



**Alaska Workforce Investment Board
Executive Committee
Tuesday, July 14, 2009 - 10:00 a.m.
Teleconference: 1-888-354-0094, Conference ID#4461969
Meeting Minutes**

- **Call to Order** Jim Lynch, AWIB Chair; Neal Foster, AWIB Vice Chair; Doug Ward, WR/EP Chair; Jim Laiti, PP Chair; Dave Rees, AE Chair; Linda Hulbert, Legislative Chair; Chris Gregg, Youth Council Chair

Staff in Attendance: Greg Cashen, Executive Director; Louise Dean, Program Coordinator; Jeff Selvey, Education Specialist; Bejean Page, Administrative Assistant

DOLWD Staff in Attendance: Brynn Keith, R&A; David Stone, Deputy Commissioner

Guests in Attendance: Kathy Craft, AWIB Member; Fred Villa, AWIB Member

- **Approval of Agenda**

MOTION to approve agenda by Dave Rees
Seconded by Chris Gregg
Vote taken,
MOTION carries.

- **Approval of Minutes - June 9th**

MOTION approve June 9th minutes by Dave Rees
Seconded by Chris Gregg
Vote taken,
MOTION carries.

- **Action Items**

1. Research and Analysis Grant – Brynn Keith, Chief, Research and Analysis provided information on the annual grant from DOLETA for One Stop labor market information. This is part of WIA and they have always met the core deliverables. The AWIB needs to approve the grant application.

MOTION to certify the statement of work for Research and Analysis by Jim Laiti
Seconded by Linda Hulbert
Vote taken,
MOTION carries.

Greg will coordinate the signatures.

- **Discussion Items**

1. Extending Ex Co Meetings to 90 minutes – Chair Lynch discussed the need to allow 90 minutes for the Ex Co meetings. Linda Hulbert and Dave Rees support the idea to have 90 minutes allocated for Ex Co meetings.
2. Introduction of Jeff Selvey, Education Specialist II – Director Cashen introduced Jeff Selvey to the Ex Co. Jeff started with the department on July 1st. One of Jeff’s priorities will be working on the AGIA skills training plan. The AGIA steering committee will meet on August 18th and will review strategies two and four. Jeff will also be working with DEED and career pathways.
3. Action Tracker – Most of the discussion focused on the “consider action pursuant to SAVEC request for training center investment. The Ex Co decided the AWIB shouldn’t pick and choose among individual projects.
4. October AWIB Meeting Draft Agenda – Topics discussed for the October AWIB meeting included, Stimulus money in DOLWD programs, ARRA funds and budget feedback from Guy Bell. David Stone indicated he would like healthcare input from Jim Lynch. Add to Action Item list. Greg will send out an email to members asking them to share their thoughts on type of feedback and reports they would like to see from the service delivery providers. The agenda will be finalized at the August Ex Co meeting. Bejean will check on parking permits for the board meeting.
5. STEP Task Force Update – Linda Hulbert –

Linda provided an update on the July 13th STEP task force audioconferenc. The task force reviewed policy and regulations. The DOL is going to take the lead on getting samples and drafting regulations. The task force will be meeting by audio conference soon. They would like to have draft regulations by the October board meeting. The will delete what is no longer appropriate in current regulation. The desire is to make things more flexible and not over regulate.

David Stone indicated STEP is going under the AWIB and Greg will be the “gate keeper”. The DOL will promulgate regulations and the AWIB needs to adopt. A file will be opened with the Department of Law. Dave Rees indicated it would be helpful for the assessment and evaluation committee to see what is gone to need to be assessed. Greg will be sending out background documents to the task force.

The STEP will be doing a grant review again and this information should be reported to the board. There was discussion for the need for new members to become engaged while Linda and Dave Rees are still involved with STEP.

6. AGIA Steering/Implementation Committee Update – Greg Cashen – The next meeting is August 18th, and they will be working through tasks assigned in the strategic plan (AGIA). The committee will have a report at the October board meeting.

- **Reports**

1. Executive Director – Greg Cashen – Director Cashen reported that during the last Ex Co meeting he was in Ketchikan with David Stone and met with a variety of people. He had an opportunity to hear from the people in the construction, tourism, transportation, seafood, healthcare, services and retail industries regarding their training needs. They indicated a need for refrigeration techs, diesel mechanics, and electricians. There is a lot of interest in tech prep, career pathways, and apprenticeship.

Greg and David met with workers at the job center. They received good feedback on services provided. Greg will follow up with representatives Johansson and Stedman as they were very supportive of STEP.

2. Chair – Jim Lynch – Chair Lynch reported the health care workforce plan from an AWIB perspective will route through WREP. In order to jump start he reached out to Kathy Craft, Dave Rees and people in healthcare to write a first draft plan for the Healthcare Workforce Development Plan. There will be a very substantial first version in September.
3. Committees – Committee Chairs

Youth Council – Chris Gregg reported the meeting was cancelled.

Assessment and Evaluation – Dave Rees reported the committee would be having its first meeting on July 16th.

Workforce Readiness/Employment and Placement – No report.

Policy and Planning – Jim Laiti reported the committee would be meeting on July 23rd.

- **Other Items:**

David Stone – the Commissioner’s Office appreciates all the hard work Jim Lynch is doing.

Chair Lynch asked for comments on marketing. The AWIB cross members are an important link in the regions. He would like marketing and outreach of AWIB to be a discussion item at the next Ex Co meeting.

- **Adjournment:** Next Ex Co Meeting August 11th

MOTION to adjourn by Chris Gregg
 Seconded by Dave Rees
 MOTION carries.

ACTION TRACKER

July 2009

WHO	WHAT	DUE BY	STATUS
Greg Cashen	Identify direction for Division of Public Assistance to work more closely with AWIB		In process
Executive Committee	Marketing of AWIB	8/11/09 agenda	Discussion item
Executive Committee	Finalize agenda for October board meeting.	8/11/09	Will work on in July
Bejean Page	Look up the addresses - school board, assembly, legislators, etc for Fairbanks.	8/11/09	In process
Greg Cashen	Find out when next round of RFPs will be sent out. He will have a report at the next Exco of who received the grant awards.	8/11/09	In process
Greg Cashen	Send out background documents to STEP task force (Regs)	8/11/09	In process
Greg Cashen	Send out email to board members request input on service delivery reports		Email sent waiting on response
Greg Cashen	Coordinate signatures for Research and Analysis grant	ASAP	done
Staff	Meeting minutes	7/24/09	done
Bejean Page	Parking permit information at UA	8/11/09	In process