

**Alaska Workforce Investment Board  
Executive Committee  
Tuesday, June 12, 2007 – 10:00 a.m.  
Teleconference: 1-800-315-6338, code 2942  
Meeting Minutes**

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- **Call to Order**

Meeting was called to order at 10:00 a.m. Roll was called: Andy Baker, AWIB Chair; Neal Foster, P&P/A&E Chair and Legislative Chair; Tim Scott, Youth Council Chair.

**Staff:**

Greg Cashen, Executive Director; Carolyn Collins, Policy & Program Specialist/ESD; Tom Nelson, Division Director/ESD; Monty Norvell, Administrative Manager/DBP, Bejean Page, Administrative Assistant/AWIB.

**Absent:** David Stone

- **Approval of Agenda**

Tim Scott approved the agenda and Neal Foster seconded, MOTION passed to approve the agenda.

- **Approval of Minutes**

Tim Scott moved to approve the Executive Committee meeting minutes of April 18, 2007, Neal Foster seconded, minutes approved. MOTION passed

Tim Scott moved that we accept the October 2006 AWIB minutes as they are written. Neal seconded. MOTION passed.

- **Action Items**

1. AWIB Meeting in Fairbanks October 22<sup>nd</sup> and 23<sup>rd</sup>

We have 35 rooms reserved for AWIB and staff from DOL at the Fairbanks Riverside Princess Hotel. These are the same dates as the AFN Elders and Youth conference. Tim Scott moved to approve location and dates, seconded by Neal Foster. MOTION passed. Greg Cashen noted that per State policy all travel must be made through the State Travel Office (STO) so please go through the AWIB office Administrative Manager to set up all travel (hotel, car, airfare). 9:00 a.m. start time was set for the meeting. Greg will send an email to board members about the next AWIB meeting.

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## 2. Review of Final State WIA Plan due by June 30<sup>th</sup>

Greg noted that a copy of this was sent out via email last week by Carol Collins, in it there was a link to the plan and there have been no major changes since the public comment period. The only changes to the plan since the public comment period are the negotiated performance measures. We do have an opportunity through-out the two years of the plan to send in changes or modifications. So if a major strategic point changes for whatever reason during the next couple of years we do have an opportunity to communicate that to the federal government.

## 3. Letter from Chair to Governor Recommending Approval

A letter is being submitted for review and signature, on behalf of AWIB that designates the commissioner of labor as the authority to enter into a grant agreement and serve as fiscal agent.

Tim Scott made a MOTION to approve the letter be transmitted to the Governor. Seconded by Neal Foster. MOTION passed.

## 4. Status of Action Items from May AWIB Meeting

Greg wanted to know the status of the working committee's strategic plan that the board put together at the May AWIB meeting. There was discussion about making sure the committees are moving forward using the strategic planning document.

Tim Scott discussed the Youth Council committee and said that they have moved forward using the strategic plan and have their priorities set.

The Executive Committee decided there would be no ex-officios on committees at this point, except Youth Council and that staff could still be invited to present to the committees without being appointed ex-officios.

Discussions about Commissioner Bishop's request to have a committee write a white paper for the gas pipeline training program. We had a meeting with the Commissioner on May 31<sup>st</sup>, at that meeting we addressed this issue and the Department of Labor developed an internal team to work on a strategic plan for the white paper. This internal team will consist of me (Greg Cashen) as well as Directors of the respective Divisions applicable including Fred Esposito, Brynn Keith, and Corine Geldhof. We will bring in other expertise and staff as needed. The internal team would conduct the analytical research and analysis such as assessing manpower needs and assist with a drafting of the white paper with Fred Esposito as the team leader for the department to work on implementation. And

then at the AWIB we will have another committee, so there will be two committees. The AWIB would be a steering committee which would review the white paper making policy recommendations to the Department.

- **Discussion Items**

1. October 2007 AWIB Meeting Agenda

We will have to develop that – ideas from the Ex Co? Defer to next meeting, and come up with a draft. Build on the last AWIB meeting.

2. Staffing Update to the AWIB

We have hired two project coordinators Jim Schol and Louise Dean. We have also hired Bejean Page as the new Administrative Manager. All three positions will start on June 18<sup>th</sup>.

3. Committee Membership and Calendar

Committee membership has been updated and Greg is working on updating the calendar, as soon as it is up to date with all the committee meetings on it he will distribute it to the board.

4. Board Training and Outreach

Commissioner Bishop is interested in having an AWIB member visit the training centers and he would also like to see a questionnaire developed on training needs for each training center. And go from there in terms of budget development for the next Legislative session.

5. AWIB FY 08 Budget

6. Applicable Legislation

I don't have any applicable legislation right now, I believe there may be some STEP legislation for next session but I don't have the specifics on that.

7. AWIB Priorities

I don't have anything for that under discussion.

- **Reports**

1. Director – Greg Cashen - already gave report.



ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT

- 2. Chair – Andy Baker – NONE
- 3. Committees – David Stone, Neal Foster, Tim Scott

• **Other Items**

The next meeting for the Ex Co - July 10 – 10:00 a.m.  
Email the day before meetings and send copies of agenda.

- **Adjournment:** 11:14

**Action Tracker**

WHO	WHAT	DUE BY	STATUS
Greg Cashen	Letter to board about October meeting.		Done
Greg Cashen	Letter from Chair to Governor recommending approval of final State WIA plan	6/30	Done
Bejean Page	Finish May Board Meeting Minutes	ASAP	In Progress
AWIB Staff	Strategic Planning document for each committee and assign staff member to committee		Done
Greg Cashen	Finalize names on the committee for white paper for the gas pipeline training		Done
Bejean Page	Update Web Site		In Progress
AWIB Staff & Exco	Draft agenda for October meeting		7/24/07 Ex Co
AWIB Staff	AWIB Calendar		Done
AWIB Staff	Committee Roster updates		Done
AWIB Staff & Board	Visit training facilities		Need Status Update
AWIB Staff & Board	Training Needs questionnaire for training centers		Need Status Update