

**WYOMING WORKFORCE DEVELOPMENT COUNCIL
MINUTES
JUNE 15, 2006
TELEPHONE CONFERENCE**

Call to Order, Welcome and introductions: Erin Moore called meeting to order at 1:30 p.m. welcomed council and introductions were made.

Present:

Council:

Rocky Anderson
Ray Fleming Dinneen,
Jeff Heilbrun
Cindy Pomeroy
Dave Scriven
Leonard Scoleri
Charles Ware
Joan Evans
Bret Pizzato
Cale Case
Judy Martin
Bruce Brown

DWS Staff

Kathy Emmons
Erin Moore
Edith Phillips
Glenna Campagnaro
Mark Hawkins
Pamela Downing
Margo LaHiff
Lisa Osvold
Michael Richardson
Michael DeLor

Approval of Agenda:

ACTION: Jeff Heilbrun made the motion to approve the agenda as written. Motion was seconded by Cale Case.
Motion was approved with no opposition.

Approval of Minutes of the February 2006 meeting:

ACTION: Cindy Pomeroy made the motion to approve the minutes as presented. Ray Fleming Dinneen seconded the motion.
Motion was approved with no opposition.

Approval of Budget:

Ray Fleming Dinneen – Presented the 2006 WIA15% Budget to council. She requested council look at:

- travel costs for council
- dept review of potential training
- would like a more thorough review prior to council asking for training or travel outside of Wyoming
- reported that council use of the state plane to council meetings was about \$2000 more each meeting

Ray Fleming Dinneen Recommended to council:

- Council to continue use of plane for council meetings & allow additional travel and meetings only if budget allows for such travel and other costs.
- Review the cost savings of holding more council meetings in Cheyenne as there is approximately savings of \$10000.00 per meeting.
- 15% committee to review on a regular basis use of plane for meetings and additional travel.

ACTION: Jeff Heilbrun made the motion to allow the 15% committee to review of travel and training costs on a quarterly basis.

Leonard Scoleri seconded the motion.

Discussion: Cindy Pomeroy queried whether council was aware that plane costs went up? Yes – that is one reason to review more regularly.

Motion was approved with no opposition.

Ray Fleming Dinneen turned meeting over to Edith Phillips to review the quarterly budget report and estimated budget report for 2007.

Edith reported on 15% expenditures:

- March 2006 quarter end is in process of projecting
- It was determined that council needed an additional \$29,500 for activities which triggered the additional review of travel. This is reflected in the report as of March 30, 2006. Note - Item 11 for reflection of the additional \$29,500.00.

Jeff Heilbrun queried when funds needed to be expended by, Ms. Phillips reported they needed to be expended by June 30, 2006.

Ms. Phillips clarified the \$75,000.00 noted on line 13 is expended in this budget for the Summit and the \$150,000.00 for the Career Guidance Request for Proposal (RFP) is reflected as projected expenditure.

Erin Moore asked council if any further questions on changes in the budget.

ACTION: Jeff Heilbrun made the Motion for the Fiscal 2006 Budget should be reflected as 2005 and the changes reflected in the "2005" report be accepted as presented. Motion was seconded by Rocky Anderson.
Motion was approved.

Edith Phillips presented the WIA Program year 2006 Proposed Budget July 1 2006 – June 30, 2007.

- it reflects any projected carry over based on projections we have
- adds additional 2006 funding we will receive after 7/1/06.
- WIA 15% estimated using 3/31/06 expenditures
- Shows going in with \$1,069,542.00 to expend for the next year.
- This page reflects the current budget
- The last column is being proposed for the next budget
 - first 8 areas specific to DWS and what they estimate for expenditures for various areas that are required and allowed under the 15%
 - \$411,873 is projected for the next year.
 - Item number 11 is where the council budget was developed for next year – attached to spread sheet is a council budget in more detail.
 - The \$244,253 is detailed on the next spread sheet that reflects actual estimated expenses as required by WIA.

Jeff Heilbrun queried if the change in travel is reflected – Edith Phillips reported affirmative to council.

Edith Phillips further clarified there is one change. Council has only had one position being charged to this budget and we are now reflecting 1.5 positions charged to this source by the department for the additional policy analyst.

Chairman Ware shared his concern that as National Chairman for National Association of Workforce Boards there are 4 additional meetings per year. For the remainder of this year and for next year there will be additional travel. Ms. Fleming Dinneen reported to council that some of these expenses are allocated for in the projections. Ms. Moore stated to council that this line item will be watched and coordinated a lot more effectively with Edith Phillips of DWS and the 15% committee.

Jeff Heilbrun shared with council that discussion has been held regarding making the Governor's Summit an annual event. He shared the following issues;

- There are increasing and continuing workforce issues in the state
- Would council entertain setting aside \$75,000.00 for a summit for the coming year?

Ms. Fleming Dinneen suggested that we keep the committee format and process intact and it is a very appropriate request to bring to the 15% committee and the right process for council to follow. She stated the budget can be amended throughout the year.

Edith Phillips reported the amount of discretionary funds we have available is \$413,416.00 for the coming year and there appears to be sufficient funds for this project if needed.

Jeff Heilbrun will go through the established council process.

Edith Phillips queried whether there was further discussion as to the \$244,000.00 for council budget and there were none. Ms. Fleming Dinneen called for approval of 15% Council Budget for the coming year.

ACTION:

Jeff Heilbrun made the motion to approve the 15% FY 2007 Budget.

Leonard Scoleri seconded the motion.

Motion was approved with no opposition.

Verification of Ray - Do we have an approval of the quarterly Report - Council verified the Approved change of \$29,500.00 and the quarterly report is approved.

Approval of Career Guidance Proposals:

Erin Moore reported to council that all Career Guidance proposals and qualifications were reviewed. She reported to council that the awards given were:

- Hulett High School
- Lovell High School
- Teton County School District
- Fremont County School District
- Total Awarded was \$124,914.00 of the amount set aside of \$150,000.00
- This approval is contingent on the Policy Analyst and ES Business Operations Assistant Administrator at DWS to work with these proposals to make sure there is a strong partnership with education, workforce centers and employers and industry
- They are all good proposals but need to be sure that they are comfortable with these strong partnerships
- The process will start with school year 2006 and try to bring youth along with careers available in Wyoming

Ms. Fleming Dinneen The balance remaining of the funds set aside for the RFP might be best used to bring these schools to the 15% committee meeting to report as to how they feel about this career guidance RFP and whether it is worthwhile. There might be some approaches that might be good for the whole state and the schools which could assist many schools throughout the state. Ms. Fleming Dinneen suggests we set aside the remaining monies to hold to an End of Year Report and pay for all travel.

Ms. Fleming Dinneen asked if there were further questions or discussion: Kathy Emmons suggested for the End of Year meeting to include Dept of Education and have them co-sponsor the meeting.

Ms. Fleming Dinneen called for motion to approve RFP selection.

ACTION:

Rocky Anderson made the motion to approve the 4 proposals submitted by the committee and set aside money for end of contract period for a year end report and pay for travel expenses.

Dave Scriven seconded the motion.

Motion was approved with no opposition

Rocky Anderson would like some training for council members involved in reviewing RFP proposals in the future.

Erin Moore stated to council that discretionary funds can be used for internal training of council and other partners to increase knowledge of workforce issues.

Workforce Development Training Fund Report (WDTF):

Glenna Campagnaro noted to council the May report included in their packet. There is still one more month in this fiscal year which will end up much like last year. Might notice over ½ of grants are still open so final amount could change once all grants are closed.

Leonard Scoleri queried in the summary of businesses, what type of businesses is “not for profit”? Mark Hawkins, WDTF Manager stated: Cathedral Home for Children, Social Services, St. Joseph in Torrington, Chambers of Commerce, etc. It is a pretty broad scope and includes economic development organizations.

Mr. Heilbrun questioned why 16.7% of businesses are denied. Hawkins clarified that 70% of denials is because the application time has been missed. The other 30% don't pass for a variety of reasons. They can re-apply within the time window if they want to.

WDTF Marketing Plan Discussion: - Mark Hawkins

- The marketing plan has not been sent as of this date but will be in the immediate future.
- Historically we've reached 1% of businesses in WY who use the fund our goal for the near future is 3%
- BTO will mail US Parcel Post and "e-blast" to touch 6-8,000 businesses to give awareness and invite them to a meeting in Aug
- In October we will visit 17 communities to entertain questions, advertising, tech assistance and how it can be used in businesses the plan has a lot of research built in and has targeted occupations
- WDTF will be monitoring it as we go along –

Jeff Heilbrun thanked DWS as they have done a good job of utilizing Wadley Donovan and targets in preparing this marketing plan.

Glenna Campagnaro informed council that Mike Martin left DWS as of June 1

Council discussed Marketing plan:

- Many businesses are so busy and have labor shortages concerns that if don't receive a phone call – they will not know – suggested staff call businesses as advertising and mail will get caught up in all the other advertising they receive
- To be truly effective with businesses today we have to touch them personally.
- phone campaign by staff or professionals –
- spending staff time going to communities – question whether it's effective as a phone call direct to the businesses
- DWS staff from Casper regional office and Rawlins recently met with Joan Evan's business on oil & gas – could pertain to any venue – brought in industry representative who talked about training needs – talked about pre-hire, training funds – multi faceted approach very efficient.
- Sometimes partnering in community can work well too.
- if DWS would send list of businesses in area council might make introduction of DWS' team
- one reason to personally go out to communities is to involve workforce educating public as to what all the centers are able to do to help.

Chairman Ware suggested we move to some kind of sub-committee to prepare an action plan and report back to the council.

Glenna Campagnaro will touch back with Jeff's committee – Task Force for Workforce Analysis – Joan Evans, Cindy Pomeroy, Phil Van Horn, Jeff Heilbrun. If anyone else would like to be included, please contact Glenna Campagnaro.

Jeff Heilbrun requested council for permission to report to the Executive Committee since timing is short. Erin Moore stated that since the funding is from the BTO budget, no approval is needed from Executive Committee. Jeff Heilbrun stated to council that the committee will move forward with the Marketing Plan once they have reviewed it again.

Jeff Heilbrun stated the important part is getting the plan established he's happy to hear 3% is the target, this is how we can have a greater impact on workforce issues.

Charlie proposed for the sake of staying focused he requests the group report back in a week with the focus of the plan to council by short report or with the executive committee.

Jeff Heilbrun requested Erin Moore schedule a phone conference with task force. Kathy Emmons would like Shelli Stewart, DWS' Public Relations Manager to be involved to assist with press.

Workforce Analysis update: - Pam Downing:

The first meeting was June 14, 2006

Ms. Downing provided a brief overview of project

- during budget session we were given \$200,000 to perform a workforce analysis
- including research, community partnership with rules and recommendations
- RFP was released April 15, 2006 and on May 15, 2006 it was opened
 - a task force of readers was appointed, including governor's office, DWS and Council
 - winner of the RFP was announced May 22, 2006
 - Contract with Wadley Donovan was signed June 1, 2006 and June 14, 2006 was the first meeting

Looking at scope of services

- Employer & key influencer interviews – 45 face to face interviews to be chosen by DWS and task force
- Employer survey Workforce survey – just like the household survey done 1-1/2 years ago for WBC – they will stand outside Walmart or like store and ask them about thoughts
- Wadley Donovan will provide with data delivery system and website to answer the survey on line – will also have available reports where we can chose a region we are interested in – and get a report of specific characteristics
- Regional meetings across state in 6 regions to be done Sept 1 – Oct 15, 2006 and will be by invitation only it will be no more than 45 people and not more than 6 hours away.
- Recommendations to be done by October 30, 2006

Ms. Downing suggests the survey results will be on the intranet site for the council to have access of – it's a status reporting then, as a team we can follow up with people who are not completing the report

Younger & Assoc. is the company compiling the information. The Employer Survey closes August 14, 2006 and then we will get a weekly report of who is answering and who is not. We will then have employees calling the employers and reminding them they need to answer the survey.

This is the project the Gov wants done:

- What occupations do we need people for in Wyoming
- Where are skill gaps
- Where do we target training

Report will be completed before the Legislative Session starts

The Report will be reviewed with the Joint Minerals and Labor Committee

July 5, 2006 2:00 – 5:00 p.m. is scheduled for a key stakeholders meeting with Dept of Employment (DOE), Wyoming Business Council (WBC), WWDC, and Research & Development. DWS will send an official invitation regarding the Workforce Analysis and Quality Child Care Initiative.

Kathy Emmons shared with council information regarding Quality Child Care Initiative (QCC)

- Quality assessment
- The quantity assessment is to look at is lack of child care an impediment to people going to work
- DWS is contracting with Pederson & Co from Encampment to assist with each county child care assessment report. Pederson & Co. will contact people in communities about impact of child care to allow us to gauge where we need to be and have some good data to present to next legislative session.
- Ms. Emmons wants to make sure council stays abreast of this information.

Glenna Campagnaro requested council to go to website www.wyoqualitychildcare.org to review information and provide feedback to the Department.

Summit Recap – Jeff Heilbrun

THANK YOU DWS staff and University of Wyoming Staff for all the work put into making the Summit a success.

- under budget by about \$2500 - \$4000 – just finishing up outstanding bills
- Survey Summary:
 - very positive
 - couple of places to improve: break on first day was too long
 - best part was the selection of the speakers

- The speakers were first class not only from WY, but on a national standard.
- Question: One thing to change? Nothing was the most predominate answer
- There are certainly some things to gain more advertising, more solutions, less discussion
- Place of summit – city location brought 78%, but we didn't poll the attendees at the first summit as to why they didn't come the second meeting.
- The lodging location was rated poor.
- Future topics – great variety of ideas of topics to add to next summit
- Next time maybe more workshop oriented
- Very successful overall
- 78% response on the survey – 115 – good or excellent remarks in regard to location.
- Might be helpful to see why the people who came to the first one did not come to the second one
- We were all a bit disappointed that the attendance was lower
- Same number of agencies, businesses and educators in term of organizations – but they all sent less people this time

Leonard Scoleri expressed concern that there were few private businesses that attended – this is really who we are doing this for.

Erin Moore stated to council that the number of private business attendance was slightly less this time – we did not do a percentage of business – but all was down a bit.

Kathy Emmons added special thanks to Shelli Stewart for all the marketing and design work and Michael Richardson, and Chris Alma-Jose for the logistics. Staff did a phenomenal job in preparing for the summit, they are an incredible team.

Kathy Emmons shared President Bohlen's Community College letter to the Governor with council. DWS will respond to the Governor regarding Jim Rose and Miles LaRowe are members of WWDC and could have been involved in the planning of the Summit. Comments at the Summit only remind us that we are been challenged to be more demand driven in our involvement of training and educating our population. [Ms. Emmons will copy council the response letters to the Governor and colleges.](#)

Jeff Heilbrun already asked Jeremiah Rieman as to available space in Jackson for a possible summit next year. Mr. Rieman has checked and there is space at this time.

There are many issues being faced by state regarding workforce. Mr. Heilbrun queried whether we have funds to do another summit in the next year and whether we want to move with doing this next year.

Discussion on yearly Summit:

- highly recommend doing this on a yearly basis
- some of the speakers this year were right on the money
- maybe partner with some other state groups as opposed to just the council.

Should we try to Partner Planning of a Summit?

- WWDC would need to chair the Summit if partnered – need to be sure to direct the Summit to Workforce issues
- do we want to add people to partner –if help increase participation – Yes
- maybe have private industries sponsor and contribute funds for this
- with the amount of effort it takes – it is not too early to start planning – especially the way space gets used up
- need a year to prepare!

Mr. Heilbrun asked if a motion was needed to approve an investigative effort to reserve funds without obligation from state between now and next meeting and be able to approach executive committee for a request from 15% committee for funds for a summit for 2007 and by the next meeting obtain council approval of summit for 2007.

Chairman Ware recommended collaboration committee investigate related location dates and doing a preliminary research.

ACTION:

Leonard Scoleri made the motion for the Collaboration Committee to begin investigation on preparing for a Governor's Summit in 2007, to include Location, dates, preliminary format of the event. Ray Fleming Dinneen seconded the motion. Motion was approved with no opposition.

Training Provider Approval Procedure Report

Chairman Ware thanked Donna Owen from Casper for her work on Training Provider Approval.

- The Department of Labor would like the Council to approve training providers for WIA training participants

Ms. Moore recommends to council:

- That a committee review trainers on a monthly basis
- have a pre-approval prepared for Donna Owen to approve training providers and then send on to committee to make recommendation of approval of training providers and then the Council ratify the list at a quarterly meeting
- In the event Ms. Owen was concerned, a special meeting could approve trainers
- It is important to get information to council and get workers in training without a time lag

Mr. Scoleri questioned whether we are approving training providers prior to the training.

- Ms. Owen has been approving the trainers and then contacting council for approval.
- Ms. Owen reported that sometimes training programs have to be approved – lots of times a case manager calls and needs a program approved within a week's timeframe sometimes days – but usually the provider is already approved – the program is not as difficult to approve as the provider itself.
- Ms. Emmons reported we are attempting to get clarification, we should not need each and every program approved – if they are already a provider and already has a program approved they may not need to be approved before they can do another program although it may be a rule to approve every single program and not just the trainer.
- Ms. Owen stated that with this they come out with a demand occupation – so it is required program to program to be approved, even if they have an initial approval – each assessment has to include performance report yearly.
- Has to be done on an on demand basis

Suggestions from Erin Moore – If Council is comfortable:

- Allow Donna to use judgment a pre-approval and forward the approved providers on to committee
- approve after the fact depending on time allowed
- Executive Committee approval with an overview to the whole council at the quarterly meetings.

ACTION:

Rocky Anderson made the motion to allow Donna Owen to approve providers and report to the Executive Committee on a monthly basis the list of the providers with council ratifying the list at the Council quarterly meetings. If Ms. Owen's has specific concern, the provider approval would be brought to council. Leonard Scoleri seconded the motion.

Discussion:

- how often? Monthly as some may be approved and gone through training already or meet each and every time before training?
- Executive Committee to meet monthly and make decisions
- Chairman Ware commented that DOL's long term goal is to make councils more active – this is one area where the council can be more involved.
- Ms. Emmons suggested we could ask for a waiver from DOL because of makeup of state we are for permission to have monthly meetings with the Executive Committee and the whole council approval quarterly.

Motion was approved without opposition

Legislative Report – Kathy Emmons

Ms. Emmons updated council on two committees – Health, Labor & Social Services Committee and the Minerals Committee.

Health, Labor & Social Services Committee:

- child care initiative – we've met with them and started with that initiative

Minerals Committee:

- they are taking issue of workforce training and housing
 - Many issues surrounding training and housing the department will continue to work with the committee to determine what they want to work with – one most difficult will be how to address housing – many other departments are focusing on this issue also.

Ms. Emmons wanted council to be aware both committees are looking at workforce issues.

Chairman Ware queried council as to whether immigration issues should be included our agenda?

Discussion:

Jeff Heilbrun - Yes it is a huge workforce issue speaking from Jackson, we are at the unemployable rate right now, we cannot put heads in sand.

Chairman Ware - legislature does not have it on any of their agendas

Leonard Scoleri – no.

Jeff Heilbrun can see Leonard's point and justification that we need to focus on development of workforce – but if we are keeping the best interest of employers in mind immigration issues are a big problem in Wyoming and we cannot avoid being included.

Cale Case – commented council should discuss the issue to move toward understanding and not a solution. There is little legislators can do with immigration they can pass a resolution for the Federal Legislation to do something, however there is nothing a state law can do

Jeff Heilbrun understands legislators can't do anything but we should make noise that it's affecting state of Wyoming and that it is important to be apprised of what is going on nationally.

Cindy Pomeroy suggested that town meetings could be an avenue – perhaps drafting letters to Cubin and other congressmen with concerns of Wyoming

Chairman Ware suggested Council write letter to our congressmen that different parts of workforce in Wyoming are affected by illegal immigration

[Chairman Ware stated there would be no action this time and that this issue would be taken up at the next meeting](#)

Cindy Pomeroy feels the issue needs to be discussed in full detail before establishing a position.

Leonard Scoleri recommended we be very careful. That perhaps the best thing to do is to make a statement how it impacts Wyoming.

Chairman Ware agreed with Senator Case and Mr. Scoleri - state legislature has no authority, it is a federal problem. Council should not get involved with legislation on this issue.

Next Meeting: September 21, 22, 2006 in Pinedale –Try to have the meeting at the Man Camp if possible or at least a tour.

Ms. Emmons thanked all for accommodating this meeting a phone conference.

ACTION:

Bruce Brown made the motion to Adjourn. Leonard Scoleri Seconded the motion.

Motion was approved without opposition. Meeting was Adjourned at 3:45 p.m.