

**WYOMING WORKFORCE DEVELOPMENT COUNCIL
MINUTES
NOVEMBER 8-9, 2005
CHEYENNE WYOMING**

Call to order – Meeting called to order by Chairman Ware 1:05 p.m.

Welcome & self introductions:

Present:

Council Members: Rocky Anderson; Judy Martin; Bruce Brown; Colleen Collins; Jim Engel; Joan Evans; Tucker Fagan; Ray Fleming-Dinneen; Kim Floyd; Jeff Heilbrun; John Jackson; Miles LaRowe; Bret Pizzato; Cynthia Pomeroy; James Rose; Peggy Sanders; Leonard Scoleri; Dave Scriven; Phil VanHorn; Charle Ware; Tim Wells; Dan Zwonitzer; Teri Wigert.

Youth Council Members: Christie DeGrendele; Katie Long; William Pannell; Elaine Roth; Chris Wiederspahn

Staff: Kathy Emmons; Erin Moore; Terry Higginbotham; Joe Perkins; Jerry Davis; Chelsea DePaolo; Ginger Humphrey; Chemene Lorentz; Irene Larson; Nancy Clarke; Glenna Campagnaro; Mike Martin; Jeff White; Jacques Robertson; Dave Griffin; Margo LaHiff

Guests: Dave McNulty; Wendy Tyson; Mark Harris, Dr. Paul Young; Randy Bruns; Tom Johnson; Mark Thayer; Robin Goodwine; Senator Kit Jennings

Chairman Ware has asked two people at each meeting to share more detail of who we are. Today he asked John Jackson & Tucker Fagen to share with us:

Tucker Fagen: Grew up in NY, joined air force in 1968. His first assignment was the coronation ball in Cheyenne which changed his life by getting involved. His assignment was to target all military weapons and he became expert in weapons. He was assigned to the Pentagon during President Reagan's term. He served 30 years in service and loved it. He had the opportunity to work with superb dedicated people. He retired on a Friday and the Governor of Wyoming hired him on the weekend and he started on Monday. He moved to WBC a year later as CEO. That was 7 yrs ago and he never expected to do this line of work but enjoys it immensely. When he returned to Cheyenne he was the Vice- Commander on base and had the opportunity to work on the Frontier Days general committee where Phil VanHorn was vice-chair of the General Committee. Mr. Fagen commented that for a kid from the Bronx Wyoming was quite a change. Part of his job is to promote Wyoming, he promotes Wyoming as a very personal place to be, when you come to Wyoming it is personal, you'll know the governor, and the people personally. He is glad to be here.

John Jackson: Was born in Anchorage AK, but lived in a small community outside of Anchorage. He moved to "states" at age 12. He attended high school in Oklahoma and finished in Texas. He signed with the Giants as a left hand pitcher right out of high school and went to college on scholarship at Texas Tech. Out of college he worked for private sector Bell Telephone they wanted to transfer him to St Louis. He did not want to go there so he moved to Colorado where he received his doctorate. After that he and his family stopped off in Laramie to stay for two years or so, now it's 32 years later. He is starting to write the 12th Human Resources Book in college text. This book is not only best selling HR Text in states but in the world. It has been translated in so many languages he can't count them. It has been successful and has allowed him to pursue his hobby as a professor at the University of Wyoming in Laramie. He runs a small ranch of 100 high altitude replacement heifers. Interesting things have been happening, he was "electrocuted" by legislature to start a business school in Jackson which turned into a full time job for 6 months and prepare a report for legislature. His report does not look much like what the legislature was seeking but it should be ready soon. One of things that he has found potentially good is that folks paid attention to business in Wyoming. Because of this, 10 – 15 faculty may come to University of WY at the business school in Jackson. He has served over 32 years at University of Wyoming and taught over 1000's of students. In fact, he remembers Tucker's daughter who was a straight A student, only C she ever received was in his class.

Approve agenda:

Comments from Chairman Ware: He would like to switch the Collaboration Committee Report with the 15% Committee report being on the 10th in the morning after 10:00 a.m.

ACTION: Tim Wells made the motion to approve the agenda with the Collaboration Committee Report being held on the 9th and the 15% Committee report being on the 10th after 10:00 a.m. Seconded by Jeff Heilbrun. Motion was approved.

Approve Minutes:

ACTION: Rocky Anderson made the motion to approve the minutes with a second by John Jackson.

Discussion:

Rocky requested minutes be amended to include at the September meeting during the 15% Committee report DWS was to bring a proposal on advertising job opportunities to the State of Wyoming.

Minutes were approved with the addition of Mr. Anderson's advertising request.

Tour of Local Workforce Center:

Nancy Clark, Assistant Administrator of Employment Services at DWS reported to council. She stated the key component was how the agency is moving ahead in business services and being more business focused. She is very pleased that as of today DWS has a business services committee of 16 individuals from the agency across the state. The Business Service Committee focus is to assess and come up with strategic planning on how we move ahead as an agency to meet demands of businesses and provide opportunities for individuals to grow.

How do we offer these services:

- The committee is divided essential functions
- What does a business service person look like?
 - Found that it is important to have individuals on staff that understand the business world.
 - Staff development – how do we develop employee skills more aware of what is happening in the business world.
 - Tolls & Products committee – assessed products we have and new products available
 - Telecommunications sub committee
 - Measures and tracking committee – how do we track what we are doing how does it track funding - research will be over a 6 wk period

The committees worked hard to present recommendations for the Business Services Model. Business and private sector people were on the committee which included business representatives from across state ranging in health care, communications, chambers of commerce, private industry, colleges. Those individuals set precedence on what we should set goals for as an agency to help businesses get what they want. Kathy Emmons shared with council that the group was made up of people in the field who work with businesses so we really hit the mark – it takes a lot of trust from the staff to take criticisms and ideas and work with it. Ms Emmons applauds all the staff for their courage and the businesses which have all been great to work with too. Ms. Clarke introduced Irene Larson, Business Liaison for DWS and Joe Perkins, Regional Manager for the Southeast Region of DWS. Ms. Larson talks to businesses, communities. One of the great projects is the Integrated Systems Technology (IST) at LCCC and also working with Joan Evans at Rawlins with the IST program there too.

Tour of One-Stop

Local Update:

Erin Moore introduced Randy Bruns of the local LEADS who was invited to talk about what he's seen in the local area. Joe Perkins will follow up with a brief update.

Randy Bruns reported to council:

- LEADS is a privately funded – not for profit organization of which 78% is funded comes from dues:
- LEADS Mission is JOBS.
- There is not a thing that goes on that is not touched by economic development
- If LEADS Supports a project it has to impact JOBS
- Cheyenne's overall composition is made up of two large categories – one called traded clusters and one called local clusters:
 - Traded clusters is all jobs that are involved with products, good, services where income is derived outside the community, primary job is to bring new dollars into community.
 - Local clusters involve jobs where we trade payroll, jobs and services amongst ourselves.
 - Far more people work in the local clusters than are in the traded clusters.
 - Average wage in Laramie County is \$26,133.
 - Traded jobs can be somewhere else – they are mobile, generally new and exceed county income average.
 - Mr Fagen noted that in Wyoming we have taxes that are paid by mineral and from different states that use our minerals.

Mr. Bruns presented a powerpoint indicating what incomes were in different job opportunities in the Cheyenne area. He shared that the only profession where we hit comparatively in wages was health services everything

else is lower for Laramie County. Health care is a huge driver in our economy. He also shared that Distribution Centers play a large part in a community such as the Walmart and Lowe's.

This is not the only way we look at economy – it is a way to look and set stage. Mr. Bruns shared that he hears from companies stating they are having trouble finding quality labor but people who put effort into hiring process are getting results. Lowe's has bumped wages by \$1 an hour to keep employees. We want to raise our income levels in Wyoming but it is difficult to keep the small businesses intact. People tend to think when they hear Walmart is coming there will be 500 jobs which will make home sales and school enrollment up. This is not so, most of the people are hired locally and not brought in as new people in community. Population has lagged by 1% per year we need new people coming in too

Chairman Ware stated it is about recruiting – recruiting....we are all competing for the same people. Mr. Bruns stated it is going to make local businesses pay their employees more – it is going to be painful. In the last 5 years businesses are paying people double what they were – but his institution see employers are making more than they have ever made before which allows them to pay more in wages and have better employees.

Workforce Development Training Fund Report –

Glenna Campagnaro introduced Mike Martin, the assistant administrator of Business Training and Outreach, Division of DWS. Mr. Martin's primary responsibilities are the training fund & self-sufficiency programs. He introduced Mark Hawkins as the manager of WDTF & Jeff White as manager of ETSS.

WDTF Report

Mr. Martin drew attention to Tab 3 – BTO/WDTF Monthly Status Report and briefly updated council on WDTF and the status of pre-hire and business training grants as shown in the report:

- From Jan. 1, 2005 to Oct 31, 2005 244 applications were presented for a total requested of \$1 million.
 - \$350,000 is a pre-obligation with LEADS for economic development.
 - \$458,000 was to 21 businesses - largest region requesting funds is the western region followed by northeast region
 - 31% of applications are with healthcare, followed by professional & technology applications
 - 60% of contracts are receiving training out of state
 - BTO is actively trying to find ways to partner with colleges to capture businesses to train within the state.
 - Only 15 businesses have not made use of funds received with a very loss factor to the WDTF.

Jeff Heilbrun queried whether this report can put size of businesses compared to usuary?

Mr. Martin stated yes.

Mr. Scoleri asked what BTO was doing to insure fewer losses on grant issuance in the future – Mr. Martin responded that with new applications WDTF is now asking for Economic Development partners and local city economic partners to sign on the grant and for financial affidavits. If the company has a principal owner WDTF asks for personal guarantees.

Pre-Hire Training Report:

Mr. Martin reported that there was 1/2 million in funds for the Pre-hire training grant as of May 2005. Two programs have been approved to date, one for Sages Tech Services and one for an electrical training program. There is funding for maybe 2 more companies hen all funds are committed for the year. Very pleased so far with how it has started. It's working for businesses and employees. No more funds can be transferred to the project.

Apprenticeship Utilization Program:

Glenna Campagnaro: The bill was passed to encourage contractors that perform public works to hire apprentices. Businesses that hire apprentices will be able to get a 1% bid. Rules for the Apprenticeship Utilization program are now out for a public comment period which ends in November. The public comment period was for 45 days. While waiting for final approval, BTO has developed a data base to track the program. Between November 19 and January 1, 2006 DWS will be doing public awareness so contractors know this program is available. University, colleges, and school districts will be helping with apprenticeship program.

Chairman Ware asked how DWS was going to inform contractors. Ms. Campagnaro stated there will be information in the paper, on the website, they will hold a teleconference and invite people to come to obtain information and she'd be happy to take suggestions as to other ways to communicate. There is an announcement required in the RFP. Ms. Campagnaro shared that the average worker age is getting higher for workers and they are trying to get younger people into jobs along with encouraging females.

This program allows for contractors who do public works – construction trades, various trades – standard building trades – electrician, sheet metal, welding, etc. This group was targeted because we expect a lot of new building – but the average age of construction workers in Wyoming is 53 we really need younger workers.

Self-sufficiency Program:

Erin Moore introduced Beth Worthen, Policy Analyst for Governor Freudenthal who has recently been appointed to work with DWS and current issues and is meeting with DWS twice a month to have a strong association. Chairman Ware joined Erin in welcoming Ms. Worthen as one of the top aides to Governor and having her on board to assist us with workforce issues is really a perk, she is very knowledgeable.

Beth Worthen proceeded with a demonstration of the Self-sufficiency Calculator which can be found on the DWS web site. Ms. Worthen acknowledged people at the table and stated this began about a year ago with Phil VanHorn, Ray Fleming-Dinneen and Kathy Emmons. DWS then took next step and created standards as to what it takes to live and work in Wyoming. She directed council to try the Self-sufficiency Calculator by attending the calculator on the web site at DWS. Our website is www.wyomingworkforce.org. First select county and family type. Ms. Moore points out that this is the very bare bones in which to live and not be on public assistance. This has been interesting to take across the state as it is absolutely not enough money as transportation and housing have to be more. Employees are saying they need higher wages but employers say “Oh my gosh, I can’t pay that much”.

Ms. Worthen stated there are 70 different family types per community and we hope to capture the majority on the calculator: As you look at the calculator remember:

- When you Enter – county, number of adults, number of children and ages, you can get your data
- Rent was looked at by Feds – food \$500, transportation \$356 etc
- Health care assumes employer pays for some of the cost of health insurance
- The calculator can monitor wage increases
- This calculator exists in 5 other states – this is the most sophisticated system out there – we are looking at what the next step is
- update each year with a full scale update of the program every 3 – 5 years
- We wanted to do it ourselves and Michael Richardson is a wonderful asset – we are ready to get to the next level and get more refined. Individuals can get on the web – schools can access – students can determine if their choice of work is self-sufficient.
- Good guideline tool for employers to be sure they are offering self-sufficient wages

Kathy Emmons stated DWS will use the calculator in the local offices for job seekers in helping to build career paths for students and adults as well. DWS has talked to Dept. of Family Services to incorporate it in their case work also. DOE, DWS, Dept of Health, Dept of Corrections all worked together on this. Ms. Emmons commended The Dept of Corrections who came up with funding to develop the calculator. The Dept of Corrections uses this calculator in prisons to work with their people. Michael Richardson the Chief Information Officer (CIO) and Chris Alma Jose of DWS developed this program for a lot less than \$30,000 – we only spent 20% of the \$30000 and in only 30 days, a fraction of the time expected. Jeff White added that DWS is the only entity in the Rocky Mountain area to have this.

Wyoming Youth Workforce Development Council Report: (WYWDC)

Bret Pizzato, Chairman of WYWDC Meeting reported the meeting was at Cheyenne Central High School. The Youth Council received a tour which was very interesting. There is much being offered to students in a similar manner to the Campbell County High school, computer design, animation, auto design and repair, etc. It was all very impressive. Council met with a career counselor. She reported they begin counseling in 8th grade to determine where their interests are. Mr. Pizzato reported to Council that he can see many things the Youth RFP can do to help schools.

The Youth RFP has to be approved in the first part of December and must be forwarded by the end of December. WYWDC is looking at WIA and including information surrounding the self-sufficiency calculator. DWS will get proposal finalized and present to executive committee. Chairman Ware queried whether the council agrees to allow the RFP to be presented to executive council to get approved. Chairman Ware stated he had no problem and that no motion was needed to go right to executive committee. Council agreed.

Chairman Ware questioned whose idea it was for WYWDC to meet at the high schools. Mr. Pizzato indicated that Ms. Moore and Ms. Sanders presented WYWDC with the proposal to meet at high schools. Mr. Pizzato stated it

is amazing what you see when council tours the schools. It also helps the schools become more aware of who and what DWS and the Councils do.

Chairman Ware asked someone from the Youth Council to attend meeting in December in Texas with Casey Family, Casey Family will pay for the trip. Mr. Pizzato. This conference is about foster care, people are not getting the training they need to be ready to enter the workforce. When the foster children turn 18, they are done!! Kelly Moreno with DWS will be attending the conference also.

Chairman Ware thanked Mr. Pizzato for his direction with the Youth Council.

Review of Strategic Plan:

Erin Moore directed council to Tab 5. Chairman Ware commended Ms. Moore for the one page summarization of the goals and strategies that were developed in Gillette. Ms. Moore thanked council for their hard work last meeting because she now sees where council wants to go and is better able to work with them in obtaining the goals.

Jeff Heilbrun stated the importance of advertising what we do and this is helpful. It will help educate people as to what we do and how.

***Erin will send Tab 5 to council in PDF format so members can print at respective offices to give out as needed

***Chairman Ware & Kathy Emmons will meet with Chamber of Commerce and talk about workforce issues – they will hand this out to the business owners.

***Leonard Scoleri asked council members to continue to be more active in communities and suggested we get a copy of the managers of our offices and employees to the council members so when they are asked what DWS is about they can direct to proper place.

Mr. Engel requested a list of council members, and what they are so the information is easily acquired.

***Chairman Ware requested of council to take time in each quarterly meetings to have brainstorming time stating that this board is made up of a lot of great people with good ideas. This council does important work that cannot get done otherwise and not only for benefit of state but for personal satisfaction.

IST Tour – LCCC 4:00 p.m.

November 10, 2005

Call to Order:

Co-Chairperson, Ray Fleming-Dinneen called the meeting to order at 8:02 a.m. She thanked DWS for the wonderful dinner at The Whipple House and to Teri Wigert for including Dr. McBride.

Budget Request

Kathy Emmons reported that DWS, on November 9, 2005 received the governor's final recommendations to the budget that was submitted. A copy is available upon requests. As highlights for the council, DWS has requested six million for training funds, DWS has been approved for four million over the next biennium. This is broken down to 1,280,000.00 for business training grants, \$2,040,000.00 is for pre-obligation economic development and \$680,000.00 is for pre-hire training grant. Ms. Emmons stated to council that the four million is new funding, we have two million in old funds and two million from UI trust fund interest for a total of eight million for the training fund.

Mr. Fagan verified the four million the governor approved is in addition to the funding already approved in past budgets and can be moved throughout the biennium if needed.

Ms. Emmons stated that the budget must be approved by legislature and because we only have four million does not mean that someone else cannot ask for more money for the training funds. DWS requested six million and the legislators will see that request and if they believe it necessary, can approve a higher funding. Mr. Heilbrun noted to council that council can lobby this because if we are only supporting 1% of the businesses the six million is very much needed. Ms. Emmons reported the governor approved the budget as submitted with the exception of the two million that was cut for the training fund. The 4 million will allow WDTF to serve 3% of the businesses in Wyoming.

***Jeff asked for information on justification of the request

Ms. Emmons said we are putting together a report for WIA that DWS can share with council.

Ms. Emmons reported to council the importance of training, workers have seen a 60% increase in income; percentage of people leaving the state has dropped from 20% to 14% and people who have received training are still in the state after two years.

Ms. Emmons reported DWS has other funding that training is completed through also. Employment Services (ES) has federal funds of which there has been a 15% cut over the last two years. We have absorbed the cuts in administration. Costs have increased, including the 3% increase in salaries approved by legislature, if an agency is generally funded, the legislator gives the funding to the agency for the increase, if an agency is federally funded, the increase comes from the existing budget. DWS is mainly federally funded so the increases mandated must come from the existing budget. DWS gave back 11 positions because there is no funding to support the positions – no one was rified but vacant positions will not be filled.

In the budget presented, DWS is requesting 31.4 million to help pay for staff of which one-half will go to payroll and one-half will go for training employees. If we use state funding we do not have to abide by federal guidelines which include incumbent workers. Wyoming has no incumbent workers so this ruling can create a problem in using funds. This is the only time we have ever asked for funding to help pay staff and train staff and the governor has approved this request. \$400,000.00 is projected for public awareness and targeting workforce opportunities in Wyoming and some of the funds will be for a consultant to assist in determining where to target money to recruit people from. DWS has worked with WBC. WBC has already done an exceptional job in marketing want to spend part of money to do some building collateral materials for recruiting. We have monies set aside to work with schools in educating students with job opportunities and how to get where they want to go.

***Mr. Anderson requested information as to where we need to be to be comparable with other states. He requested that this information be included in marketing.

Ms. Emmons reported the governor has approved funding for the Apprenticeship Program which was inadvertently missed in the bill that was approved by legislature in the last session. The request was in the bill jacket but somehow it did not attach to the final bill for approval.

ABE GED Program is scheduled to transfer to back to the college commission per the request of the presidents as they provide the services anyway. With the transfer, the funding will be moved as will all equipment, positions. However, the 1.2 million TANF monies that we receive now, will stay with DWS to train people who work multiple jobs and for training women in non-traditional jobs.

Collaboration Committee Report

Jeff Heilbrun directed council to the reports in their packet. The last page is a schedule for marketing and a draft agenda. Mr. Heilbrun shared the theme of the conference came from the responses received and will revolve around training and retaining workforce. It appears recruitment is a big issue to employers in the state. The committee is working on a marketing statement. Youth council will bring a representative to serve on the Collaboration Committee. The planning for the Summit is progressing. Mr. Heilbrun encouraged all to look at the information presented. If anyone has topics they feel should be addressed, please e-mail Erin as soon as possible. The University of Wyoming is working on the website to allow registration and payment on-line. We have newsletter articles ready and the committee is discussing “save the date cards” being sent out earlier than planned. Mr. Heilbrun reminds council the dates for the summit are May 16 & 17, 2006 and the summit will be in Casper.

Mr. Heilbrun asked Erin Moore to report on the Colorado partnership meetings that have been held including the special presentation by Ed Barlow.

Ms. Moore reported that council needs to decide what to do next:

- We need to evaluate what comes out of the sessions
- important to look at data from the meeting in Colorado
 - really good ideas were gathered for Next Steps
 - council needs to discuss Next Steps further after the data is collected
 - Is there a way we can work with CO to solve common workforce issues.
 - a conference call was held to discuss the issues of working together instead of stealing from each other
 - We want to combine with Colorado and access use of the IST program
 - We were contacted by Colorado as they had several companies closing – they called us knowing we needed workforce.
 - Use Barlow’s expertise – he has seen several projects that work well to combine states working together.

Ms. Moore asked council if they agree with moving forward on the partnership project with Colorado. Mr. Jackson stated the biggest missing piece is communicating what is available in Wyoming so surrounding states know what is here. Mr. Anderson supported the project we stand more to gain by drawing workforce from other states because our people go to other states without advertising.

***There is support from council to move forward with the Colorado partnership.

Ms. Moore further shared with council that as Wyoming grows economically if we do not address the workforce shortage our economic growth will stop. Chairman Ware asked that this council do something with the workforce shortage issues and identify where and what kind of workers are needed.

Beth Worthen and Ms. Moore have been assigned to discuss the council's role in this problem. The Governor has asked this council to take a lead role in working with DWS to push this along. In governor's request is for funding for a workforce analysis which will identify workforce shortages, what the priorities and what skill sets are needed to reduce the shortages. This is what created the \$200,000.00 budget request. Ms. Emmons added the governor wants a quick snap-shot of workforce issues. Mr. Anderson stated it will be difficult to work on this until we know what the dollars are in difference in wages and how it affects the people who come to Wyoming to live. We need to compare what income is necessary to compare equal living standards in other states.

Mr. Pizzato queried as to using some of our 15% funds to start right now instead of waiting to March when the budget is approved. Mr. Fagen stated we could use 15% monies but it would not be reimbursed. He asked council if they want spend the 15% to do this. He suggested we ask the general appropriations for funding as we want legislative support in this project.

Ms. Fleming-Dinneen asked Ms. Emmons what we would need to make it start now.

Ms. Emmons suggested:

- perform a vacancy analysis
 - obtain a cross section with as many industries to determine
 - learn where openings are
 - determine what skills are needed
 - determine what type of education is needed to fill jobs
 - define how many workers are needed

Representative Zwonitzer believes beginning with a request from the 15% Committee of 15 – 20% of the expected cost of the study is appropriate to start with, then approach legislature with an additional funding requests, legislature could then see we are already committed to this project and they could have a clearer view of how the project will benefit Wyoming.

Ms. Fleming-Dinneen requested a proposal with more defined numbers then present it to the 15% Committee.

***Ms. Fleming-Dinneen queried whether council was comfortable with Ms. Emmons preparing information as to costs of the study and presenting it directly to 15% committee for a final decision. Council agreed.

Discussion:

- \$20 - \$25,000.00 shows our commitment and supports general appropriations
- Obtain information through unemployment information
- keep in mind that we have to reimburse DOE for the reporting and gathering of information
- We have \$600,000 discretionary funds – spend it.
- Governor requested a snapshot – is he asking us for the scope?
- Is it up to this council to define the 5 – 6 things to give information to the Governor? YES
- Governor requested a product showing the whole infrastructure
 - Ms. Worthen stated an example - when people approach governor for funding to build a tech school in Newcastle he wants a product to look at to see where this fits in filling our shortages? The Governor needs a snapshot to be able to determine if the new tech school in Newcastle answers our needs.

This Study should tell us what the next step is and at the same instance answer questions on the family photo initiative.

Chairman Ware proposed to council to create a short term task force to frame a proposal by the end of Mar 2006
Council Members on Task Force

- Jeff Heilbrun
- Cindy Pomeroy/Mark Harris
- Phil VanHorn
- Joan Evans
- DWS staff

Data and Communications Committee Report

Jim Engel reported the Committee just had an informal meeting with more to report at the next meeting. However in support of the BTO program, BTO is to be commended on the non-collected monies in the program that only \$100,000.00 out of approximately 12 million dollars has been lost in the program over a five year period.

Break

Drug Testing Presentation and Discussion

Ms. Moore introduced Tom Johnson with Dept of Health Testing Program whom she invited to talk about technical aspects; Mark Thayer with CPS to speak on how he works with companies and Senator Jennings to share with council some of the issues legislature is looking at.

Mr. Johnson began with a slide presentation and shared materials with council which include contact numbers with the Dept of Health regarding drug testing issues. Mr. Johnson presented their mission statement and reported that they train law enforcement on how to administer breathalyzers. They currently have a staff of nine people. They have seen a remarkable increase in workload since 1999. In 1999 they averaged 8000 tests a year, today they currently run over 50000 tests a year and have only added 1 new staff member.

When samples are received they are logged then sent to "set-up" where a small sample is put in a test tube. If the sample is positive they do further tests. Screening works on urine & blood the results are presumptive although tests are accurate you want to make sure all positive tests are backed up as it involves loss of jobs and freedom.

Customers of Dept of Health are:

- Law enforcement and Dept of Corrections – 75% is Dept of Corrections
- Dept of Family Services and juvenile probation programs
- Coroners

They do not do pre-employment testing

General Information shared by Mr. Johnson as to process:

- Take the drug – antibodies are produced in your system – specific to the foreign particle in the drug
- If negative – 3 working days to send out
- If positive then a fresh portion of sample is taken to extraction and run on the second test.
- Chemists separate organic matter– the extraction gets rid of the atoms that don't matter then the test is cleaner
- Poppy seeds give a true positive – they do contain morphine & codeine
- Heroine breaks down within 8 hours
- Codeine metabolizes to morphine
- Once do extraction the department runs a GC mass spec test which does not rely on structure of molecule – it specifies the drug
- Morphine is member of opium
- Meth has a lot of fragments that have different weights
- Mass spectrum is the chemical fingerprint of each molecule which is what identifies the exact drug
- Gastromanograph – separates volatility and infinity – the mass spec is hit with beam which breaks it up into ratios – to produce the mass spectrum
- Then report is generated with confirmation of types of drug in system
- Includes caffeine, nicotine,
- When a person takes meth it metabolizes to amphetamine which can be found in urine and amphetamines are used to treat attention deficient issues.
- MDMA is ecstasy
- Beating drug test – there are many different products that can be purchased to adulterate urine – but nothing can be taken to change the urine test – only huge amounts of water to dilute urine – but they can still test diluted urine.

Mark Thayer reported from Corporate Protective Services (CPS). They do private sector testing. He introduced Robin Goodwine of his company that supervises staff for misdemeanors such as juveniles from Laramie County Drug Court. She shared that in last few years CPS has decided to try employment testing and so far they have 50 companies currently using their service ranging from hotels to construction. Unless the company is mandated they can choose the type of test they use. Mr. Johnson promotes need for testing to businesses. He personally uses drug testing to potential renters to qualify for renting his apartments. He is getting more people calling that want drug free residences because of it.

He believes the simplest thing a society can do to prevent drug use is to start testing. Use of drugs affects insurances, health, worker's comp rates, etc. He sees effects at coroners office, law enforcement etc. Most tests are performed after the use, which is too late.

Ms. Pomeroy queried what type of testing is performed. Ms. Goodwine shared that they perform pre-hire, random, post-accident. Ms. Pomeroy questioned what criteria was used. Ms. Goodwine responded, DOT guidelines and criminal tests are observed. They use random selection so people are not suspecting a test thereby not using for a day to avoid a positive. Random tests are more a mind test, a user would never know when they would be tested and possibly lose their job so are therefore less likely to use.

Ms. Goodwine shared with council that marijuana can stay in system for 47 days and meth stays in a system for 72 hours. Marijuana and meth are the two largest drugs found in tests. They understand cocaine is making a come-back and more tests are being tested positive for meth and cocaine. Meth however is more detrimental as people do strange things on meth - they are paranoid, violent, lock their kids in a tent – weird things are done....they become very aggressive.

Ms. Roth shared that DWS asked the Attorney General's office for an opinion regarding drug testing. The Attorney General's opinion is that public entities are held back from random testing because of privacy act. They can only perform pre-hire and post-injury testing.

Mr. Johnson stated the most proactive thing we can do is random/pre-hire/post-accident testing. If there were a law for mandatory drug testing, drug use would go down.

Senator Kit Jennings from Casper has been newly elected to the Senate. He shared with council a program in Casper called the Meth Watch Program. The program promotes TV commercials which indicate there are a certain number of employers that won't talk to you for employment if you are a drug user. They give stickers for car windows, there is a pre-employment contract that when a potential employee walks in they sign a contract that lets the employer tell everyone you didn't get a job because you were not drug free. If the person is hired they sign a contract that allows random drug testing. Unfortunately 9 out of 10 people will not sign, in fact they won't even give their name, they turn around and walk out because they don't want to be drug tested

Sen. Jennings does not have random testing at his business. They drug test all 7 employees no matter what. Truck drivers used to get speed from their employers to keep going. Sen. Jennings gives his drivers a credit card to be able to stay in a hotel when they get tired. It is very important to Sen. Jennings that job services know he is not putting up with drug issues. He requires potential employees from job services to be drug tested before they are even sent to him to interview for a job.

He believes the state should set aside funding to allow state employees to receive a drug test and the state would pay for it. Sen. Jennings knows the question that comes to mind is - why would anyone volunteer for a test? He suggests that as role models, kids would follow suit, like a principal - he is a role model – all the kids would follow – if all the students know the principal is drug free- parents would be happier to know the school is drug free – you are setting the example. Sen. Jennings would like to see drug testing be voluntary in every state agency and wants our state to be the one people want to come to because people live a drug free life. We have to create havens of drug free places. Sen. Jennings is proposing budget amendments to address drug issues.

Chairman Ware suggested that as a group we need time to talk about what we really think about this. This topic should go to legislative committee to Bruce Brown so we are in consensus.

***Sen. Jennings would be willing to work with council on this subject.

Sen. Jennings further shared with council that as law enforcement bust a meth lab, they are exposed as are fireman, paramedics, social workers, etc who have to enter the facility. He is preparing a bill that will be patterned

after the child protection bill. If a public employee is required go in a meth lab the offender could have 3+ counts against him which will create a harsher sentence.

Chairman Ware thanked Senator Jennings for sharing and reporting to council.

***Bruce Brown is to task this in his legislative committee

***Erin Moore will advise all council of committee meetings so anyone can join in

15% Committee Report

Ray Fleming-Dinneen Reported to Council that a formal report will not be given at this meeting due to the short time span from the last meeting. Edie Phillips, of DWS Fiscal department has comments about what we have in discretionary funds: Ms Phillips directed council to page 5 of the fiscal report. The \$585,000.00 identified on page 5 of the report is the same number identified on the summary on page 1. Of this, 381,000.00 is the actual fund available for discretionary spending.

Ms. Fleming-Dinneen reminded council that at the Evanston meeting \$200,000.00 to \$230,000.00 will be for the Career Guidance RFP so we are only looking at about \$150,000.00 left in the discretionary funds.

***Ms. Fleming-Dinneen questioned: With a task force to work on the issue of workforce shortage for the Governor and with the RFP can we obtain an amount necessary to answer the governor's request?

***Mr. Fagen commented that since approximately \$200,000.00 is already in DWS budget why use 15% too.

Maybe use 15% monies to look at report after the \$200,000 is spent from DWS budget – then decide where to use the 15% monies after the report is created.

Chairman Ware suggested we earmark or table what monies we want to be set aside to do this

Ms. Fleming-Dinneen stated that if the task force, created to answer the workforce shortage issues, needs a jump start then it could come to 15% committee at a later date.

Ms. Emmons reminded council that the request of \$200,000.00 is in the budget but it will not be available until April 2006.

Ms. Emmons suggested that perhaps we can start planning now, so on April 1, 2006 we are ready to go immediately with the process we have developed. Ms. Moore understands we can do a request for information much like a *pre*-RFP for a "this is what is coming" to be able to find the proper players.

Mr. Pizzato suggested we consider a report/product that revolves easily each year with our changing issues– so the Governor always has current information for his legislative planning.

Career Guidance RFP

Ms. Fleming-Dinneen stated the 15% was charged with developing the Career Guidance RFP. The draft of the RFP is shown in the handout indicated as Tab 6. She shared with council that the committee is excited to let schools come forward, and that partnerships will have to be there which will include schools, businesses, parents, students, council members.

We are going to put use of the calculator in the RFP. Funding level is \$150,000.00 and with much discussion the money was equally split between the schools without considering the size of the school. A percentage of the funding will need to manage grant, funding cannot be used for equipment or out of state travel. [The committee is looking to Bill Pannell and Teri Wigert for suggestions](#)

The committee wants this to be student involved. It wants students to look at careers and what is really out there. We do not want it used for staff or equipment – we want to message Wyoming opportunities for the students and the committee would like to see the community and school staff to work together. The average ratio of counselors to students is 1 to 485 and not all the counselors working with students are trained in career guidance. The RFP targets this problem.

***Leonard Scoleri suggest to add to the RFP that one of WWDC council members be a liaison with the schools and get reports and questions the partners have.

Ms. Fleming-Dinneen stated we will get this RFP out quickly, it will be sent to schools, superintendents, one-stop centers.

***Chairman Ware confirmed that council is in support of this Career Counseling RFP as a successful pilot program.

ACTION: Leonard Scoleri made the motion to move forward with Career Counseling RFP, Rocky Anderson seconded the motion. Motion carried.

Legislative Report

Bruce Brown reported:

There are 3 bills we need to be aware of:

- 5% discount for drug testing on unemployment insurance for employers. (There is already a 10% discount for safety testing so with the extra 5% - 15% is a large savings to the employers.)
- Hathaway program – which will answer our concerns about vocational education. Mr. Brown asked council that any chance we get to work on this within our community do so. This bill can be utilized at community colleges but not private learning such as WYO Tech in Laramie.
- Internship bill sponsored by Dan Zwonitzer which Ms. Moore has available if anyone would like to read it. A major problem is education experience. Workers have work experience but no education to go to next level. The internship process would allow a student to learn a job during a six month employment internship and then be certified for the job.

Council discussed the internship bill:

- Many of our college degrees go out of state
- Hopefully keep students in Wyoming, they start their work here and go up ladder in Wyoming
- How can we improve bill?
- Once get internship – employers don't know how to do it
- How is training structured?
- Enlarged the system to make a study analyze how to best set up the system so employers know what they need to do
- Start depository –list of people who want to intern – internet list at workforce
- 3 year process – one year study
- Interns more likely to work for people who trained them – employers know they have a good employee because they trained them
- \$400,000 for study for 1st year
- 2nd year Rules & regs
- 3rd year Ask for money for internship program
- Rep. Zwonitzer is trying to get a bill to Minerals Committee in December and will be contacting council members to write letters in support of the bill

Mr. Bruce Brown chairman of the Legislative Committee presented the Mission Statement as shown on Tab 7 to council for final review and vote.

ACTION: Tim Wells made the motion to approve the mission of the Legislative Committee. Second was by Leonard Scoleri. Motion passed.

Data & Communications Committee Report

Mr. Jim Engel reported to council:

Committee has had several phone conferences since the last meeting and has discussed the LMI.

The committee has been working on the Summit and has a proposed *Workforce Report* format for council review. Ms. Moore presented the proposed *Workforce Report* in PowerPoint with council. The draft is 47 pages in length. Council to discuss the length and information it would like to see in the report.

****Ms. Peggy Sanders requested that it be printed in hard copy and put on web so can be accessed over time.

Discussion of *Workforce Report*:

- Put in information on Workforce programs and issues
- Put in drug programs that are in process
- Reference a website to download the whole piece
- Penomenal piece – is it realistic to make a summary that is shorter for employers – there is too much detail
- Lie layout – but maybe somewhere in between – maybe a summary that goes out and then have the more extensive report available also
- What is in the book now would be used widely – but by a certain audience.
- We need to be sure we are also looking at wanting people to read it

- Businesses looking to relocate to Wyoming need all the info they can get
- Sounds like we need two books –

Dr. Paul Young, Vice-President of Institutional Effectiveness

Dr. Young shared a PowerPoint presentation with council with information on the Community College Grants & Communications this council wrote a letter of support for in the fall. Northern Wyoming Community College received the grant thanks to all the partnerships of the county. This grant will fund a training center at Northern Wyoming Community College similar to IST at LCCC but with emphasis on industrial training that will work with:

- Emerging workers
- Incumbent workers
- Untapped workers

The program will take a case management approach. It will be a continuum that will issue a certificate on completion with information as to what can be gained by continuing with a two year program.

The grant does not pay the tuition, they are hoping the companies will pay for the training or part of it as it is not included in a community college tuition

The training center will service Johnson, Campbell, and Sheridan counties. This grant is for 3 years so the center has 3 years to be self-sufficient.

Council suggested Dr. Young target companies such as Basin Electric, Black Hills Power, Petroleum companies etc for support, they need the workers and this could be a way they get trained workers.

Chairman Ware thanked Dr. Young for sharing the information with council.

Wrap Up:

Next Meeting is Feb 8 – 9, 2005 in Laramie Wyoming. Chairman Ware directed council to review Tab 10 for future dates so council can set aside the dates on the calendar for the next year.

Chairman Ware stated we are moving and doing lots of good things thanks to the effort and expertise of Erin Moore. Thank you, Erin.

Meeting adjourned 12:02 p.m.