



Alaska Workforce Investment Board
Alaska Department of Labor & Workforce Development
Employment & Placement Committee Minutes (DRAFT)
August 31, 2005

Attendees

Committee members: Rose Ellis, Kitty Farnham, Susan Denison, Tom Nelson (*ex officio*), Russ Cusack (for Gale Sinnott, *ex officio*), Corine Geldhof (*ex officio*), Millie Johnson (*ex officio*)

Staff: John Pratt, Mona McAleese

Guests: Mary Rogers, Tara Jollie, Ken Mill

Call To Order

The regular monthly meeting of the Employment & Placement Committee of the Alaska Workforce Investment Board was called to order at 10:02 a.m. on Wednesday, August 31, 2005 by Chair Rose Ellis via teleconference.

Agenda

Kitty Farnham moved (seconded by Tom Nelson) to add two items to the draft agenda under "Other" as follows:

- Strategic planning timeline
- Site visit – San Mateo

The agenda was approved unanimously as amended.

Minutes

The minutes of the past three committee meetings (August 11, July 21, and June 29) were approved unanimously.

Presentation

DVR/TVR Overview – Russ Cusack

The history of vocational rehabilitation is rooted in the Old Soldiers' Act (enacted following WWI); the original intention was to serve those who have given their service to the country. The purpose of the DOLWD Division of Vocational Rehabilitation today is to help disabled individuals to live independently and integrate into society. 79% of DVR's clients have a significant disability. The division assists 521 people annually to acquire employment that is sustained for a minimum period of 90 days. To be eligible clients must have a disability and it must constitute a barrier to employment; most participants require these DVR's services in order to be able to work. Furthermore, temporary disabilities do not qualify. Successful outcomes can be full-time employment, part-time employment, self-employment, or performance in a homemaking capacity. DVR's budget consists of approximately \$5 million for client services and \$5-6 million for personnel, including 40 counseling staff and 25 technicians. The division is the university's largest account.

Service begins with extensive client assessment and counseling. Strict confidentiality is a key component of DVR's client relationships. Clients are largely impoverished, but participation successfully increases the average salary from \$4,500 annually to \$26,000. Voc rehab works closely with ESD to partner with employers. Order of selection policies prioritize services first to those with most significant disabilities, followed by those with significant disabilities, and finally, disabled individuals. Although they have no specific veterans' preference, they do have counselors tasked with closely coordinating with the VA. Counselors must be nationally certified, which requires a

master's degree. New staff are brought into the division at a range 13 (comparable with administrative assistants) and the state pays for them to attain their master's degree to qualify for certification. A reclassification study is underway to evaluate whether they are adequately compensated for the work they do.

In addition to the state's vocational rehabilitation efforts there are 11 tribal programs housed in the Native non-profits and directly funded by the federal government. DVR views these as "branch offices" in that the state recognizes the TVR services and assessments at face value and does not have to repeat procedures when clients transition from remote villages to communities served by DVR.

Discussion Items

Operator MOU

Ms. Farnham inquired whether the cost allocation framework (an attachment to the MOU detailing resource sharing methodology) has been implemented in the job centers. Tom Nelson admitted that they have been late in addressing the issue and said that the next step needs to be taken. Chair Ellis recommended a report card approach to how the One-Stop operator is performing relative to the MOU. Russ Cusack suggested that the divisions' admin managers examine cost allocation and present their findings to this committee. Mr. Nelson proposed addressing in the context of developing the forthcoming Unified Plan and do a better job with the next MOU. Ms. Farnham stated that the committee owes it to the state, the AWIB, and all stakeholders to monitor the current MOU as well. Mona McAleese said that it will be important to evaluate elements of the MOU in light of the governor's priorities and determine what barrier there are. Ms. Farnham asked what the action plan is. Mr. Nelson reported that the cost allocation framework has been, in fact, used in the Muldoon Job Center redesign.

Kitty Farnham moved (seconded by Tom Nelson) that the Operations Workgroup with E&P Chair Rose Ellis develop a report card for evaluation of Operator MOU implementation. Ken Mill recommended incorporating the report card into the committee's action tracker. Corine Geldhof asked how the deliverables specifically get people into jobs and increase wages, indicating that the focus needs to be on outcomes rather than procedure. Mr. Nelson requested to add an outcomes column to the committee's strategic planning matrix. Ms. Farnham stated that the Assessment & Evaluation Committee is supposed to be doing a job center report card already. The MOTION passed unanimously.

Resident Hire Questionnaire

Tom Nelson spoke at length on the history of the resident hire issue in Alaska. Governor Murkowski's Alaska Hire Initiative expanded the Knowles administration's efforts in the seafood industry to all industries in the state. A resident hire rate of 90% or better is required of employers on all state contracts. In addition, all employers operating in Alaska are encouraged to voluntarily comply with the 90% benchmark. The state recognizes all employers that achieve this level of performance. The Research & Analysis section does a very good job of assessing resident hire in Alaska, but the data is usually somewhat dated by the time it becomes available. The state really needs to reach out to secondary students now to build the capacity that will be required when gasline construction begins.

Mr. Nelson has emailed the questions he drafted to the committee. Ken Mill has polled the job centers and has about 30 more questions that may be useful. Tom elaborated on current activities. Chair Ellis requested these be added to the strategic planning matrix. Committee members are to provide feedback to Tom on the questions he drafted within two weeks. Mr. Nelson will distribute the job center questions in that same time frame.

Common Orientation

Mary Rogers reported that a website for the Juneau Job Center is currently undergoing beta testing and a second website is being developed to customize Common Orientation for the Kenai Job

Center. John Pratt will distribute the Juneau URL to the committee. Ms. Rogers asked that the Ops Workgroup be given feedback.

Rose Ellis and Millie Johnson are interested in visiting a job center as mock clients the experience the intake and orientation process.

Common Intake

Ms. Farnham explained that the Operator MOU specified a Common Intake procedure by July 1, 2005; it has not been implemented thus far. A pilot program is being introduced in Mat-Su, but it will take 6-12 months to fully implement. An integral component is a Master Client Index that will be planned in a few months.

Other Items

ESD Update

Ken Mill spoke about the Disability Navigator grant and asked to meet with Mary Rogers and Kitty Farnham on the subject. He also stated that ESD is working heavily on the ALEXsys labor exchange in anticipation of its coming online early next year.

DPA Update

Ms. Farnham briefly mentioned the Youth Success Initiative e-mail she sent out earlier in the week. She asked that anyone interested in the San Mateo site visit contact her.

Future Presentations

John Pratt offered to solicit recommendations from committee members via e-mail for future presentations from One-Stop partners.

Adjournment

The meeting was adjourned at 12:10 p.m. by Chair Ellis. The next general meeting will be at 10:00 a.m. on Wednesday, September 28, via teleconference.

Action Tracker

WHO	WHAT	DUE BY	STATUS
J. Pratt, M. McAleese	Coordinate distribution of Native MOU summit report with Dick La Fever		Pending face-to-face meeting
D. Alexander	Communicate ABE/GED policy recommendations to E&P committee		
T. Nelson, G. Sinnott, K. Farnham	Join next Ops Workgroup meeting to resolve Common Intake pending action		
T. Nelson	Draft resident hire practices questionnaire	8/31/05	Done
T. Nelson	Compile and distribute executive summaries from DLWD divisions on current practices		
“Fantastic Four”	Identify lead planners for November semi-annual Native MOU meeting	9/12/05	
J. Pratt	Add “Outcomes” column to E&P strategic planning matrix		
J. Pratt	Distribute URL link for Juneau Job Center Common Orientation website		
Committee	Provide feedback on resident hire questions to Tom	9/15/05	

	Nelson		
T. Nelson	Distribute job center poll questions on resident hire to E&P Committee members	9/15/05	
J. Pratt	Solicit E&P presentation recommendations via e-mail	9/15/05	
AWIB & Native grantees	Sign final Native MOU	9/30/05	
Ops Workgroup & R. Ellis	Develop Operator MOU report card		
E&P	Submit recommendations re: ABE/GED to ExCo for inclusion in annual report to the legislature	January, 2006	
E&P	Monitor Native MOU implementation plan	Ongoing	

Minutes submitted by: John Pratt