



ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

**Alaska Workforce Investment Board
Executive Committee
Tuesday, September 11, 2007 - 10:00 a.m.
Teleconference: 1-800-315-6338, code 2942
Meeting Minutes **DRAFT****

- **Call to Order/Roll Call:**

Meeting was called to order at 10:00 a.m.

Committee Members in Attendance: Andy Baker, Chair; David Stone, Vice Chair and E&P/WF Chair; Neal Foster, P&P/A&E Chair and Legislative Chair; Tim Scott, Youth Council Chair

Staff in Attendance: Greg Cashen, Executive Director; Bejean Page, Administrative Manager; Jim Schol, Project Coordinator; Louise Dean, Project Coordinator

Guests in Attendance: Carol Collins, ESD; Interim Commissioner Barbara Thompson, DEE; Todd Bergman, AWIB Board Member; MJ Longley, AWIB Board Member; Fred Villa, AWIB Board Member

- **Approval of Agenda**

Tim Scott made a motion to approve the agenda, seconded by Neal Foster. Vote taken. MOTION passed.

- **Approval of Minutes - August 23, 2007**

Neal Foster made a motion to approve the minutes, seconded by Tim Scott. Vote taken. MOTION passed.

- **Action Items**

1. *Finalize October 2007 AWIB Agenda*

Greg noted that he has contacted all of the speakers on the agenda except the Lt. Governor and is working on that. David Stone had questions about the mining industry panel and Greg answered those. A bullet was added to the agenda on 10/23 from 10:45 to 12:00 for the Alaska Technical Center under "Initiatives Pertinent to Workforce Development". We also added a bullet under that for Fred Villa reviewing PIC.

Interim Commissioner Barbara Thompson noted Marcia Olson would be doing the Work Keys program update for the board meeting and reminded everyone that the proposed regulations for Work Keys are out for public comment until the end of November. Tim Scott requested that someone from DEE be able to attend the Youth Council subcommittee meeting to address Work Keys.

MJ Longley requested that somehow the Alaska Federation of Natives be notified about the public testimony time during the AWIB meeting and she was also concerned that 15 minutes was not long enough and would like us to check on the statute for the amount of

time we need to have for the public testimony. MJ is going to send Greg their contact information and Greg will send the agenda to them. It may be good to have their workforce people be involved in the AWIB meeting and do some networking with the AFN.

It was noted that we have 6 new board members and that is what the Ethics Briefing on the agenda was originally intended for but there has also been new legislation on ethics and Greg is trying to get someone to address this with the full board. It will not be a huge amount of time on the agenda.

The service delivery programs time slot on the agenda is for each Division to review their accomplishments and goals related to AWIB.

The action items on the 23rd will be each committee reviewing where they are on the strategic plan priorities from the May board meeting.

The Health Care Industry panel will include a power point presentation by Karen Perdue and Delisa Culpepper about workforce development in the health care industry. They both serve on several councils and boards related to the health care industry and will have information from the entire health care industry included in their presentation.

MJ Longley requested that we have someone debrief on the upcoming reauthorization of WIA during the AWIB meeting. Carol Collins will relate this request back to Corine and Tom and will be in contact with us about that.

David Stone made a motion to approve the October AWIB agenda with the changes, Neal Foster seconded. Vote taken, MOTION approved.

Greg noted that the binders for the board meeting will be ready by 9/24 and posted to the web site. We will be bringing the hard copies to the meeting for the board members but they will also be able to download, print and review the information prior to the meeting from the web site.

- **Discussion Items**

1. *Update on Pipeline Construction Training Plan*

Greg noted that there will be an adhoc committee meeting on Thursday, 9/13 at 10:00 a.m. to get an update on the work of the i-team and the steering committee. There are additional steering committee meetings scheduled for the 16th & 17th, after that they will have something more concrete to bring to the adhoc. Greg noted that posted on the DOL/AGIA web site there is a presentation from Dennis Steffey and minutes from meetings, he will forward the web site address to the executive committee and board members.

2. *Vocational Training Instructor of the Year Award*

Louise presented criteria for the Vocational Training Instructor of the Year Award. There was general discussion about changing the name of the award to Vocational Training Professional of the Year Award. Todd Bergman noted that there are a lot of other exemplary programs happening at the secondary level and he would encourage the AWIB to support consideration for those in the criteria for the award. It was discussed that we could offer a separate award for the secondary level or we would need to broaden the criteria to include secondary in the award. Louise agreed to revise the criteria, send out to the Exco for input, and then bring back to the Exco on 10/9.

3. *Youth Grantee of the Year Award*

Mike Shiffer was not available due to the Federal Title IV visit that he was required to be involved with. Greg will get a written report from him to forward to the Exco.

4. *2007 WIA Annual Report*

On 9/24 the draft will be available for the 2006 year. We may have to have a brief meeting with Exco to review the report. If Mike is not going to be available we will ask him to do a written report for us.

• **Reports**

1. *Director - Greg Cashen*

Greg submitted a Director's report on 8/24, it is posted on the web site. He will provide one by Friday of this week.

2. *Chair - Andy Baker*

No Report Given.

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

Youth Council, Tim Scott - Will be meeting with the chairs of the three YC subcommittees this Thursday to set up time lines and be able to bring information to the October AWIB meeting. We are definitely moving forward with work in progress.

Workforce Readiness/Employment & Placement, David Stone - We will be meeting on 9/30th.

Policy & Planning/Assessment & Evaluation, Neal Foster - We recently met with two Regional Advisory Councils. The meeting was called to have dialogue with Charlotte Brower from the North Slope Savaat Center, who had responded to the AWIB letter to RACs and Mike Catsi with SWAMC also attended. It was good to interact with both of them. Louise has typed up a summary of Charlotte's information which we will send out to the board. Linda Hulbert also attended the meeting; she is very active with the interior RAC. We are going to set up meetings with Linda and Mike next. Savaat is having a round table discussion the 19th if anyone is interested, Charlotte is getting the information to Louise, who will send it out to the committee and the board. Charlotte will attend our next meeting and bring the priorities from the round table to it. Tim asked if we could find out



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what they have done successfully to identify leaders for the round table and who are the people involved. The issue with RACs is also funding but how do they get these people together and is it something we can duplicate in other areas of the state and move ideas forward. Neal asked Jim to send out a list of the round table members to Neal. When researching issues in the Kenai area, the question of funding comes up.

• Other Items

None.

• Adjournment:

Meeting adjourned at 11:10 a.m.

Next meeting date 10/9/07 at 10:00 a.m.

Action Tracker

Table with 4 columns: WHO, WHAT, DUE BY, STATUS. Rows include tasks assigned to Greg, Interim CO Barbara Thompson, AWIB Staff, MJ Longley, Carol Collins, Louise Dean, and Jim Schol.