



ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT

**Alaska Workforce Investment Board  
Executive Committee  
Tuesday, July 24, 2007 – 10:00 a.m.  
Teleconference: 1-800-315-6338, code 2942  
Meeting Minutes**

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- **Call to Order**

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

**Staff:** Greg Cashen, Executive Director AWIB; Brynn Keith, Chief/R&A; Louise Dean, Project Coordinator/AWIB; Jim Schol, Project Coordinator/AWIB, Bejean Page, Administrative Manager/AWIB

- **Approval of Agenda**

Brynn Keith, Chief/R&A asked for time on the agenda to brief the Executive committee on R&A's SFY08 (ETA program year 2007) Workforce Information Core Products and Services grant application to ETA and subsequent formal approval of the application by the committee. Neal Foster moved to approve the agenda with the addition of time for Brynn. Tim Scott seconded. MOTION passed.

- **Approval of Minutes – June 12, 2007**

David Stone made a motion to approve the minutes of June 12<sup>th</sup>. Motion seconded by Neal Foster. Greg Cashen asked if there were any questions on the minutes. Chair Baker wanted to know if there was an approval at the last Executive meeting to do a resolution supporting Work keys. Bejean Page noted that she reviewed the tape transcription and there wasn't a motion but there was a discussion that we needed to do a resolution. Greg Cashen noted that he has drafted up a resolution for Work keys. Andy said the motion must have come from the May AWIB meeting. Vote was taken to approve the June 12<sup>th</sup> minutes. MOTION passed.

- **Action Items**

1. Status of Action Items from May AWIB Meeting and Ex Co Meetings: (Bejean)

Nominations for Chair and Vice Chair – Doug Ward and Louise Dean are working on the nominations along with Linda Holberg and will bring the names to the October AWIB meeting.

Calendar/Committee updates are done and will be posted on the web site.

The Executive committee needs to author the wording for the vocational technical training instructor of the year award to be brought to the October AWIB meeting.

Greg is setting up a time for the board to tour the pipeline training school during the October AWIB meeting.

All of the committees are using the strategic planning document that was made during the May AWIB meeting to prioritize committee directions.

All other action items are done. AWIB staff will make sure they send action items out to committee members. Many of the action items are on-going. At the staff level we are working on following up with the action items. Bejean is still working on the minutes for the May AWIB meeting.

## 2. Draft Resolution in Support of Proposed Regulations for Work Keys

Neal Foster moved to approve resolution 07-04. David Stone seconded the motion. Tim - Thank Greg for the work he did on the resolution. MOTION passed.

### • Discussion Items

#### 1. Update on Pipeline Construction White Paper

Greg - I have been working on a document that talks about the different roles and responsibilities of the committees that have been set up and I will give a brief overview along with the list of participants on each team and follow up with the Exco and the AWIB adhoc committee with this document. The department's plan will be reviewed by the adhoc committee at least monthly and the department will be soliciting feedback, input and recommendations from the adhoc committee on the training plan as it develops. Fred Esposito will be available to answer questions from the Exco. Dave Rees will be the AWIB liaison on the steering committee and will attend the Exco as well. Greg will be the liaison with the adhoc committee. The first rough outline will be available in August and then a rough draft will be available in September with the first draft presented to the AWIB at the October meeting in Fairbanks for review by the full board and seeking resolution of support to continue work on the training plan and there will be additional drafts with a target date of February 2008 for completion. There is an internal Department of Labor AGIA web site that I will forward to the AWIB Exco and the AWIB adhoc committee. That contains all the resource documents the department is looking at in preparation for this training plan. Much of it is information that was either produced by AWIB in the past, a couple of different training plans, including Commissioner Bishop's presentation on AGIA.

Fred - I think Greg did an adequate job of summarizing where we are at just to reassure

the Exco that we are going to do everything we can to keep the adhoc committee in the loop and make sure all the information is distributed to them as we distribute to the other committees as well. I am here to answer any more questions you may have but Greg did a good job of covering where we are at.

A summary of the three committees are as follows:

### **Pipeline Construction Training Plan**

#### **AWIB Ad Hoc Committee**

Tim Scott (Chair), Neal Foster, Karen Rogina, Dick Cattanach, Cynthia Erickson, Fred Villa, Todd Bergman, and Jim Laiti.

AWIB Director to forward pertinent information from Internal DOL Team to AWIB Ad Hoc Chair for distribution to AWIB Ad Hoc Committee by email initially.

AWIB Ad Hoc Committee to meet once per month beginning in September 2007 to review rough draft from DOL Internal Team. AWIB Ad Hoc Chair and Executive Director to receive and facilitate comments and recommendations from AWIB Ad Hoc Committee members and consolidate them into one document for review by AWIB Executive Committee, then forward to Internal DOL Internal Team for incorporation into Pipeline Construction Training Plan.

#### **DOL Internal Team**

Commissioner's Office, Fred Esposito (Lead), Corine Geldhof, Tom Nelson, Mike Shiffer, Brynn Keith, and Greg Cashen (AWIB Liaison). Staff: Michelle Unrein (AVTEC)

The DOL Research and Analysis Section led by Brynn Keith to develop an employment forecast with and without the gas line, that will be used to assess manpower needs for the gas line.

#### **Steering Committee**

Greg Cashen (AWIB Liaison), Bonnie Jo Savland, Dave Rees, Mike Andrews, Tony Delia, Janelle Vanasse, Karen Martinson, and Wendy Redman. Steering Committee to meet twice per month most likely in Anchorage.

The Steering Committee is comprised of education, labor, and industry representatives who will assist the Department in developing a statewide strategy for the creation of a regionalized delivery system for vocational technical training in a logical, sequential, and sustainable way.

Greg Cashen will attend monthly AWIB Executive Committee meetings to answer questions and receive input from Executive Committee.

The DOL AGIA Website contains AGIA Resource Documents prepared by DOL and is located at [labor.alaska.gov/AGIA\\_teams/](http://labor.alaska.gov/AGIA_teams/)

## 2. October 2007 AWIB Meeting Agenda in Fairbanks

Greg - The agenda for the October AWIB meeting is still in development. It will include items like the pipeline training plan, Marsha Olsen with Education will provide an update on Work Keys, Commissioner Bishop wants to have a tour of the pipeline training facility, and possibly having a reception in the evening. I will have a draft agenda to the Exco by the end of the week for your input.

## 3. New AWIB Members

There are four new board members: Linda Hulbert from Fairbanks; Betty Jo Dibble from the Operating Engineers, Anchorage; Norm Phillips from Doyon, Fairbanks; Dave Rees from BP, Anchorage. They are all excited about their appointments and eager to serve on the board.

## 4. Committee Membership and Calendar

Greg - I have an updated committee list; Dave Rees requested to serve on the Workforce Readiness/Employment and Placement committee as well as Betty Jo Dibble. Linda Hulbert will be on the P&P committee and Norm Phillips hasn't gotten back to me yet on which committee he would like to serve on.

The calendar is complete; we have the YC meetings set for 8/15 & 11/15. We have all the committee meetings on the calendar including the next AWIB meeting 10/22 & 23 in Fairbanks. The calendar is up to date for 2007. We also sent out an updated roster.

## 5. Nominations Committee

Louise Dean is working with Doug Ward (chair) on the nominations committee. Doug is going to contact Linda Hulbert to help solicit board members to be on the ballot, those names have to be out at least 30 days prior to the next board meeting so that would be 9/22. Vote will be taken during the board meeting.

## 6. Board/Staff Training and Outreach

Greg - I am going to be attending the National Association of State Workforce Chairs Annual meeting for board chairs and executive directors. It is a national conference sponsored by the National Governor's Association and it is in Minneapolis, MN.

I travelled to Kotzebue for the Arctic Economic Summit. I had a chance to interact with a lot of people from the NWA Borough and the NS Borough. I sat on a panel with Andy, a local hire and workforce development practices by industry panel that was very informative for me I was real impressed with Techcominco, BHP Billiton, NANA Corp

and Arctic Slope Regional Corporation local hire practices. I would like to go to as many places as possible within the budget

constraints. Andy and I talked about going to Barrow which would be good. In terms of staff training we have all been working together and meeting weekly to make sure we have action items taken care of and getting up to speed on our work here at the AWIB.

Andy - I would like to get a couple of us from the board and Greg out to Barrow, Nome and other places.

Greg - I will be traveling to Seward on Thursday and Friday and will have a chance to tour the AVTEC facility.

Brynn - R&A receives an annual grant from the US DOL ETA to support AWIB. A requirement of receiving these grant funds is getting approval from the AWIB saying that the work R&A is doing with those funds does in fact meet ETA requirements as well as mesh with goals of the AWIB. She outlined the six core deliverables and then opened it up to questions. David Stone made a motion to approve the proposal. Neal Foster seconded motion. MOTION passed.

- **Reports**

1. Director - Greg Cashen

Pipeline construction training plan.

Traveling to MN for training.

Preparing for October AWIB meeting.

Staff development and training - action items for committees.

Outreach travel

2. Chair - Andy Baker

Keep me up to date on regional council information. We had a good economic summit; it was real interesting, people from all over working on the same issues.

3. Committees - David Stone, Neal Foster, Tim Scott

David Stone - There is a workforce readiness committee meeting on 8/2. We will be taking up the three top priorities as a result of our strategic planning session in Juneau last May. David stated the agenda looks fine and he didn't have any additions.

Neal Foster - We had a meeting last week and we are also having one on Thursday. Jim has been assigned to work with us on the RACs. Staff has been tasked with making introductions, finding out who the representatives with the RACs are and getting an updated contact list. They are also drafting a letter to all

the RACs letting them know what our expectations are and asking for information from them. The next step is to ask the RACs do presentations at P&P so that we can report back to the board. We would like to talk about using outreach funds to get representatives to



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the council meetings. I guess as Andy mentioned we'll figure out who is going to go where and part of that is once we get our RACs reporting then we will have a better idea of where we want to go.

Tim Scott - We are meeting on August 15th. I have done a lot of updating, we've updated the youth council, I've got a commitment from everybody to actually attend the meeting, we prioritized the work that we did in the meeting in Juneau and two items really stood out we are going to work on at our next meeting. The biggest thing that comes out in terms of priority is teach youth employability and life skills, so what does that mean for the youth council and what we do with that now that we understand it is a priority and what do we do, what do we try to affect. This is the priority - So what? We are going to answer that question. And Jim I emailed you those bylaws, emailed you a copy of the results, the cover letter that I sent the executive committee some time ago.

Greg - Neal I think the entire travel budget is \$57,000. That includes two AWIB meetings, a few Exco meetings, and a few YC meetings. I think we will have a better idea after we have all the travel booked for the October meeting. There was general discussion among committee members about outreach travel and how much funding would be available. AWIB will get together the total costs for travel to the board meetings to see how much funding would be available.

Next Meeting will be August 14th 10:00 a.m.

- Other Items
- Adjournment: 10:53

Action Tracker

| WHO         | WHAT   | DUE BY | STATUS       |
|-------------|--|--------|--------------|
| Exco        | Author wording for the Voc Tech Training Instructor of The Year Award.       |        |              |
| Greg Cashen | Forward AGIA web address to the adhoc committee and the executive committee. |        | DONE         |
| AWIB Staff  | Travel funding dollars available report.                                     |        |              |
| Greg Cashen | Draft agenda for the October AWIB.   |        | On-Going     |
| Greg Cashen | Set up tour of pipeline training facility.                                   |        | On-Going     |
| Bejean Page | Finish May AWIB meeting minutes.   | ASAP   | 90%          |
| Greg Cashen | Work Keys Resolution.  |        | DONE         |
| Greg Cashen | See what committee new board member Norm Phillips would like to serve on.    |        | October AWIB |
| Louise Dean | Nominations committee work.  |        | On-Going     |
| AWIB Exco   | Motion to approve R&A grant.   |        | DONE         |
| AWIB Staff  | Strategic Planning document for each committee.                              |        | On-Going     |
| Bejean Page | Update Website   |        | On-Going     |