



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

**Alaska Workforce Investment Board  
Executive Committee  
Tuesday, July 12, 2011 – 1:30 p.m.  
Teleconference: 1-888-354-0094, Conference ID#9694688  
Meeting Minutes**

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**Call to Order**  Jim Lynch, AWIB Chair;  Michelle Zenger, 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** – Greg Cashen, Executive Director; Louise Dean, Program Coordinator; Jason Bluhm, Program Coordinator; Jeff Selvey, Education Specialist; Ken Mill, Assistant Director, ESD; Paula Scavera, Assistant to the DOLWD Commissioner

**Guests** – Fred Villa, University of Alaska

**Approval of Agenda**

MOTION to approve the agenda by Dave Rees

Seconded by Doug Ward

Discussion – Director Cashen recommended adding AWIB statute revisions under discussion items. Paula Scavera will be calling into the meeting for discussion.

MOTION carries

**Approval of Minutes** – June 2011 Ex Co Meeting and May 2011 AWIB Meeting

MOTION to approve the May 2011 AWIB meeting minutes by Michelle Zenger

Seconded by Doug Ward

Discussion – Doug Ward asked about the film industry training grant program on page four of the meeting minutes. Director Cashen explained there will be a grant program in the capital budget similar to CTE. He indicated the amount would be approximately \$475,000 and will be used to train locals to work in the film industry. The training will probably occur through the university and apprenticeship. Doug recommended placing film industry training on the action tracker. Director Cashen will provide updates as he receives information.

MOTION to approve the June 2011 Ex Co meeting minutes by Doug Ward

Seconded by Dave Rees

Discussion – n/a

Vote taken

MOTION carries

**Action Items**

1. August Work Session Date and Location – The Ex Co discussed a possible date of August 18<sup>th</sup> 8:30 – 3:00 for the work session. There is an Assessment and Evaluation committee meeting scheduled for 3:00 on August 18<sup>th</sup>. Dave Rees indicate he could postpone the Assessment and Evaluation committee to meet at 4:00 p.m. on the 18<sup>th</sup>.  
MOTION to have the August work session on Thursday, August 18<sup>th</sup> from 8:00 a.m. – 4:00 p.m. by Michelle Zenger

Seconded by Doug Ward

Discussion – There was discussion regarding topics for the work session agenda and having an outcome based agenda. Doug would like to review minutes from strategic doing sessions. He would like to discuss regionalism and have a quick summary of federal requirements for RACs. Director Cashen suggested discussing the annual report, statute revisions and the strategic plan. Chair Lynch asked Michelle to work with Greg on the agenda. Doug would also like to be involved in the planning of the agenda.

Vote taken

MOTION carries

2. 2012 AWIB Calendar

Director Cashen reviewed the 2012 AWIB calendar.

MOTION to approve the proposed calendar by Michelle Zenger

Seconded by Doug Ward

Discussion – The Ex Co members did not have changes to the proposed calendar. Chair Lynch indicated it is very likely he will miss the entire board meeting in October.

Vote taken

MOTION carries

3. AWIB Statute Revisions –

Paula Scavera had a teleconference with Greg and Linda Hulbert to see if there was any interest in statute revisions. One of the major revisions will be election of officers. There has also been interest in number of meetings, committees in statute and WIA re authorization. Paula explained the process for making statute revisions:

- ✓ The department completes forms with information
- ✓ Meeting with Paula; Commissioner Bishop and the Governor's office
- ✓ Forward to Department of Law for review
- ✓ Decide if revisions will be forwarded by the governor's office or introduced by a friendly legislator

Paula indicated she did not know if we will need to put a place holder for statute changes from WIA authorization. The forms need to be completed by July 30, 2011.

There was much discussion about the AWIB by laws which included suggesting a review of past minutes which shows the agreement to change officer requirements; compliance with federal WIA; by laws vs. policy and removing by laws from statute.

The Ex Co could have more information at the August 18<sup>th</sup> meeting once the paperwork with proposed changes is in place.

MOTION for Greg and Paula to work on statute revision by Linda Hulbert

Seconded by Doug Ward

Discussion – Doug indicated he would like a copy of the statute for review and would like to have input before the document is submitted. Paula and Greg will write an outline on each topic and the legislative committee will work with Greg and Paula.

Vote taken

MOTION carries

## **Discussion Items**

1. PY 2010 WIA Annual Report and Timeline – Greg reported Louise will be the single point of contact (SPOC) for the AWIB. Lisa Mielke is the contact person from ESD and Kyle Taylor from DBP. Louise will meet weekly with Lisa and Kyle for status updates. There is a piece for the AWIB in the annual report. Most of the data should be available for the report by August 15 and ready for a review at the August 18<sup>th</sup> work session.
2. PY 2012 WIA State Plan and Timeline – Greg indicated the AWIB needs to start the process for working on the plan and the report which will be due June 30, 2012. He would like to know how the Ex Co wanted staff to proceed with working on the project. There should be a guidance letter coming out and Greg will inquire with ESD and DBP. Greg will update the Ex Co each month. Chair Lynch discussed the concerns the board had in May and June for the last plan that was submitted. The board had strong opinion in the portion of the document with free text i.e. lack of industry focus. Dave Rees indicated part of the issue was not having a good feeling the t administration and the AWIB workforce development plan was not in unison.

## **Reports**

1. Executive Director – Greg Cashen – n/a
2. Chair – Jim Lynch – n/a
3. Committees – Committee Chairs – n/a

**Other Items:** Questions from AWIB Members - n/a

**Adjournment:** Meeting adjourned at 2:53 p.m.

Ex Co work session August 18, 2011 8:00 a.m. - 4:00 p.m.

Next Ex Co Meeting August 9, 2011