

WORKFORCE DEVELOPMENT COUNCIL
LARAMIE WYOMING
FEBRUARY 8 – 9, 2006
MINUTES

1:00 p.m. – Ray Fleming Dinneen - Welcomed Council and members performed self Introduction at WYO Tech in Laramie Wyoming. WYO Tech gave a tour of the facilities and programs offered

Call to order – Ray Fleming Dinneen 3:10 p.m.

Introductions:

Present:

Approval of agenda:

ACTION: Motion to approve the proposed agenda was made by Tim Wells and seconded by Phil VanHorn – Motion to approve the agenda passed.

Approval of minutes of November 2005 meeting.

ACTION: Motion to approve minutes was made by Cindy Pomeroy and seconded by Jeff Heilbrun. Minutes were approved as written.

Local Report:

Dave Metzger, Manager of the Laramie Local Workforce Center was introduced. He reported that the Laramie Workforce center provides employment training services to individual businesses and veterans.

The Laramie Workforce Center is currently

- assisting over 300 individuals over a month looking for employment, placing and matching them with employers
- assisting with resumes'
- currently there are 100 open job postings in Laramie from approximately 60 different businesses in Albany County with the highest need in clerical positions of which the average salary for that skill is \$8 – \$10 per hour, followed by general services mostly found at the University of Wyoming. These jobs pay \$6 - \$8 per hour
- Under the WIA program there are 50+ open cases, Laramie has 11 active participants and has assisted in funding \$4500 for last quarter for training programs – many are in health programs.
- The center is assisting one business that might have a rapid employment issue there are 95 employees.
- supports the oil & training facility in Casper.
- Partners with Our Families Our Future and there are 9 participants from Laramie in this program. They receive WIA assistance.
- Partners with LCCC in the GED and other assisted training programs. UW is becoming a bigger partner
- meeting with UW to get advertisements out and to fulfill their requirements. A graduate career class will be spending a day in the office to see how the center works and how it participates in the community
- working with Laramie Chamber of Commerce.
- involved in the community HR round table. This is a program involving 15 HR professionals that meet every 6 weeks to discuss employee training services that can be provided.
- working with LCACD – community outreach

Dave Metzger introduced Debbie the HR manager with Trihydro which is an engineering and environment consulting firm with offices in Illinois, Casper, and Lander. Challenges were how to find resources in employees and recruiting them. Debbie reported that they grew from 40 employees to over 200 employees. Since Oct 05 they have hired 38 people. They've pulled heavily from UW – they struggle with hiring older workers that have experience. They have

full time recruiters on staff that pulls from Colorado and California. Trihydro reported other challenges that affect local businesses are finding work for a spouse, health insurance and cost of housing in Laramie. The biggest area of concern for employees was the cost of family health premiums. The usual is \$500 per month for a family, the employee is paid for by their company but they have to pay the balance of the family coverage. Issues as to what is happening with doctors in Wyoming keep costs rising. Older workers cannot come because of costs. Out of 38 employees hired since Oct – they've lost 5 – 6 due to health insurance costs.

Workforce Report:

Glenna Campagnaro, Mike Martin and Mark Hawkins reported to council.

- Mike Martin discussed the numbers of contracts issued and the costs of training. January and February 2006 have been extremely busy.

Jeff Heilbrun queried whether we were going to talk about marketing training fund. If 127 businesses that have used this fund is only 1% of the businesses in Wyoming, do we have funding to advertise this program? Kathy Emmons stated this will be the first time we will be able to market this fund.

Action: Jeff Heilbrun suggested council take this on as a challenge and target a specific number of businesses to take advantage of this program which would then allowing us to ask for more money from the state. Mike Martin reported that administrative costs were included in the fund to help with marketing and the program intends to get out in communities, speak at rotary etc. There is approximately \$10000.00 for advertising the programs. Kathy Emmons reported that we did ask for monies to market workforce in general but in Business Training and Outreach's (BTO) budget there is funding for advertising the fund. Mr. Heilbrun requested council consider this to be a top priority to work toward especially we only meet quarterly.

Jeff Heilbrun requested the department to have a marketing business plan for the training fund by the next meeting. As the fund is trying to grow we need to be sure we have statistical records to prove we need more money. Mike Martin reported that BTO has been working on draft marketing plan.

***Glenna Campagnaro, Administrator of BTO will bring a plan back and Jeff Heilbrun offered to be a part of the planning for marketing and volunteered to work with Ms. Campagnaro by phone.

Ray Fleming Dinneen queried whether the Committee for the \$400,000.00 funding from the state is the appropriate committee to work on a marketing plan.

***Ms. Campagnaro will work with the task force, Cindy Pomeroy, Mark Harris, Phil VanHorn, Joan Evans, Jeff Heilbrun and DWS Staff with a goal to have the plan by June 15, 2006.

Dave Teubner suggested we need to prove the training fund and to not spend to zero. We managed through the last biennium with less and now it's a matter of seeing what we do.

- help businesses evaluate what kind of training is important to grow their services.
- Gather information we can track.
- use strategy has been done with workforce centers for market-like and technical strategies.
- Three industries that stand out, health care, manufacturing and professional and technical services which take up 45% of the training monies.
- spread training funds over a broader base and correlate needs over the entire state.

Ms. Campagnaro reported to council that funding does not exceed more than \$2000 per person. She further reported to council that an audit is being prepared by BTO to be certain all funding awards are accurate.

Bruce Brown reminded council that the areas of the state and companies receiving training appear to be only for a few are because that is where the businesses are. He suggested that the companies using the fund are the market so we need to remember this when we look at percentages of training to different types of groups

***Bruce Brown asked whether this is the time to look at the rules and if they need to be updated. The way the funding is now written, maybe new rules will have to re-worked.

BTO reported that the annual report has been produced and is located at Tab 3 of the packet.

Mark Hawkins shared the pre-hire reporting document. Eight programs have been approved. The program only has \$5320.00 so BTO is officially closing the program.

Michigan Job Fair reported by Kathy Emmons:

- a multiple group project involving Rock Springs, Gillette, Casper, the Economic Development Assoc, Community Colleges.
- Michigan's unemployment rate is approximately 5-6% and continuing to rise.
- Over 1000 possible employees including teachers, HR professionals, trades, doctors, nurses signed up on Wyoming Job Network (WJN) and in the system to obtain information.
- Housing could be a problem but communities are working them.
- Interviewers shared that there is no state income tax in Wyoming.
- Michigan was informed about Wyoming by newspaper adv.
 - Associated Press picked up one of the ads placed and articles were run all across Michigan for the job fairs.
 - Ads were run and were one of the major costs of the trip to Michigan.
 - The fairs were held in Flint, Lansing and Jackson Michigan. Many people inquiring were machinists, truck drivers, and instructors for the college were there.

Youth report reported by Bret Pizzato:

- Bill will share Career Cluster information; Mr Pizzato requested support of the council for the Career Cluster planning.
- The meeting was held at Laramie High School
- Culinary Dept served breakfast which was great.
- Laramie High Principal stated he has concerns regarding block scheduling and that they are attempting to think outside the box and include other opportunities for instruction from WYO Tech and the University.

Mr. Pizzato reported that Wyoming Youth Development Council (WYWDC) will start self – training and would also like to set up a seminar with educators and businesses to determine how to best ready kids for school, meet employers needs and to communicate with students what opportunities there are available

Bret made the motion that final approval of the RFP for the WIA funding, which starts April 1, 2006 to be delegated to the executive council. Jeff Heilbrun seconded the motion. Motion was approved.

Career Council Report: Bill Pannell reported on Career planning being proposed by the Dept of Education and shared cluster booklets for council to review. The purpose is to assist students with career options that are available to them. The process will include:

- an 80 question interest test that kids will take to determine what interests they have
- course work will help students see where their interests are and what occupations fit with them.
- Ed Boenisch requested this program be done by March 1, 2006

- The Dept. of Education is working on categories for many different occupations but there are difficulties because some are in categories that are not fast growing like government – not well represented because slower growth so they are considering using representative occupations for the state. They are not trying to make a study of Wyoming industry but give information to students of what’s available in the state.

Kathy Emmons reminded all that in the Hathaway bill there is a career requirement study to be done by students. Eighth graders have to enter into a career path to educate them to careers and interests. This career path has to follow them through high school which can be changed as they mature but they will have a plan.

Bret noted that the back of the brochures list the partners so that all know who they can contact. It was decided to use DWS web site because of the self-sufficiency calculator.

***Jeff Heilbrun queried whether the cost of living would be included. Michael Richardson will add that.

Phil VanHorn stated the website lends itself very well

- college access or career planning initiative
- it can be updated
- update wages periodically

Mr. Pannell shared with council that the handouts are picked up right away. This book can be printed easily with adobe – so it can be available on the web and as a handout.

Communications Committee Report:

Jim Engel shared a handout of the Workforce Report and the website with the Summit information on the wyowdc.org web page. With the web, there are other things they can do to help council deliver information about what we do.

The site is publicly shared, but in the future we can make an intranet for the council to communicate. Michael Richardson suggested the meeting schedule is on the website so members can look at what meetings are coming up and to include what’s new – things going on in communities – this is a good place to post this information so we can share news. The web can be used to locate the members of the council and to allow ease in communicating to each other. Many opportunities are available to e-mail, connect, gaining information with the site. Be sure to direct people in your communities to the web if they are requesting information on grants or what the council is doing.

Erin Moore reminded council about the 15% community job based training grant, if people are asking about the grant to direct them to the web and complete the form, it is then automatically sent to Ms. Moore.

Erin commended Michael Richardson and Chris Alma Jose staff at DWS who worked extremely hard on getting access to this for the council. There are links on both sites – from DWS to WWDC and WWDC to DWS

Erin Moore introduced Shelli Stewart, our new Public Relations (PR) staff to council:

Ms. Stewart introduced the draft of the workforce report and that she is working with staff to gather data. The book is separated into 3 sections – indicators regional data and regional showing what labor in Wyoming looks like – can we afford to live here and listing the top five highest demand industries.

Council discussed various changes and ideas to work through the draft of the report to be used at the Summit.

Looking for consistency throughout:

- be sure we clearly define restaurant – lodging – tourism
- clarify what are industries and occupations
- all summaries of regions should funnel back to summary page

- if possible be consistent with data – have all the data come from the same year
- Can we phrase the first question by region – Can Workers Afford to Live Here ... Rephrase to “Major Costs of Living”.

Ms. Stewart reported that we focused on 40's and 50's pictures throughout the book.
A hearty Thank you Shelli!!!! was given by council

Communication Committee continued with report on the Labor Market Industry (LMI) going over in great detail the data presented in the Request for Proposal (RFP) for the LMI grant. It includes meter data, counts individuals holding more than one job and what the workforce looks like for people holding more than one job

Ms Pomeroy requested we pull data that shows where people go if they leave the state of Wyoming and obtain information on wage data from other states.

Bret Pizzato requested again that we look at obtaining University of Wyoming Graduate data that we have been missing. *** Dr. John Jackson requested that Erin Moore contact him to obtain the name of the person that can get us the data and maybe WIA funds can be used to help with the report. Mr. Jackson can assist with the contact in indicating how the data will assist the University also.

Dr. Rose stated that if the report can comply with HERPA , there is no problem getting the data. It is not only the council requesting information from colleges, and a list of all the agencies needing the information might be helpful in our request to the University.

**February 9, 2006 –
Call to Order Chairman Ware – 8:05**

Opening remarks: Charles Ware thanked Ray for chairing the meeting yesterday and welcomed everyone today.

Team Building Exercise:

Erin Moore initiated a Team Building exercise – rope experience FUN!!

Council realized how they want to run a plan instead of being spontaneous and because all of the council members are leaders this was a very interesting exercise to watch. After trying the exercise the first time – people tried too hard to think and the second go – they were more spontaneous and able to finish the project sooner. Noticeable actions of council were that we work together very well as a group, lots of energy, all are strong leaders but we all give and take to get the job done as a team.

Strategic Brainstorming – Development of Activities:

This council because of circumstances surrounding workforce in the state we have a lot of opportunity to give some direction to the workforce issues in the state.

Ms Emmons asked council if they would like information next meeting on:

- on well-field projections – we hear everything from “I need 1000 people to I need 10,000 people”.
- The impact is not just for that industry – there are subsequent ripples – service, housing, healthcare
- We could try to pull together for the next meeting the actual numbers – for training, different workforce issues per community – we are looking at this for the next several years – what does this do and impact communities for years to come
- Leonard Scoleri suggested maybe we prioritize
- 2006 – 2007 we may be looking at anticipating 5800 workers – 2010 we will need 6500
- This does not include the power plant employees that will be needed to build new plants

- remember people will be retiring
- maybe do a brief tutorial to help us understand what this really means when we say we need 2000 people...drillers, operators, service people –

***Bruce Brown requested whether we can get the info before the meeting so we can come up with problem solving ideas at the meeting instead of learning at the meeting – maybe be ready to come with ideas to problem solve.

****Leonard Scoleri suggested we do a joint effort with Wyoming Business Council (WBC).

****Rocky Anderson suggested we ask what priorities are for employers and employees.

Ideas of council to help with the workforce issue in Wyoming:

- see the big picture this is a permanent situation
- prioritize – build partnerships
- paper reporting-watching legislature and budgeting to support the items that affect job training, growth issues – highway construction – housing – huge budget surplus – we need the money now if we are going to be ready for what is coming –
- be more issue active with subjects that affect workforce
- continue to talk to the governor and legislators about workforce
- Individually sit with community legislators – talk to them. Programs need to be looked at as an investment – not a bill or expenditure
- Be careful that Department of Workforce Services (DWS) has the ability to do all we ask
- Be sure we know what tools we have to work with
- Council provides ideas – how can we provide information to workforce and employers in Wyoming
- Build partnerships, facilitate training, work with people on housing, coordinate
- Remember it is not our responsibility to provide 20,000 employees
- Help policy makers and legislators understand issues.
- Need resources to recruit, train and market the state.
- Link with all the pieces – very complicated
- Speed up information sharing with all partners
- Have an information sheet for legislature so it can see what, we as their council believe are real issues.
- Tie it into the big picture – economic structure, marketing issues internally and externally.
- this is rural America - but it is not anymore- it's changing – we will not stop it and we need to be ahead of the changes that are coming
- educate employers that we need to pay higher wages
- Advocate programs – if can't pay a livable wage – decrease taxes – sales tax – subsidized utility bills – might offset low wages

***Erin Moore will find out proper channels to message the legislators and governor. We can have staff help message.

Council discussed ways to strengthen partnerships and coordinating agencies between private and public sector

- Message the bigger picture
- Prepare a single informational sheet for legislators and be more issue active
- Create a “3 e's super taskforce”

***Bruce Brown, chairman of Legislative Committee requested a brochure to hand out to legislators indicating what we are doing.

Presentation of Legislative Brochure by Erin Moore:

Ms Moore queried – whether everyone was satisfied with page one of the brochure – council agreed

Second page indicates issues we are looking at

- drug testing need to wait for the bill to be there first
- training can take place in a whole variety of places
- We support expectations of training opportunities
- Remember we are an advisory council
- this brochure is educational
- Increase training capacity with focus on high demand, higher diversity
- Increase voc training capacity for diversity and high growth occupations, increase training capacity for high-demand, high growth
- address Wyoming's capacity for existing and emerging occupations

***correct Ray's name spelling- on Legislative handout.....

***send copy of legislative report to Youth Council

***Kathy suggested that government employees are so noted so it is obvious

***Add affiliations – company names –

***ACTION: Tim Wells moved that council write a letter to the US Senators, Legislative Delegation and the President to restore funding of full budget cuts for training funds. Rocky Anderson seconded the motion. Motion carried.

Discussion – Erin to prepare draft on WWDC letterhead for Charlie's review

Action Items

- WDTF Marketing with possible 15% - Mid April for initial meeting
- Workforce Program Brochure – one pager – Feb 07
- Wyoming workforce problems/solutions
- Pull Main points out of workforce report and coordinate efforts with the Governor, WWDC, Business Council Board, WCDA, Colleges, UW, Education Super task force by Mid April
- Workforce Program Brochure – Communications Committee look at what's to be in this

Discussion by council on action items

- Letter to Enzi use approach – extreme growth mode – extreme need for training maybe Enzi has special funding – is there a way for him to put together some sort of program – construction trades – hurricane issues – etc –
- Letter to have two major paragraphs –
 1. state support of reinstating the cuts
 2. here's a solution for us...Wealth creation – where is the greatest return – 3% in savings – 25% in training and retention...

Workforce Study - \$200,000 to study and analyze where workforce is, the council is tasked now with \$400,000 – to market WY workforce gaps in and out of the state. These are both in the DWS budget for the new biennium

Council discussed ideas of marketing all areas of workforce in Wyoming:

- Propose the 15% committee augment these funds with council funds
- Prepare Booklet like sample – A Guide to Wyoming Business Council Programs

- See growth of businesses already accessing Workforce Development Training Funds and send information out to other businesses that are not using it. We need to get to people to tap in to these funds
- Four million is not enough for training in Wyoming
- define the ultimate goal of what we are after – diversification of training – we need to stay on point –
- Track the return on the investment of marketing
- Educate that training increases retention and turnover, decreases people leaving the state and generally helps businesses become stronger – it is not just growth – it is the tool of creating stronger businesses
- Educate with statistics that people using funds stay – wages are growing in the companies that use the fund.....be sure to message the facts that the training funds are making a difference.

15% report –

Council was directed to Tab 7, Page 8 paragraph 2 – structure of Career Guidance RFP #5 and funding overview - \$50,000 for a small little and large school – this will be due in May. The partners are listed under number 3 as shown in Tab 7.

ACTION: Bret Pizzato made the motion to approve RFP as presented to council by the 15% report
Leonard Scoleri Seconded the motion.

Discussion –

Council questioned when the RFP would go out by the 13th of February and Erin Moore indicated it was ready to be mailed on the 13th.

Council Approved the Motion.

Kim Alexander report: System that Employment Services division uses creates report a month late. DWS usually meets with the 15% committee. There was not enough time to do the report this for this meeting.

Phil Van Horn queried whether council should look at funding a better program from the council discretionary funds. Ms Alexander reported that DWS has put a budget line item in the 07-08 biennium with the goal to have one end user system. Right now all divisions are using different systems – VR uses the state system – ES has allocations and other things that have to be done and WOLFS can't do it so they do a FARS system – a needs assessment will be done- there are fund to start this process. In order to get fiscal reporting we may need help from the 15% discretionary funds to assist the department with a program that would do this. At this point we have no choice but to wait 4 – 6 weeks for information on where we are financially. Ms Alexander reported to council that DWS has set aside \$50-55,000 to research a better program for accounting.

Ms. Ray Fleming Dinneen continued with the 15% report and submitted the SCSEP Request to purchase books to prepare and train seniors to use typewriters and computers. Ms. Pamela Downing, manager of the SCSEP program shared a handout with council reporting actual numbers in books and cost of purchase. Total cost will be approximately \$700.00.

Handout from Pam Downing – Actual need –

ACTION: Jeff Heilbrun made the motion to supply monies to SCSEP for pilot training materials for older worker training

Bruce Brown Seconded the motion

Motion Carried

Ms. Emmons announced to council of Kim Alexander's resignation from DWS She has accepted the position as Sr. Vice President of Warren Federal Credit Union. This is a wonderful opportunity for her and the department is saddened with her loss to the department. She has brought us light years along, has been a tremendous help in putting together the budget. Due to her efforts it was put to the Joint Appropriations Committee of the legislature in a

clear manner, allowing it to be approved at the first read. This is a good indication that we are hiring really good people – they are being recruited by other businesses. She will stay on until after the Legislative session.

Collaboration Report – Jeff Heilbrun – Asked council if there were any question on the proposed cuts.

Heilbrun announced that Jeremiah Rieman with University of Wyoming has coordinated the summit for us and thanked Mr. Rieman, Ms. Moore, Michael Richardson, Chris Alma Jose and Shelli Stewart of the department for the effort put into the Summit preparation and work on the Web site. Mr. Heilbrun reported to council to check the web-site information will be there, as will overviews of all past summits. There will also be highlights for each speaker that is presenting.

Mr. Heilbrun reported:

- this year's format to be a bit different
- it will have general sessions that relate to all
- the second day will have breakout sessions
- there are some great speakers coming
- it will be a full two days – council should register as soon as possible
- only have 400 spaces – last time only 320 attended
- all council has to register individually
- Shelli Stewart will assist with marketing ideas
- There will be vendor booths
- Joint dinner will be Monday night
- night of the 16th will start hand out workforce report at the dinner – the governor will be there for the dinner – the first lady will give out awards
- Please spread the word about the summit in your own communities.

Ms. Moore discussed ideas with council for the awards:

- best practices – take a moment to celebrate things that have happened and recognize companies,
- working with people from governor's planning office – they discussed the following 3 awards:
- Name - The Workforce Summit – 2006 Workforce Awards
 - Innovation in workplace award –
 - Workforce partnership awards
 - Outstanding Individual performance award

Mr. Heilbrun suggested this could be used as a great advertisement – nominate fellow workers for these awards – winners will be announced at Summit – maybe a press release – Nominations can be done on the web site

Chairman Ware announced that council will receive a free registration and he would appreciate all council attending. Mileage and hotel will be paid by council members personally.

**ACTION: Rocky Anderson made the motion that discretionary funds cover the costs of registration
Leonard Scoleri seconded the motion
Council Approved .**

Rocky Anderson queried were we are on council business cards. Ms. Moore responded the website needed to be official first. They will be available before the summit.

Ms. Moore queried council whether they approved the award subject. Council approved.

Chairman Ware Closing

Chairman Ware and Ms. Moore are planning to attend the Winter Workforce Board Chair meeting

Chairman Ware acknowledged Dave Teubner and his efforts to the department. He has shared knowledge, experience and heart to the department and we will all miss his contribution to the State of Wyoming but, wish him the best in his future endeavors..

Mr. Teubner thanked council, appreciated Chairman Ware's comments. He shared it was interesting to look back and note that not long ago workforce development was not included in the vocabulary of Wyoming . The history prior to creating the department had much debate as to whether this agency even needed to be created and what the difference was from the Dept of Employment. Mr. Teubner expressed his appreciation of the leadership from the board and the support and direction given to the agency from the members since the department was created.

**ACTION: Jeff Heilbrun made the Motion to adjourn . Tim Wells seconded the motion.
Meeting was Adjourned at 11:40 a.m.**