



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

*Alaska Department of Labor and Workforce Development
Alaska Workforce Investment Board*

October 26th and 27th, 2009

University of Alaska
Butrovich Building

Board of Regents Conference Room
Fairbanks, Alaska

Minutes

October 26, 2009

Call to Order (Chair Lynch)

The meeting was called to order at 8:45

Roll Call (Director Cashen)

Board members in attendance

John Cramer, Lieutenant Governor's Designee
Clark Bishop, Commissioner DOLWD
David Stone, DOLWD Designee
Kathryn Craft, DHSS Designee
Mike Woods, Public Education
Dave Rees, Private Sector
John Cannon, Professional w/Exp. Dev Disabilities
Tony Delia, Private Sector
Mae Hank, Native Organization
Michelle Zenger, Business/Industry
Helen Mehrkens, DEED Designee
John MacKinnon, Private Sector
Christopher Gregg, Organized Labor
Linda Hulbert, Private Sector
Jim Lynch, Business/Industry
Martin Anderson, Sec Voc Ed
Doug Ward, Private Sector
Cynthia Erickson, Private Sector
Sharlene Berg, Post Sec Ed/Voc/Ind
Jim Laiti, Organized labor (arrived after roll call)
Joey Merrick, Organized labor (arrived after roll call)

A quorum of 19 members was present at roll call.

Board members absent

Lt. Governor Sean Parnell; Commissioner Hogan, DHSS; Commissioner Notti, DCCED;
Commissioner LeDoux, DEED; President Mark Hamilton, U of A; Fred Villa, U of A

Jobs Are Alaska's Future

Designee; Joe Austerman, DCCED Designee; Neal Foster, Vice Chair
Business/Industry; Bonnie Jo Savland, Native Rep

AWIB Staff in attendance:

Greg Cashen, Executive Director; Bejean Page, Administrative Assistant; Barbara Duval,
Program Coordinator; Louise Dean, Program Coordinator; Jeff Selvey, CTE Coordinator

Guests and others in attendance

Beth Leschper, DOLWD/Commissioner's office
Paula Scavera, DOLWD/Commissioner's office
Guy Bell, DOLWD/Commissioner's office
Diane Barrens/ACPE
Mike Shiffer, DOLWD/DBP
Tom Nelson, DOLWD/ESD
Brynn Keith, DOLWD/R&A
John Douglass, AK Job Corp Center
Kim Zeigler, AK Job Corps Center
Susan VanGorder, AK Job Corps Center
Ruth Cater, Fairbanks North Star Borough
Nikki Kreatschman/DOLWD/ESD
Ruth Schoenleben, Nine Star
Julie Smith, UAF - Alaska Rural Behavioral Health Training Academy
William Doyle, Office of Alaska Natural Gas Federal Agency
Marty Metiva, Mat-Su RC&D
Eldon Davidson, SAVEC
Gerry Andrews, DOLWD/DBP
Teresa Quakenbush, DOLWD/ESD
Cynde Jacobsen, Alaska Tech Prep Consortium
Diane Maples, Alaska Tech Prep Consortium
Todd Bergman, APICC
Jeff Hadland/DOLWD/R&A
Mariah Miles, APICC
Sharon Gherman Alaska funding exchange
Charlotte Brower, North Slope Borough SAVAAT Center
Larissa Ray, Alaska Primary Care Association

Introductions

Board members, staff and guest introduced themselves.

Opening Remarks - Chair Lynch

Chair Lynch began with of moment of silence for Representative Foster, Neal Foster's
father who just passed away.

Chair Lynch thought it would be useful to take an hour and have a discussion around
the topic of orientation. This will be covered under AWIB discussion items.

Welcome - Commissioner Bishop

The commissioner welcomed everyone to Fairbanks. He talked about the associated press story regarding health care and that medical schools are at capacity for doctors. This is an opportunity for the AWIB to look at the various training options in the health care industry.

The commissioner presented a certificate of service to Greg Cashen for 15 years of State service. He thanked the AWIB, commissioner's staff and AWIB staff for their work.

Agenda Approval

MOTION to approve the agenda by Linda Hulbert

SECONDED by Doug Ward

Vote taken

MOTION carries

AWIB Discussion Items

AWIB Member Handbook

Chair Lynch reminded everyone that they have a member handbook for reference. This is a unique board that it is a public board, and the lack of physical connectivity requires the board to rely on the committee structure. He would like to focus on strengthening processes, rotating processes and changes in administration. We want to make sure the board doesn't move and sway with different administrations.

Board's Role

Linda Hulbert led the discussion regarding the board's role. The role of the board is 'public policy'. The board needs to look at public policy issues that are going to move ahead the agenda for workforce development.

Diversity

Chair Lynch indicated board seats are defined in statute, any additional people would be nonvoting members. Another level is the committee level, but they would be non voting members as well. They could be invited to participate, but not vote.

Regional Advisory Councils

There was discussion about Regional Advisory Councils and cross membership. The board is working to energize our connectivity with the regional councils. We need to reach out and encourage participation at that level.

AWIB Member Job Description

Martin Anderson asked for clarification of how to distinguish between being a board member and personally, when do you identify yourself as representing the AWIB. Chair Lynch indicated a member needs to indicate if he/she is speaking as a board member or as an individual. Greg Cashen referenced the Conflict of Interest clause and Code of Conduct in the bylaws. Sometimes the board will develop talking points on a particular topic that the board develops so the member is comfortable speaking on behalf of the board.

Statewide Workforce Development Efforts

There was discussion about the need for a picture or diagram of all the workforce development efforts around the state. There is something similar in the strategic intent under tab 2 in the board binder.

Director Cashen indicated we do have a funding breakdown for the Department of Labor but doesn't know if that is available from other training providers. Mike Shiffer added that in 2004 AWIB took a study on funding and found resistance in getting that information. The study did not include private resources.

Healthcare Workforce Development Plan Update

Healthcare Workforce Development Plan

Chair Lynch discussed the process for the development of a healthcare workforce development plan. Industry and the state departments of labor, education and health are working on this; economic development is not at the table yet. Other sub components of social services need to be incorporated.

The group is going to follow a model which has already been approved for the healthcare industry. It is the AGIA model. They are trying to build a plan that has a broad futuristic focus that will be used continually and can adapt to changes.

Healthcare Grant (ARRA) Application

There was an AARA grant opportunity related to job growth in the health sector. There was a subcommittee and they communicated with Greg and others in the state about the health care needs. Greg worked with the subcommittee on behalf of the AWIB to submit the grant application.

Statewide Career and Technical Education Update

Statewide CTE Plan

Helen Mehrkens talked about the Developing Career Planning Programs for Alaskan Schools. She also discussed the Alaska Education Plan which is the plan for K-12 education. The three goals are:

1. All students will graduate prepared for careers or postsecondary training and education.
2. Schools will form strong partnerships with families and communities, and will respect and embrace local cultures.
3. Students will have access to safe schools.

AWIB Newsletter - Jeff Selvey

Jeff discussed the AWIB Newsletter. The first one produced was connecting AWIB to school districts and also focused on industry. The next newsletter will be coming out in November 2009. Jeff indicated ideas for newsletter should be sent to him.

Alaska Tech Prep Update - Diane Maples

Diane gave an update about Alaska Tech Prep. This included CTE coursework, a career pathway with multiple entrance and exit points, formal agreements and annual reviews, and emphasized that Alaska Tech Prep is more than dual credit.

Reports to the AWIB

Employment Security Division - Tom Nelson

Tom gave an update from ESD. The MyAlaska project is currently in the analysis stage. The goal for this project is to create a seamless interface between multiple systems i.e. UI, ALEXsys. The division followed federal guidelines and pointed the unemployed to Pell grant opportunities.

Division of Business Partnerships -Mike Shiffer

Mike indicated a waiver request submitted to the USDOL for reporting as a single state did not pass. The DBP will be reporting as Anchorage/Mat Su and balance of state. The waiver request for transferring WIA funds (adult and dislocated worker) in accounts was reduced from 100 percent to 50 percent. Mike discussed the Annual Report on federal funds, worked with Assessment and Evaluation Committee to get language for report and the concerns about the schedule they are giving to produce that report. They have ninety days to produce the report. It can take up to 60 days to get data together. (1. Participant data 2. how much money did we spend). Often times we do not get that number until the end of September. The division would like to work with the AWIB Assessment and Evaluation Committee to meet the deadline.

AVTEC - Fred Esposito

Fred thanked AWIB members for their service on the board. Currently AVTEC has a robust enrollment; several areas are full with waiting lists. Fred indicated for rural outreach programs he is working with regional training centers and AGIA using the regional training center model.

Division of Vocational Rehabilitation - Cheryl Walsh

No report.

Registered Apprenticeship Update - Gerry Andrews

Gerry gave an overview of his quarterly report to the board members. In his discussion he highlighted apprenticeship programs which lead to jobs that allow for working a rotating schedule and giving the people who live in rural areas to continue to live in their communities.

Research and Analysis Update - Brynn Keith

Brynn Talked about programs rather than data. She indicated the primary staff will support the 2010 census. This is important because of redistricting, distribution of funds and data development.

There are now multi agency data sharing agreements with the United States Department of Labor (USDOL), Employment Training Administration (ETA) for apprenticeship data, AKfin (fisheries data) and Department of Education and Early Development (DEED) for student enrollment data. Alaska is the first state to get raw data from apprenticeship.

Workforce Development Budget Update - Guy Bell

Guy Bell gave a power point presentation on the FY10 Budget Overview. This included non-stimulus and stimulus funds.

Legislative Update - Paula Scavera

Paula Scavera gave an update for the statute change allowing members from the public sector AWIB seats to run for office for chair and vice chair. The statute change will read as follows:

Sec.23.15.565 - The Alaska Workforce Investment Board shall elect a chair and a vice-chair from among members listed in or appointed under AS23.15.550 (a) (5) and (a) (10). The chair and vice-chair serve in their positions at the pleasure of the board.

AWIB Process Session

Overview of ARRA Grant Applications

Greg, gave an overview of the two AARA grants AWIB will be responsible for coordinating. These included the USDOL/ETA solicited grant applications for the healthcare sector under the American Recovery and Reinvestment Act (ARRA). The USDOL/ETA also solicited grant applications from State Workforce Investment Board for State Energy Sector Partnership and Training Grants under the American Recovery and Reinvestment Act.

There was discussion about the WIA state plan (Alaska Strategic Plan) due 6/30/10, the WIA annual report due 10/1/09, and the Training and Program Performance Report due 2/18/10 (the 30th day of the regular legislative session) which is completed by Research and Analysis. At the Exco level there is a sense the AWIB should be responsible for the report but in reality the department is responsible for the preparation of the reports. The committee structure can work more closely with the department on these reports.

Training Plan Template

Jim Lynch gave a summary of the training plan template plan and process. The Exco reconvened the ad hoc committee that originally took on the project to meet with Jeff Selvey and meet twice in November and hammer out the details. The first meeting will be November 4th via teleconference.

The board recessed 4:30.

There was a reception from 6:00 – 8:00 at the Princess Hotel Jade Room sponsored by Fairbanks Building Trades, New York Life and Fairbanks Memorial Hospital.

October 27, 2009 - Business Meeting

Call to Order (Chair Lynch)

The meeting was called to order at 8:45

Roll Call (Director Cashen)

Members in attendance

John Cramer, Lieutenant Governor's Designee
David Stone, DOLWD designee
Helen Mehrkens, DEED designee
Kathryn Craft, DHSS designee
Mike Woods, public education
Dave Rees, private sector
John Cannon, Prof Dev Disabilities
Tony Delia, private sector
Mae Hank, native organization
Michelle Zenger, Business/Industry
Fred Villa University of Alaska Designee
Linda Hulbert, Private Sector
Jim Lynch, Business/Industry
Martin Anderson, Sec Voc Ed
Doug Ward, Private Sector
Chris Gregg, Organized Labor
Cynthia Erickson, Private Sector
Sharlene Berg, Post Sec Ed/Voc/Industry
Jim Laiti, Organized Labor
Commissioner Clark Bishop, Department of Labor and Workforce Development
(arrived after roll call)

A quorum of 19 members was present at roll call.

Board members absent:

Lt. Governor Craig Campbell; Commissioner Hogan, DHSS; Commissioner Notti, DCCED; Commissioner LeDoux, DEED; President Mark Hamilton, Joe Austerman, DCCED Designee; Neal Foster, Business/Industry; Bonnie Jo Savland, Native Representative

AWIB Staff in attendance:

Greg Cashen, Executive Director; Bejean Page, Administrative Assistant; Barbara Duval, Program Coordinator; Louise Dean, Program Coordinator; Jeff Selvey, CTE Coordinator.

Guests and others in attendance:

Mike Shiffer, DOLWD/DBP
Tom Nelson, DOLWD/ESD
Eldon Davidson, SAVEC
Marty Metiva, MAT-SU RC&D
Cyndi Jacobsen, AK Tech Prep Consortium
Kim Zeigler, AK Job Corps Center
Susan VanGorder, AK Job Corps Center
John Douglass, AK Job Corps Center
Tam Barrett, OFC Anchorage
Christa Gunn, OFC Anchorage
Ed Denton, FRA

Sharon Gherman, Alaska Funding Exchange
Arnie Hopper, UAF CRCD
Erin Pohland, DOLWD/LAW
Karen Martinsen, Sitka Ed
Rynnieva Moss, Step Task Force
Vince Beltrami
Kathy Andrews
Ruth Schoenleben, Nine Star
Sonata Hamilton Roach

Agenda Approval

MOTION to approve agenda by Dave Rees
SECONDED by Doug ward
Vote taken
MOTION carries

Next Meeting Date

The next AWIB meeting will be held on February 22nd and 23rd, 2010 in Juneau. Greg discussed the proposed calendar for 2010. Meeting dates will be May 3-4 in Anchorage and October 25-26 in Fairbanks. This is due to requests made at previous AWIB meetings for the need to schedule out the year's worth of board meetings in advance.

MOTION to approve the 2010 meeting dates of February 22nd and 23rd, 2010 in Juneau, May 3-4 in Anchorage and October 25-26 in Fairbanks was made by John Cannon.

SECONDED by Martin Anderson

Discussion: Mae Hank wanted to know if the board had ever met in barrow. David Stone indicated when it was a balance of state they met in other areas. Modification was made to the motion to accept the proposed dates with the first meeting in Juneau and further discussion of other locations.

VOTE taken

MOTION carries

Commissioner Bishop - Indicated he saw good things happening at the reception last night. People were collaborating. He also thanked the hosts of the reception.

Public Testimony opened floor at 8:55

Eldon Davidson, SAVEC. Eldon talked about the gymnasium the air force is willing to give to them if they can pay for upgrades needed to the facility.

Kathy Andrews, CTSO Advisory Association. Kathy talked about a grant the organization received and the CTECE Region 5 conference being held the end of April 2010.

Marty Metiva, Mat-Su RC&D. Talked about the need for a stronger tie between the RAC's and AWIB. He also discussed the Alaska Partnership for Economic Development.

Valerie Bue and Mike Hoffman, Kuskokwim Campus, UAF. Mike and Valerie discussed the hopes of developing an air frame and power frame program in the Bethel area.

Ann Ringsted, Office of Community Advocacy, UAF. Ann discussed The Alaska Business Week Program.

Julie Smith, Alaska Rural Behavior Health Training Academy, UAF. Julie discussed the Alaska Rural Behavioral Health Training Academy and distributed information to the board.

Jeff Warner, Future Farmers of America. Jeff discussed agriculture education. In Alaska there are not the facilities in place to educate students in agriculture.

Jan Hinde, Center for Human Development, University of Alaska Anchorage. Jan talked about the long term care apprenticeship program. This program has trained almost 100 certified nurse aides. They also have a direct support specialist apprenticeship.

Bill Doyle indicated he toured the pipeline training facility and discussed the impressiveness of the facility. A lot of people do not know what we have to offer, and we should showcase this to others. Linda Hulbert asked if there is a mechanism for the board to nominate the pipeline training center for national recognition for leadership or excellence. Greg will find out if this is a possibility.

Activities Pertinent to AWIB

AWIB Chair - Jim Lynch

Chair Lynch discussed seeing things coming from the committees in terms of support of the RACs. He will have AWIB staff look into training for board members. He would also like Guy Bell to better define the more direct opportunities to have a voice in programmatic decisions for the AWIB.

Executive Director - Greg Cashen

Director Cashen indicated the AGIA steering committee will be meeting at the pipeline training center to go over strategies of the AGIA training plan. He also thanked the University of Alaska and Fred Villa for hosting meeting. Thanked AWIB staff and DOL staff.

Committee Reports and Discussion Items

Policy Planning

Jim Laiti reported on the activities of the Policy and Planning Committee since the last board meeting. The committee reviewed the State Training Plan Template and referred the document to the Exco. He encouraged enhanced communication between the AWIB members and the RACs. There was discussion of clarifying the broad categories of industries and would like to define more closely the occupations for training. Fred Villa brought forward a Pennsylvania model for identifying priority occupations and a process for doing this.

Assessment and Evaluation

Dave Rees reported the goal for the meeting for this committee was to meet with the division directors to discuss systems and timeline. The committee walked through programs with Mike Shiffer and Jeff Hadland to get a better perspective of what needs to be measured and reported on. They agreed that the element is too big to look at everything. The committee wants to narrow this down with the highest priority right being the training report that is due in February. The next committee meeting they will be looking at the training report. The committee will also define three programs and one system that they can tackle this next year. It may be the third quarter they get involved. The committee is going to look at existing programs and see if they meet the criteria. How well are these programs in line with the AWIB priorities? These are the four items in 2010.

Workforce Readiness Employment Placement

Doug Ward reported that southeast has a work plan for them to proceed over the next year and are developing an inventory of training providers in Southcentral Alaska. He discussed one stop best practices. The committee sent the resolution process to the Policy and Planning Committee. The committee will be using the resolution process for the Alaska Education Plan.

Youth Council

Chris Gregg reported the Youth Council is working towards a common goal on how better to serve youth. They discussed having grantees give a presentation to the youth council. They are going to survey principals; begin dialogue with the Anchorage School District on the career services that are available. The council will be looking at Fairbanks portal as a clearing house to access services in the state. Martin Anderson offered to help with the Peninsula School District since he is a school board member.

Discussion before lunch

Chair Lynch indicated there are tough issues the board may or may not be able to resolve such as what is our role related to funding, what is our role related to individual requests. There is sensitivity to a board taking on a role of choosing importance of initiatives.

Martin Anderson indicated when the board endorses something we should have time to review information and make an educated support statement to the endorsement.

Action Items

Election for Chair and Vice-Chair

Louise Dean reviewed the election process for Chair and Vice-Chair. The candidate for Chair was Jim Lynch and the candidate for Vice-Chair was Michelle Zenger. Fred Villa asked the candidates to address the board and expand on their biographies in the board binder. After discussion ballots were distributed to voting members. The ballots were counted and Director Cashen announced the results. Jim Lynch was voted unanimously as Chair with 19 votes and Michelle Zenger was voted unanimously as vice chair with 19 votes.

Vocational Instructor/Administrator of the Year Nominations

Greg reported the criteria for the vocational instructor/administration of the year award was in the board book. There will be a press release after the board meeting. The deadline for receiving nominations is January 15, 2010.

STEP Task Force Report

Greg gave an overview of the step task force. He introduced Erin Pohland from the Department of Law to review the regulation process.

Erin reviewed the regulation process and pointed out some key issues involved. If the department of labor takes action outside of the Administrative Procedures Act the department of law will not approve. The current Regs do not match up with the current statute. When Corinne Geldhof returns from vacation there will be a very aggressive attempt to get the regulations finished and out for public notice. The departments send Regs to Department of Law right before they go out for public notice.

There was a question asking if the open meetings act apply to the whole step task force process? Erin indicated it is subject to the open meetings act. The act applies to all activities of the AWIB even adhoc committees.

Since the last meeting Greg has not received any recommendations on the regulations.

Erin indicated the regulations cannot go beyond the scope of the statute. The statute was set up through the task force with all of the input.

Linda Hulbert discussed dealing with regulations and there is a difference between regulation and process. Want to keep relatively generic but open enough to include changes people want to see. A lot of this will be left to the workforce board with policy issues.

The Step Task Force will submit recommendations to Greg and the board members will get all public comments in February.

AGIA Training Strategic Plan Update

Guy Bell reported the AGIA timeline strategy actions to date (highlighted in yellow) are key updates. Bringing Jeff Selvey into the mix is a great benefit. The department has just received approval from OMB to hire the Training Plan Administrator to be the project manager for the entire program. The Regional data base is now available and ESD has made strides with the labor exchange.

Wrap-up and Adjourn

Chair Lynch expressed his appreciation to every person on the board. He also thanked the AWIB staff for their work and the University for hosting the meeting.

MOTION to adjourn by Jim Laiti

SECONDED by Chris Gregg

MOTION carries

Meeting adjourned at 4:07 p.m.

Next meeting - February 22 and 23rd 2010 in Juneau, Alaska

October 26 and 27, 2009 AWIB Meeting

ACTION TRACKER

WHO	WHAT	DUE BY	STATUS
Staff	AWIB Board Meeting Minutes	11/5/09	done
Executive Committee	Develop and approve agenda for February, 2010 board meeting.	1/12/2010	
Policy Planning	Begin working on next Two Year State Plan. Include in fall committee meeting agenda.	In process	
Step Task Force	Draft language for STEP regulations	October AWIB	This is the intent not started
Legislative Committee Louise Dean	Need to make appointments next year, have talking points and possible reception for legislators. (Send out invitations). Also have thank you cards.	January, 2010	
Staff	Update Roster adding new Vice Chair		done
Exco	Review resolution process document	11/10/09	
AWIB Staff	Look at putting specifics on this request of John MacKinnon for a broad overview tying all things together.	In process	

Handouts

A Comprehensive Economic Development Strategy for Alaska "A Next Generation Economy". Phase I: Situational Analysis. Alaska Partnership for Economic Development.

Alaska Tech Prep - CTE coursework.

The Alaska Business Week Program.

Alaska Statue Sec. 23.12.565 - Paula Scavera

Registered Apprenticeships

CTE Program of Study Template

Alaska Education Plan

Alaska Business Roundtable - Maximizing Human Potential: Employing Qualified Individuals with Disabilities.

Developing Career Planning Programs for Alaskan Schools - Pilot Project Fact Sheet.

Letter from SAVEC to Guy Bell

Letter to Senator Gary Stevens and Representative Mike Chenault from David Stone.

Alaska Rural Behavioral Health Training Academy

Alaska Economic Trends October 2009