

AGIA Training Plan i-Team Meeting
July 25, 2007
Minutes

Present:	Click Bishop	Guy Bell
	Tara Jollie	Fred Esposito
	Greg Cashen	Corine Geldhof
	Brynn Keith	Tom Nelson
	Mike Shiffer	Michelle Unrein (telephonic)

Fred asked for any changes to the agenda. Tara added the Blueprint under training plan format. Tom added definitions/glossary under parking lot.

Steering Committee:

Fred indicated that Dave Rees may not be available to participate on the steering committee. Fred talked about who could fill that gap and said he has spoken with Bonnie Jo Savland from Alyeska Pipeline Service Company and she is excited about it. Fred will confirm that Bonnie Jo will be on the Steering Committee. It was suggested that Dave Williams with ConocoPhillips or Dave McDowell with BP would be good choices also. Fred said he asked Joann Phillips from Conoco to find out who might be able to best represent their company. Joann promised to get Fred feedback by next Monday. Guy said from the State's side there is no conflict with having the majors participate in the Steering Committee.

Fred said the Steering Committee is getting a lot of the initial conversation out of the way and they are on track to move forward. At the first meeting the Steering Committee nailed down the goal of the group. Fred read the new goal. Guy suggested that it should say their goal is to **assist the Commissioner of the Department of Labor & Workforce Development** to develop a job training program.

Fred said it was a good meeting. The second meeting is August 1 and the focus will be information gathering. Fred has asked for a presentation from PARW to the Steering Committee at the suggestion of Dave Rees. Fred thinks it will be Dennis Steffy that will make the presentation. Fred said Mike Andrews offered to make a presentation from the apprenticeship side about the work that has been done to gather data and numbers. Brynn will be presenting for R&A also. Fred has given the Steering Committee a lot of material to read and digest with the idea being to move through the info gathering so the second meeting in August they will be starting to roll up their sleeves and get to work. It was asked if the i-Team members could sit in and listen to the August 1 meeting. Fred said that would be a good idea. Guy said the impression he got was that the Steering Committee wants to go quickly from theory to practice. There has been a lot of good work, but not a lot of action from previous plans. The Steering Committee wants to assist in making real things happen.

Fred said Guy's assessment of the Steering Committee was accurate. The Steering Committee indicated a desire to focus and develop something that was very action oriented. Something specific and achievable. One of the most interesting parts of the meeting was Tony Delia's input. Tony listened to the first half of the meeting and he then weighed in and made some excellent comments and good observations.

Michelle will send out contact info for the Steering Committee members.

Fred wants the Steering Committee to be a small group, but is fighting the natural growth you get with any committee. Tara suggested to keep it small, but keep the influence of industry there.

Travel:

Fred said the i-Team has discussed going on the road and talking about our effort. There have been discussions with Alaska Technical Center (ATC) about the pros and cons of moving out of the Northwest Arctic Borough School District (NWABSD) and moving under the State system and getting them accredited under AVTEC's accreditation. During those discussions we came up with a list of pros and cons but no decisions were made. Norm Eck, the Superintendent of the NWABSD Board of Education, is open to ideas. Norm's opinion is to strive for what can bring the best services to the people of Alaska. We are again going to look at the lists we developed and put together a concept of how to bring ATC under the State system. Norm Eck thought the next Board of Education meetings in Kotzebue scheduled for August 27 & 28 or September 24 & 25 would be a good opportunity to have this discussion. There have also been discussions about other training centers that need to become part of a State system.

It was suggested to choose the September dates because they are close to the WorkKeys roll out that Commissioner Sampson has planned. It could be a community presentation including the youth first initiative and ALEXsys upgrade effort.

Tara suggested that AFN could be another opportunity to coordinate with the WorkKeys presentation.

Fred said ATC would be interested in hearing how we could help them achieve their goals and provide an avenue for statewide advocacy for their programs.

Corine said it would be good to inventory the funding streams if we are trying to unify these training centers and go up to the legislature as one voice.

Commissioner Bishop said the Construction Training Plan is a good document and wants everyone to read it. WorkKeys will take care of a lot of the Voc Ed items in that report.

Fred said the Legislature wants to hear who will make the best use of money and which programs are the best. They have also asked for a system for prioritizing funding requests.

The issue is people thinking that they might lose out if their voice is not heard and how we can ensure them that their interests are taken care of.

It was suggested that there be some sort of formula or criteria that drives allocation of funds that we could get commitment from and use that to go to the Legislature. There could be a council of regional centers that coordinates funding requests, similar to the Department of Education's capital improvement requests.

Greg recommended an AWIB rep travel to at least three of the training center sites.

Guy said Neal Foster in Nome and Andy Baker in Kotzebue could handle those sites. Guy said if this does become a cross border project, it will be important to develop close relations government to government and training provider to provider. It is good to establish those contacts and relations now.

Fred said we have an existing relationship with Sam Shaw of NAIT (Northern Alberta Institute of Technology). Sam wants to come back to see AVTEC's Connected Education program. He is excited about working with us and would love to have us there in Edmonton. It should be a two day trip with one day in Edmonton and one day to see the mobile training facility. NAIT is using a lot of different instructional technology. They train about 40,000 students each year about 1/3 of whom are apprenticeship students. Alberta runs their own apprenticeship program.

Tara suggested getting the local mayor or elected officials in Nome and other locations to attend our presentations.

Fred said in Kotzebue the Board of Education and the ATC Advisory Board are the people who have the biggest interest of who manages/operates ATC. If we have a broader goal such as ALEXsys or WorkKeys we should bring in a bigger group.

Commissioner Bishop suggested that AFN might be an excellent venue to do a roll out of where we are to date and catch the whole market. We need to get on the agenda for AFN.

Fred said this training plan is on the agenda for the AWIB meeting that week too. It will be an opportunity for the full AWIB to provide feedback. Hopefully they will support the process and

direct us to continue. As we go forward and find opportunities to pay a visit to the other training centers where there are other things occurring we should take those opportunities. Fred said to let him know if anyone hears of other events happening that we could combine with a presentation on our work.

Training Plan Format:

Fred stated that one aspect of the training plan will be the concept of connecting up the regional training centers under a statewide system. Fred has distributed the draft done on the College of Applied Technology. It was an attempt to start a three-way partnership of a similar type system. There are going to be other pieces brought in that are going to tell the whole story that will make the Legislature want to fund us. We talked last time about each of you having a piece of the greater plan.

Brynn indicated that R&A's piece will be an opening economic introduction and then an appendix with the data. The data won't be part of the body of report. It is unclear to Brynn what we will be accomplishing in the draft.

Fred said it was envisioned at the last meeting that the opening economic piece would be the economy as it currently is and forecasted, and setting the stage for economic and job growth and where those jobs will be.

Brynn indicated that if R&A can get solid industry and occupational employment numbers, R&A will produce a gasoline-specific industry and occupation employment forecast. Assuming R&A receives the industry and occupational inputs in a timely manner, the industry forecast output would be completed in mid September with the occupational employment estimates following in December. Brynn briefly discussed the report's opening section; she envisions an economic overview written by R&A

Fred asked if R&A would also be addressing supply side.

Brynn said very loosely in the intro. R&A can't assess the skills gap until they complete the data production and gathering process. Since R&A may only have the funds to assess the gasoline employment needs once, Brynn feels it's important to wait until solid numbers are available.

Corine said we need to come up with an outline. An outline will help guide outreach and the Steering Committee. Corine and Mike volunteered to work on the outline.

Fred said Mary Lou can help to make the training plan a good marketing tool. Fred said he imagined that the training plan would be packaged into an interactive PowerPoint presentation. The Construction Training Plan has a lot of the elements in it, but it doesn't have a timeline or accountability.

Brynn said that R&A has an internal AGIA team that meets weekly. R&A should have the methodology for the forecast finalized this month following the review and approval of the methodology by R&A's internal Technical Review Board. In addition to assessing occupational demand, R&A will analyze the supply side of the equation. Using existing data sets – such as ALEXsys, UI claimant and UI wage records – R&A will identify the potential gasoline workforce by zip code. Data will be arrayed thematically on maps, reflecting various gasoline route alternatives. R&A's initial product may function as a prototype for further analyses and products as more data become available. R&A is currently working with their counterparts in other states to determine if employer-provided staffing pattern information exists for construction projects similar in scope to our gasoline. Two projects of a similar design include The Rockies Express from Wyoming to Illinois and the Alliance Pipeline from Northern Alberta to Chicago.

Mike said in terms of surveys, what we don't have is maximum training capacity.

Guy asked how we get from the number of direct jobs to the number we need to train.

Brynn said we need to be doing some research on what that factor will be. We don't know that number. R&A has not done that and Brynn suggested that the i team undertake a literature search on this issue.

Fred said AVTEC's accrediting agency may know nationally what that number would be.

Guy said there is a requirement that the proposer describe in detail the size and type of pipe and type of facilities, and that will help people determine what the workforce needs will be.

Brynn said R&A forecasts occupational demand not the training capacity. Mike said that Canada went after info from the training providers: how many training in these areas, how many going to work in those fields, how many did they choose not to train and put on a waiting list.

Guy gave a review of the questions that were presented:

1. How many individuals need to be trained versus availability?
2. What is the current capacity, public and private?
3. How many do we already have trained?
4. How many will be leaving the workforce?
5. How many will be entering the workforce?

Brynn said that given available data, R&A can provide estimates for questions 3, 4 and 5.

Through its proposed collection of current training capacity data, R&A hopes to provide at least a partial answer to question 2.

Corine and Mike will look at getting the multiplier for 1 and 2. They will build this info into the outline.

Tara suggested using the principles in the Blueprint. It would make sense since we utilize it in some way. Its principles are sound.

Tom said he tasked his staff with giving input on how they can do a better job of contributing to the skills inventory and conducting normal business with priority in these occupations. ESD's outline is going to be routine. Our sub outline would be recruitment, outreach, skills inventory, prep of workforce with respect to the R&A piece, legacy jobs, regular labor exchange, and identifying and recruiting for training spots. My idea of an overall plan is to start off with the abstract, authority under the law, vision, mission, principles, some sort of overall roles and responsibilities, who the players are and their responsibilities, then the concept of the plan and in that piece layout the overarching goals, who does what and break that down by State, producers, contractors, Labor and its responsibility under HB177, AWIB, ESD's role, then lead into some of the training services, then how we are going to measure the goals, and then something that mentions a reevaluation of the whole thing. ESD is going to be responsible outside of the plan for the reporting, press releases, success stories, and marketing with respect to good news stories that illustrate what is working.

Tara asked if there is federal money attached to whether it is public or private.

Fred said he didn't think there is. It has more to do with Alaska hire and reporting.

Tom will send his outline out to the team members.

Mary Lou – Attend i-Team Meetings:

Fred explained that Mary Lou came on board with the last Steering Committee meeting. She will be the one who will start putting the draft document together. Fred said we can bring Mary Lou in and include her in our discussion if we want to. As we begin to develop the outline Mary Lou needs to understand that. She can read the minutes, but she should start attending the meetings.

Guy said there is a limited amount of funds under Mary Lou's contract, so she can't travel to every meeting.

Fred said Mary Lou can also attend by teleconference.

The i-Team agreed she should be included in their meetings.

09 Budget Requests:

Guy stated that the OMB budget calendar is out. Karen Rehfeld is starting to schedule meetings with the Commissioners to talk about 09 budgets. We will need to develop a preliminary funding request at least as a holding place. We will need to produce something by early September to say what we will need to deliver on this training plan. If we are going to start representing the other training centers, we may need to reach out to them to get their funding requests. We need to be sure we have resources lined out. We need to start formulating a budget in mid to late August.

Fred said it will need to be an ongoing agenda item. Fred will bring reports he has from other training centers.

General Discussion:

Brynn said she went to a meeting on WorkKeys and they had a nice agenda. At the beginning of the agenda they listed the desired outcome of the meeting.

Greg will be on the Steering Committee.

Discussed moving the i-Team meetings to Juneau to save on travel costs.