** No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

**Part 3, Motions That Bring a Question Again Before the Assembly.**  
No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

## AWIB Resolution Process

Definition: a formal expression of opinion or intention made, usually after voting, by a formal organization, a legislature, a club, or other group.

During the initial drafting process of a resolution the following needs to be identified:

1. What steps are needed for implementation?
2. Who are the stakeholders?
3. What are the expected outcomes?
4. Will this resolution require a policy or regulation change?

A resolution can be drafted by an individual committee, the Executive Committee, or at an AWIB meeting.

- If at the ad hoc or task force level, the draft must be approved first by the committee in charge, then by the Executive Committee, then by the AWIB.
- If at the individual committee level, the draft must be approved by the Executive Committee then by the AWIB.
- If at the Executive Committee level, the draft must be approved by the AWIB.
- If at the AWIB meeting level, the draft and approval will come during an AWIB meeting.

If during each of these processes a change to the resolution is required then the draft resolution will be returned to the individual committee for addition, clarification, or correction. Then the approval process will begin again.

Once the resolution is passed by the AWIB it is sent with a cover letter from the AWIB Chair to the Governor, Commissioner, and any applicable Department or agency.

A press release will be issued with the resolution(s) passed and include a link to the AWIB website where each resolution can be reviewed.

If a policy or regulation change is needed then collaboration with stakeholders will be required. A public notice will issued. This will be tracked by the Legislative Committee.

**RESOLUTION NUMBER 08-02**  
**RESOLUTION IN SUPPORT OF POLICY TO ENSURE**  
**EMPLOYABILITY SKILL STANDARDS AND ASSESSMENTS**

---

WHEREAS, the Alaska Workforce Investment Board is a private industry driven public organization that is accountable through its members and staff, including representatives from business and industry, education, and organized labor to the residents, the Legislature and the Governor of Alaska;

WHEREAS, the Alaska Workforce Investment Board acts as the lead state planning and coordinating entity for state human resource programs involving employment training, vocational education, and workforce development;

WHEREAS, the partnership between the Department of Labor and Workforce Development and the Department of Education and Early Development, under regulations adopted by the State Board of Education and Early Development are a first step to ensure that students in Alaska have basic transitional skills for post-secondary training and education and entry to the workplace;

WHEREAS, existing regulations do not incorporate adequate employability skill standards and assessments;

NOW THEREFORE BE IT RESOLVED that the Alaska Workforce Investment Board officially supports regulations to ensure *employability skill standards and assessments* into Alaska's secondary schools, youth training programs and post-secondary training institutions to ensure Alaska's youth have work-readiness skills.

**CERTIFICATION**

The Alaska Workforce Investment Board held a meeting duly and regularly called, noticed, and convened this 21<sup>st</sup> day of May, 2008 and the foregoing Resolution was adopted unanimously at said meeting.

Signed this 21<sup>st</sup> day of May 2008.



---

Andy Baker, Chair  
Alaska Workforce Investment Board

**Alaska Workforce Investment Board  
Resolution Process *DRAFT***

**Last updated November 28, 2008**

**Definition:** a formal expression of opinion or intention made, usually after voting, by a formal organization, a legislature, a club, or other group. During the initial drafting process of a resolution the following needs to be identified:

1. What steps are needed for implementation?
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Name and purpose of Resolution	Steps Needed for Implementation	Stakeholders	Expected Outcomes	Policy or Regulation Change	Responsibility/ Accountability
<p><b>Name:</b> Employability Skill Standards and Assessments</p> <p><b>Reason:</b> Existing regulations do not incorporate adequate employability skill standards and assessments in Alaska's secondary schools, youth training programs and post-secondary training institutions.</p> <p>RS# 08-02 Signed 5/21/08</p>	<ol style="list-style-type: none"> <li>1. Governor provides direction to DEED &amp; UA to implement</li> <li>2. Vet the proposal with stakeholders               <ol style="list-style-type: none"> <li>a. Create a talking points paper.</li> </ol> </li> <li>3. Establish as policy / regulation (DEED &amp; Board of Education)</li> <li>4. Market to public</li> <li>5. Provide implementation package to integrate YES into curriculum</li> <li>6. Provide training to training</li> </ol>	<p>Education</p> <ol style="list-style-type: none"> <li>a. State Board of Education</li> <li>b. DEED – Commissioner Larry LeDoux 465-2800 <a href="mailto:Larry.Ledoux@alaska.gov">Larry.Ledoux@alaska.gov</a></li> <li>c. Alaska Association of School Administrators</li> <li>d. Alaska Council of School Administrators</li> <li>e. Alaska Association of School Boards</li> <li>f. Board of Regents of the University of Alaska</li> <li>g. Alaska PTA</li> <li>h. Alaska NEA</li> <li>i. Alaska Association of Student Government (Student Councils)</li> </ol>			

	institutions	<p>j. Alaska Association of Secondary School Principals  k. Vocational Technical Education Providers (VTEP)</p> <p>DHSS - Commissioner  Bill Hogan 269-7800  <a href="mailto:William.Hogan@alaska.gov">William.Hogan@alaska.gov</a></p> <p>DOLWD - Commissioner  Click Bishop 465-2700  <a href="mailto:Clark.Bishop@alaska.gov">Clark.Bishop@alaska.gov</a></p> <p>Teachers</p> <p>School Districts  a. Rick Rios, Coordinator  Anc School District Career &amp; Technology Education  <a href="mailto:Rios_Rick@asdk12.org">Rios_Rick@asdk12.org</a></p> <p>Employers</p> <p>State and local Chamber of Commerce</p> <p>Alaska Mental Health Trust,  Delisa Culpepper  <a href="mailto:Delisa.Culpepper@alaska.gov">Delisa.Culpepper@alaska.gov</a></p> <p>University of AK, Fred Villa  <a href="mailto:Fred.Villa@alaska.edu">Fred.Villa@alaska.edu</a>  <a href="mailto:Karen.Purdue@alaska.edu">Karen.Purdue@alaska.edu</a></p> <p>Regional Advisory Councils (RAC's)</p> <p>Tribal Council HR &amp; Training Divisions</p> <p>Alaska Native Corporations (ANC) HR &amp; Training Divisions</p> <p>Alaska Native Corporations (ANC) Non-Profits  a. Alaska Federation of Natives (AFN) Carol Daniels has all Regional Non-Profit</p>			
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