Alaska Workforce Investment Board
Department of Labor & Workforce Development

DRAFT Executive Committee Minutes
March 9, 2004

Roll Call
Members: Alice Galvin (Chair), Andy Baker, Colleen Ward, Susan Denison, Mona McAleese, Kris Forrester; Chris Hayes, Rose Ellis
Staff: Patrice Parker, Mike Shiffer
Guest: Mary Lou Madden

Agenda & Minutes
The agenda's schedule was modified, bringing certain items to the beginning of the meeting, and then it was approved.

The minutes were approved.

Vocational Education Status Report Update
Mary Lou Madden referred members to the Executive Summary of the Voc Ed Report. The first report was done in 1997. She discussed the findings of the report and her recommendations. See Vocational Education Status Report Update at: http://www.eed.state.ak.us/tls/CTE/

Dr. Galvin and Ms. Ward thanked Ms. Madden for all the work she did, and Ms. Ward said it's exactly what we're looking for, and it will be very useful for future board policy decisions.

Mr. Shiffer shared some of Ms. Petro's written comments. In regard to the summary, she had some concerns that perception of the High School Qualifying Exit Exam (HSQEE) as somehow competing with or taking away resources from the vocational education system. This might not be consistent with the Administration's desire that the students get equal footing in those basic skills. While the Exit Exam is a requirement, it isn't a particularly onerous requirement; most students are able to complete the test. To create this dichotomy that the cost of the exam might be borne by vocational education isn't exactly clear. Ms. Madden said the report doesn't say that; instead, it says that in order to increase attention to the academic program resources are being directed away from vocational education. It also says that vocational education is another avenue for preparing students to meet those high standards. Simply doing more of the academic program might not work with some students. In fact, those children who may have the most difficult time meeting those standards are the very ones who would benefit by having the academic program delivered through a vocational program.

The second item Ms. Petro was concerned about in the recommendations is that young people might not be aware of job or career opportunities. She sees more and more kids not working in the high school situation so they're not exposed to those kind of opportunities, and she's wondering if that's a consideration as well. Ms. Madden said that because students aren't attracted to areas where we know there will be openings, she suggested that we increase some of those career pathway opportunities so kids know early on what the job climate will be like. Ms. Denison agreed and said it's an excellent recommendation. Kris Forrester also agreed, and in her district they're introducing a career pathways class. She truly believes our students don't get that information because counselors are overloaded with the exit exam.

Ms. Petro's also commented on the report's statement that performance based funding causes certain programs to be eliminated that are not performing. She thinks that would be a good thing. Ms. Madden replied that while it's not a huge problem, there are certain programs that serve people with the most barriers to employment, and if you don't take this into account you'll be eliminating the programs that are most needed to get people into the workforce. If you insist that welfare to work programs meet the performance measures, you may eliminate those programs whose initial placement isn't in a high wage job, but may provide the work experience that leads to a higher wage job. Mr. Shiffer said that Ms. Petro agrees with her, but that even those programs need to meet performance standards. Ms. Madden thinks her recommendation meets the spirit of her remarks.

Ms. Petro also asked what is meant by "high stakes" for the HSQEE. Ms. Madden said it's a nationally recognized commonly used term to mean it's high stakes because if you fail you won't get a high school diploma.

Ms. Hayes asked if there were any studies about minority kids and how well they do in vocational education, and if they pass the exit exam. Ms. Madden said that that didn't fall within the scope of her project, and this is the first year the exam is required to receive a diploma so there wouldn't be statistics to compare. However, she hopes that EED would start doing those studies.

Ms. Denison made a motion to approve the report as written. Ms. McAleese seconded the motion. The MOTION was approved unanimously.

Mike Shiffer said Ms. Petro's final requested is that the report is forwarded to the Policy & Planning Committee to determine what steps should be taken to act on the recommendations. Mr. Baker agreed, and directed the issue be sent to the Committee.

April Meeting Agenda

Ms. Ward asked that the Workforce Readiness Committee presentation on 02-15 be moved up on the agenda. She added that the VTEP group would like a presentation slot on the agenda. It should follow the WRC presentation. They need the full attention and a response from the full board. Ms. Ward said that VTEP worked with AWIB on a proposal that went to Sen. Stevens' office and as a result of that proposal, Sen. Stevens was able to direct $7 million dollars to Alaska for workforce development. Liz Kennel, Sen. Stevens' staff-person, encouraged the VTEP to go to the AWIB and share with the full AWIB what that proposal

was. The committee decided to move those items to the 1:30 slot and move the two resolutions down.

Ms. Denison asked that we have a moment of celebration at the board meeting for all that has been accomplished and as a way to publicly thank the staff. It was suggested that they do it right after the election of officers. They will also make a presentation to Dr. Galvin for her long and dedicated service to the board as its chair.

Ex-Officio Membership Policy
Ms. Parker explained that Ms. Swenson researched policies from other boards in this area, and came up with many choices to include in a policy, and the Policy & Planning and Employment & Placement Committees reviewed them and chose the ones they thought best fit a policy for our board. She took what she understood people wanted, and put it into a policy format. Ms. Ward said she assumes staff captured all the comments and changes the Policy & Planning Committee made. Ms. Parker said it does. Ms. Ward asked if ex-officio members would have to file ethics papers with the APOC. Ms. Parker said they wouldn't. Ms. Ward asked if there was a conflict of interest policy in the bylaws. Mr. Shiffer said there wasn't. Ms. Ward asked that the Policy & Planning Committee work on it and align it with the ex-officio membership policy. Expectations would be that individuals comply with State of Alaska statutes as well as any policies that might be established. Ms. Ward made a MOTION to accept this policy, including the alignment piece, as the board's ex-officio policy. Ms. Denison seconded the MOTION. The MOTION passed with no objections.

AJCN MOU
Mr. Shiffer spoke to this. One of the issues they've been dealing with is minute but important. They have resolved that the principles and methodologies on distributing costs across the One-Stops. In the past, each program has paid for its individual costs but not the shared costs like the resource room. Participants from all the different programs come into the resource room and incur costs for the programs. In the MOU, programs will now be able to share the cost of the room and not depend on ESD to pay for it. The last element to be resolved is the "method of referral." It asks the programs to identify the minimum threshold they will have in referring people to their program. Right now there isn't a standard procedure. We need the programs to commit to a common referral process to ensure we're giving good customer service. A buckslip approach with a follow-up is being reviewed right now. A final MOU should be ready and available for the April meeting. The MOU serves to describe 4 basic elements: who are the participants in the MOU; what services will the participants agree will be provided; how will they mutually pay for and share the costs of the One Stop, and what will be their process for referring individuals to programs. Ms. McAleese asked about accessibility – in the MOU, who is responsible? Mr. Shiffer said that by the criteria set up in the MOU, that issue should be resolved. He's penciling it down to make sure he has the directors resolve that.

Ms. Ellis asked if it's an internal document within the state, and how will you account for external referrals? Mr. Shiffer said it's an internal document. He said the MOU with the Native organizations is the next issue on the horizon and will be taken up as soon as the internal document is resolved. Ms. Ellis said she's sure there are other referrals besides Native organizations. Mr. Shiffer said he'd bring it back to the directors and try to resolve the issue of referrals outside of the One-Stops.

Self-Sufficiency Policy
This relates to WIA and our role as a local workforce investment board. It's important because it defines two things for us: what is the level at which we're working, or target we're trying to meet. How far should we go with them to ensure we're meeting their needs. In the Adult program, we're using the LLISL. It's $40,000, and to ensure they're living self-sufficiently, they would need to be earning $70,000. It relates to self-sufficiency definitions for dislocated workers. It's different, because it's not an income-related program. In looking at what's a good target, we propose it be a percentage of their previous income. We propose meeting 175% of the LLISL. For dislocated workers, we propose 80% of their past earnings. It allows us a target, so we know when we've completed our service. If an adult is already earning 175% of their income, we might provide "core A" and "core B" intensive services, such as resource room activities and job clubs. We probably wouldn't offer them additional training, because they've already achieved their self-sufficiency level. What we need from the board is their concurrence on the policy so field staff will know what their goals and objectives are.

Ms. McAleese said everything she read would exclude people with disabilities. Is there anything bad for them. Mr. Shiffer said employers might say what a minute here, you may want people to earn that, but you've got to balance that against what I as an employer is able to pay people for those positions. Ms. Denison gave us a good perspective on this, when we were talking about Certified Nurses Aide as an example. We could have targeted a wage that is so high that Providence Hospital wouldn't be able to meet it. Ms. Denison said that an aide is a starting point for a later job that would be able to meet those definitions. The Employment & Placement Committee recommends to approve the 4th option in the document.

Ms. Denison made a motion to accept policy # 304, the WIA self-sufficiency definition. Ms. McAleese seconded the motion. The MOTION passed with no objection.

Committee Reports
Ms. Denison said the **Employment & Placement Committee** last met on February 26, and identified the ex-officio membership policies, and she presented it to the Policy & Planning Committee. They also worked on the self-sufficiency policy.

Ms. McAleese said that the **Assessment & Evaluation Committee** has not had any word on the awards program, and she thinks they should discuss it as a whole board and decide if they want to have it, and decide on a budget. She asked that it be added to the April agenda. Ms. Parker said she'd put it on the agenda.

Ms. Ward said the **Workforce Readiness Committee** had worked with VTEP, which she already discussed. A task force is meeting on Thursday to advance the benchmark tool that will be used on a programmatic level based on the Blueprint and AWIB criteria. They completed the timeline for the strategic plan. They have the next steps for the construction summit. She also announced that the WRC is not meeting on April 5 because it's so close to the Juneau meeting.

Ms. Parker said the **Policy & Planning Committee** has been working on the regional council development. At the last meeting the committee went through a document they prepared to determine if a proposal is complete. The committee asked staff to come up with an

evaluation tool. The other developments is that Southeast conference is working on a proposal; we've received one from the North Slope Borough – we sent it back with the new regional council elements document. We've heard Fairbanks is working on a proposal for the Interior, and NW Arctic Borough and Bethel are also working on proposals. The Committee is meeting on March 19 and March 26 to review proposals.

There is a report on the **Youth Council** activities in the Executive Director's Report. The **Legislative Committee** hasn't met, but Mr. Baker's plan is that they have two meetings before the April meeting so that they're up to speed and able to speak on issues relating to the AWIB. **Ms. Ward asked that she be added to the contact list for that meeting**. Mr. Baker said he wants to meet with the Commissioner and staff to talk about how to coordinate, and he doesn't think they're interacting and that the committee isn't being as helpful as they can be. Ms. Ward said that from the EC position it might be helpful if each of the committees were asked to look at each issue they're dealing with and look at any implications. Maybe the committee chairs can assist him in that way and forward any issues to his committee. The AIWB is supposed to advise the Governor, commissioners and legislators on policies and issues we've identified. Mr. Baker agreed and said right now we're not advising them. It's not all there yet, but he thinks we can put a program together. Mr. Baker said the problem is that the Department is setting the direction. Ms. Ward said in a large sense we are the ones advising them, and they have the prerogative to advise but they don't have to take that advice.

Mr. Baker said he'd like to see committee reports at the beginning of the agenda, and going over the recommendations and resolutions coming out of the committees, since most of the work is coming out of committees. Ms. Denison said it makes a lot of sense, because we can then introduce or bring attention to the policies. Ms. Parker said she'd note that and arrange the agenda in that way.

3-Foot Chart & Dashboard Indicators

Ms. Goforth said they were going to have it ready in time for the April board meeting. The "Dashboard Indicators" will be on the back of the chart, and also the recommendations that appeared in the workforce investment performance report. The FY 04 numbers were eked out from all the different divisions and departments. We don't have control over the numbers themselves. The numbers on the dashboard indicators were derived from the MIS. The committee decided to use the four billboards to state our new goals, Right Person, Right Skills, Right Job, Right Time.

Ms. McAleese made a MOTION to approve the chart with the noted changes, and Ms. Denison seconded the MOTION. The committee approved it with no objections.

Ms. Ward thanked Mr. Baker for chairing the meeting and said he'd done an excellent job. The meeting adjourned at 1:30 p.m.